

المركز الوطني للتصديق الرقمي
National Center for Digital Certification



NATIONAL CENTER FOR DIGITAL CERTIFICATION (NCDC)

DIGITAL CERTIFICATES

QUICK START GUIDE

VERSION 2.1

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Introduction

This guide offers the quickest way to install and begin using your digital certificates issued by NCDC. The PKI functions which will be tested and used are signing and encryption over emails and documents.

Registration

- Every subscriber needs to obtain a Digital Certificate issued by Government CA.
- Before issuance of the Digital Certificate, the subscriber has to fill a request form and get the required approvals from the Authorizing Person.
- Subscriber's identity is verified by the NCDC Registration Authority (RA) office and a Digital Certificate is issued.
- The Subscriber can perform the following using the issued Digital Certificate
 1. Digital Signing and Verification of an e-mail message or file.
 2. Encrypting and Decrypting an e-mail message or file.

Pre-Requisites

1. End user Operating System – Windows XP or Windows 7 (32 bit or 64 bit)
2. Microsoft Outlook installed for the Entelligence Security Provider (ESP) for Outlook.

Installation

Every subscriber will be provided with a PKI CD which will have the software's for ESP and SafeNet USB token or the subscriber can download the NCDC Clients Packager from NCDC Web Repository (<http://web.ncdc.gov.sa>)

- a. To run the Installation from CD
 - Insert the PKI CD into the CD Drive
 - You will find the NCDC Clients Packager, to install the packager Right Click and select **Open**
- b. If you have downloaded the NCDC Clients Packager from NCDC Web Repository (<http://web.ncdc.gov.sa>), save the Packager on desktop and to install the packager Right Click and select **Open**
 - Click **"Run"** on the Open File Security Warning window to proceed the installation
 - Click **"Next"** to continue the installation.
 - Accept the License Agreement when prompted and Click **"Install"**
 - Wait for the Packager to install the components
 - Upon successful installation, you will be prompted to restart the computer. Click **Yes** to reboot.

Upon successful installation of Entrust Entelligence Security Provider (ESP) for Windows, the subscriber can view an Icon in the system tray



- In Microsoft outlook you will see two new icons added to the Outlook New Message Window



PKI Usages

After successfully installing the PKI client Package (ESP) the user will be able to perform the following PKI functions which are explained in details in the **NCDC PKI User Manual**.

- 1) How to sign an email message
- 2) How to verify a signed email message
- 3) How to encrypt email message
- 4) How to decrypt an encrypted email message
- 5) How to sign a document
- 6) How to verify a signed document
- 7) How to encrypt a document
- 8) How to decrypt an encrypted document



Instructions for using the PKI USB Token

The Digital Certificates and keys will be issued and generated on SafeNet iKey USB token, please ensure to read the below instructions before using USB token.



SafeNet iKey packs two-factor authentication, encryption key management, and digital signing functionality into a tiny, secure package that includes an integrated USB connector to eliminate the need for a separate reader device.

- Before using the USB token please ensure that you have installed the USB token driver which is part of the NCDC ESP client software.
- Please do not initialize the USB token as it will erase the whole content.
- Please ensure to store the USB token securely.
- Please ensure not to leave your USB token unattended.
- Please remember the PIN provided in order to access the USB token.
- In case you misplace / lose the USB token please contact your respective CSP helpdesk.
- In case you forget the USB token PIN please ensure that you inform your respective CSP helpdesk.
- Please do not attempt to access the USB token with wrong PIN more than 9 times, it will lock the access and you will not be able to access the token.

Help Desk Contacts

For any assistance or technical support please contact NCDC operations centre by sending an email to helpdesk@ncdc.gov.sa