

ADACOM

**User Guide to
create a CSR
via mmc**

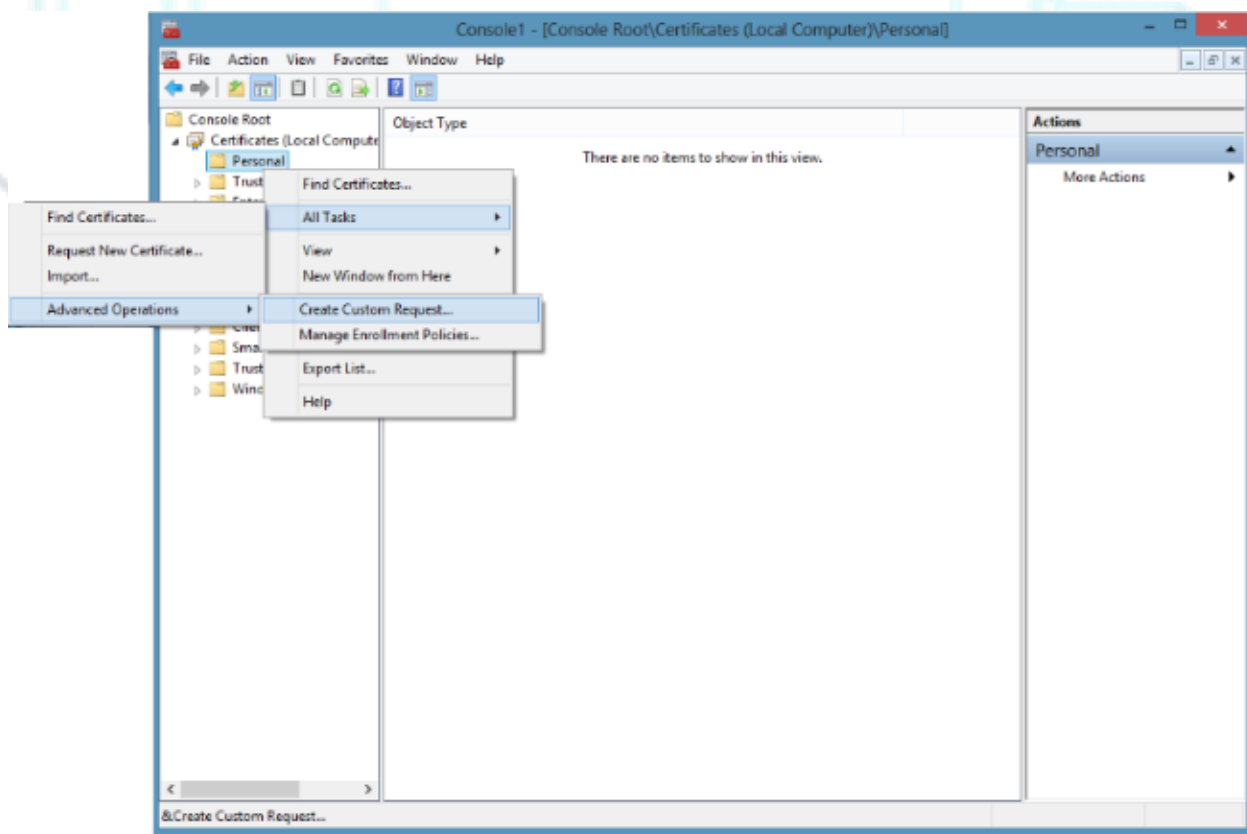


Create CSR via MMC- Windows

To create a certificate signing request (CSR) through an MMC certificate snap-in by using Microsoft Windows, follow these steps.

1. From Microsoft Windows, click Start.
2. In the Search programs and files field, type **mmc** and click on it on results.
3. Go to File > Add or Remove Snap-in
4. From the list of available snap-ins, choose “**Certificates**”.
5. Click the add button.
6. Select Computer account.
7. Click Next
8. Select Local computer (the computer on which this console is running)
9. Click Finish.
10. In the Add or Remove snap-ins window, click OK
11. Save these console settings for later use.
12. Expand the certificates list on the left
13. Right click on the personal folder.

14. Select All Tasks > Advanced Operations > Create Custom Request.

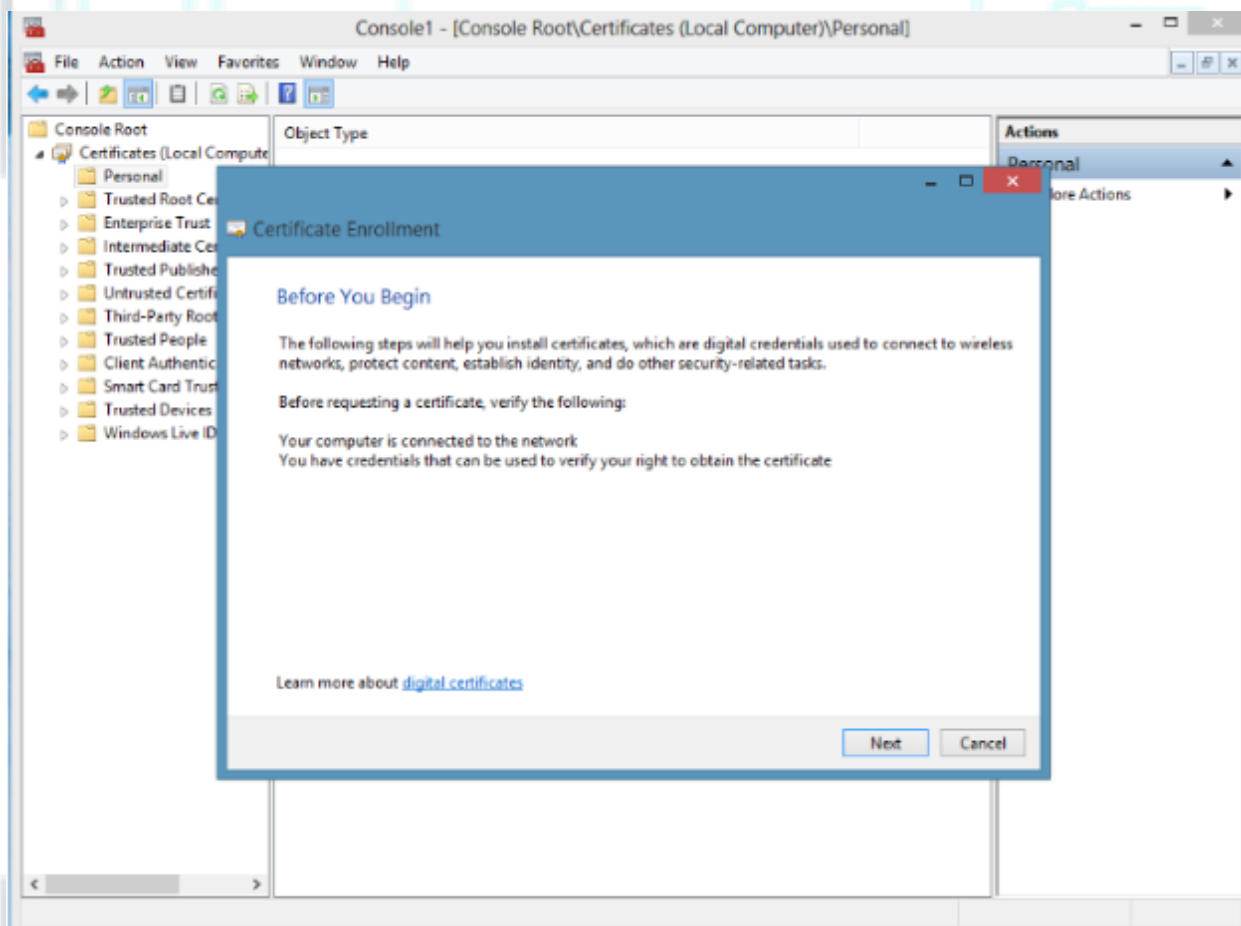


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15. The CSR creation wizard will open > click Next.

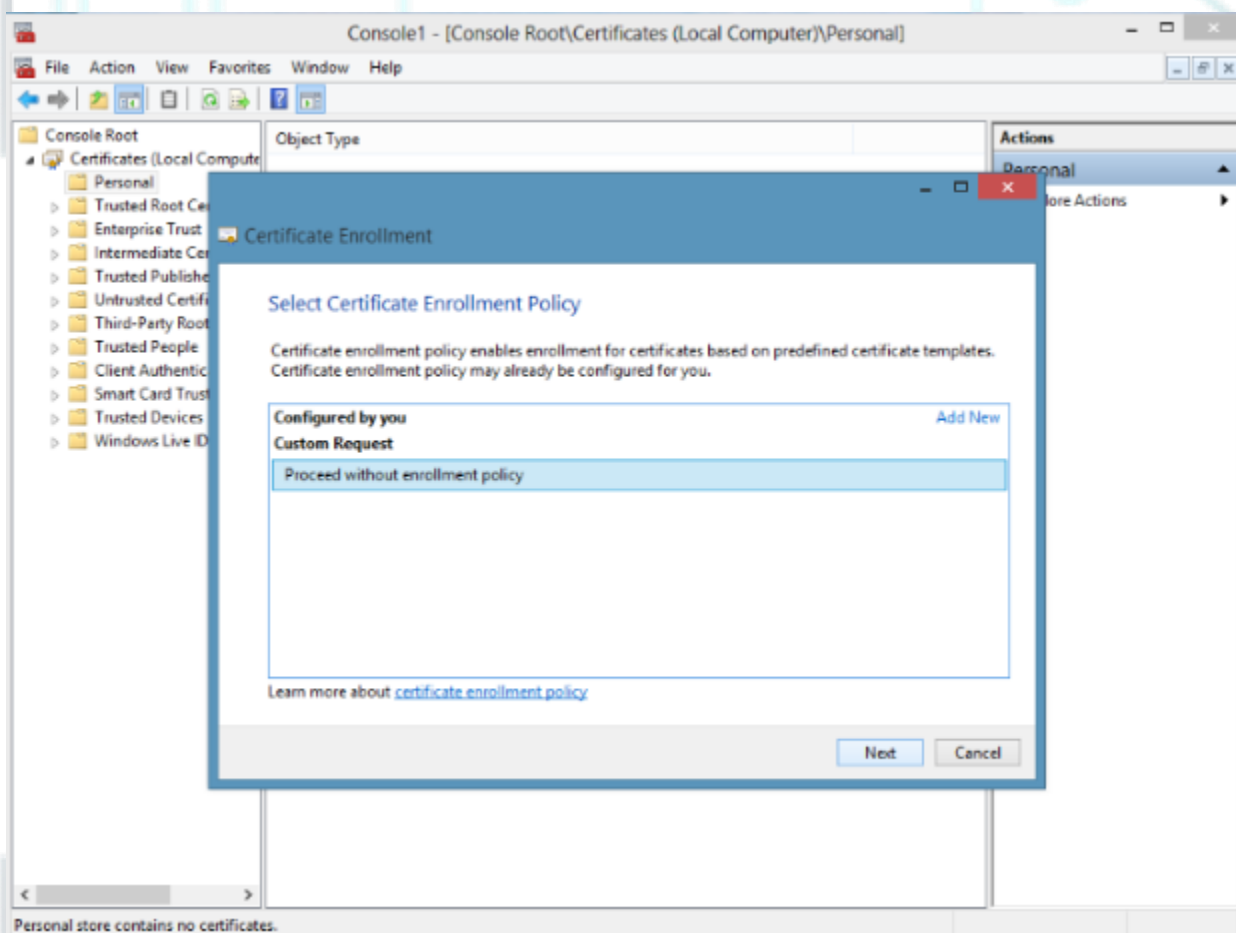


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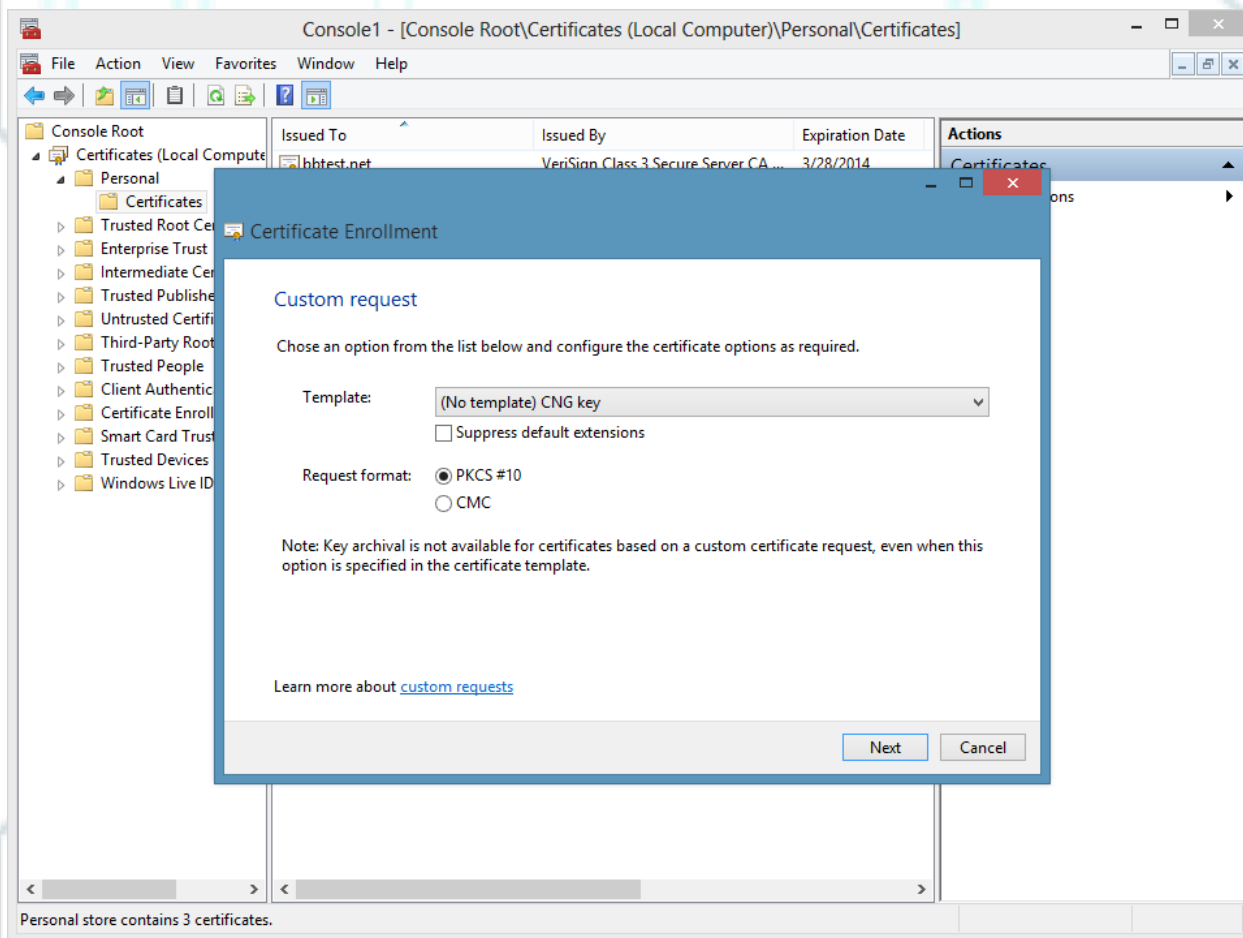
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16. Select the Proceed without registration policy option > Click Next.



17. Make sure the next window will have the settings as bellow and click next

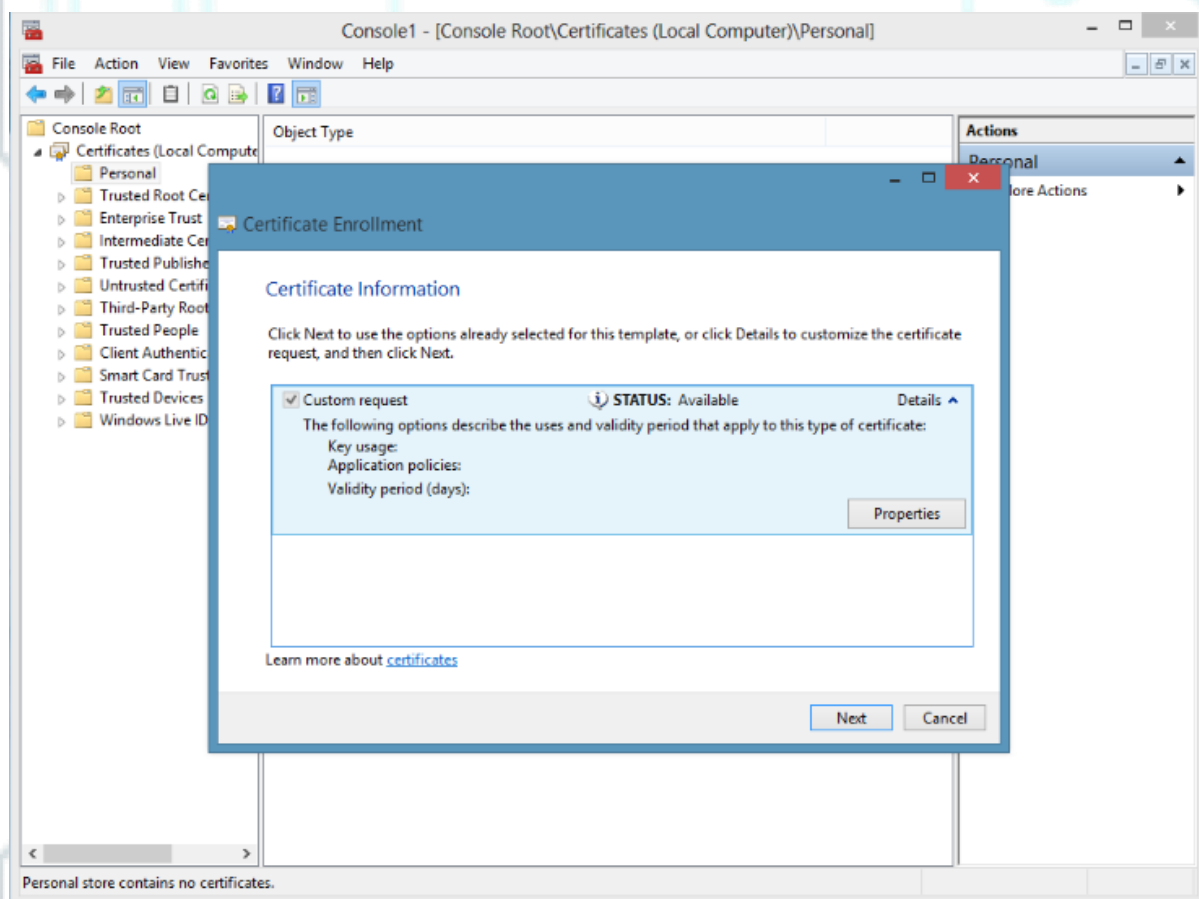


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18. From the Details drop-down menu > Click Properties.

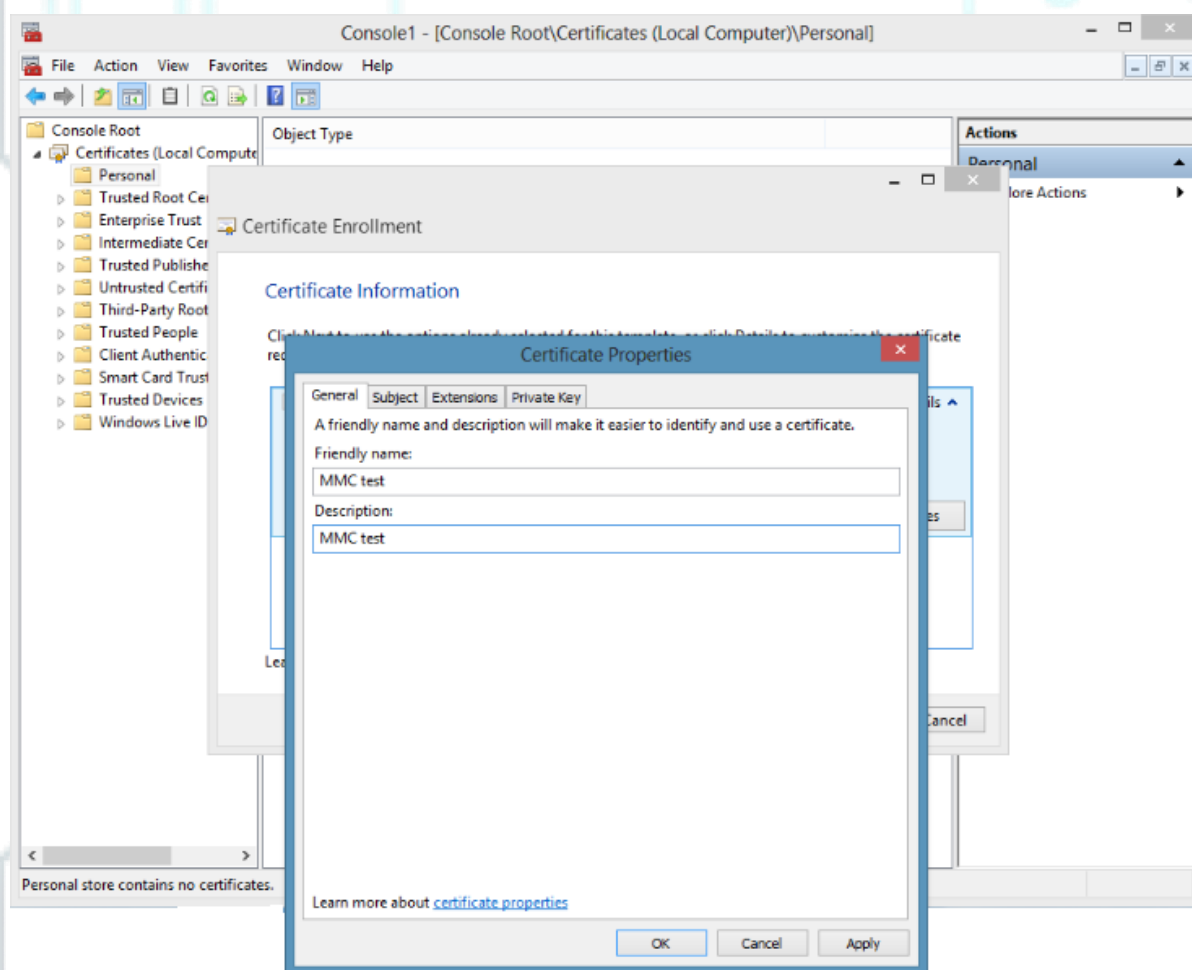


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19. Enter a friendly name of your choice.



20. Go to the **Subject** tab > in **the Subject Name**: Choose from the **Type** drop down menu, fill the **Values** and click on **Add** on the following values required for your CSR (**CN, C, L, O and OU**).

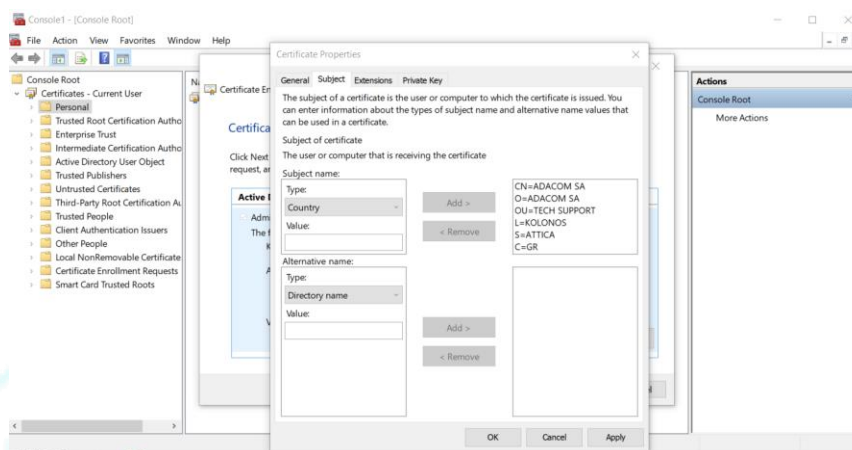
Example:

CN = Common Name: The registered organization name to which the certificate will be issued and secured.

C = Country/region: The two-letter ISO country code. (e.g. GR)

L = Location: The listed location/city of the business (not the actual server location).

O = Organization: The registered organization name to which the certificate belongs. If the company or department has a &, @, or any other symbol using the shift key in its name, the symbol must be written or omitted in order to be recorded. For example: "XY&Z Company" would be "XYZ Company" or "XY and Z Company".



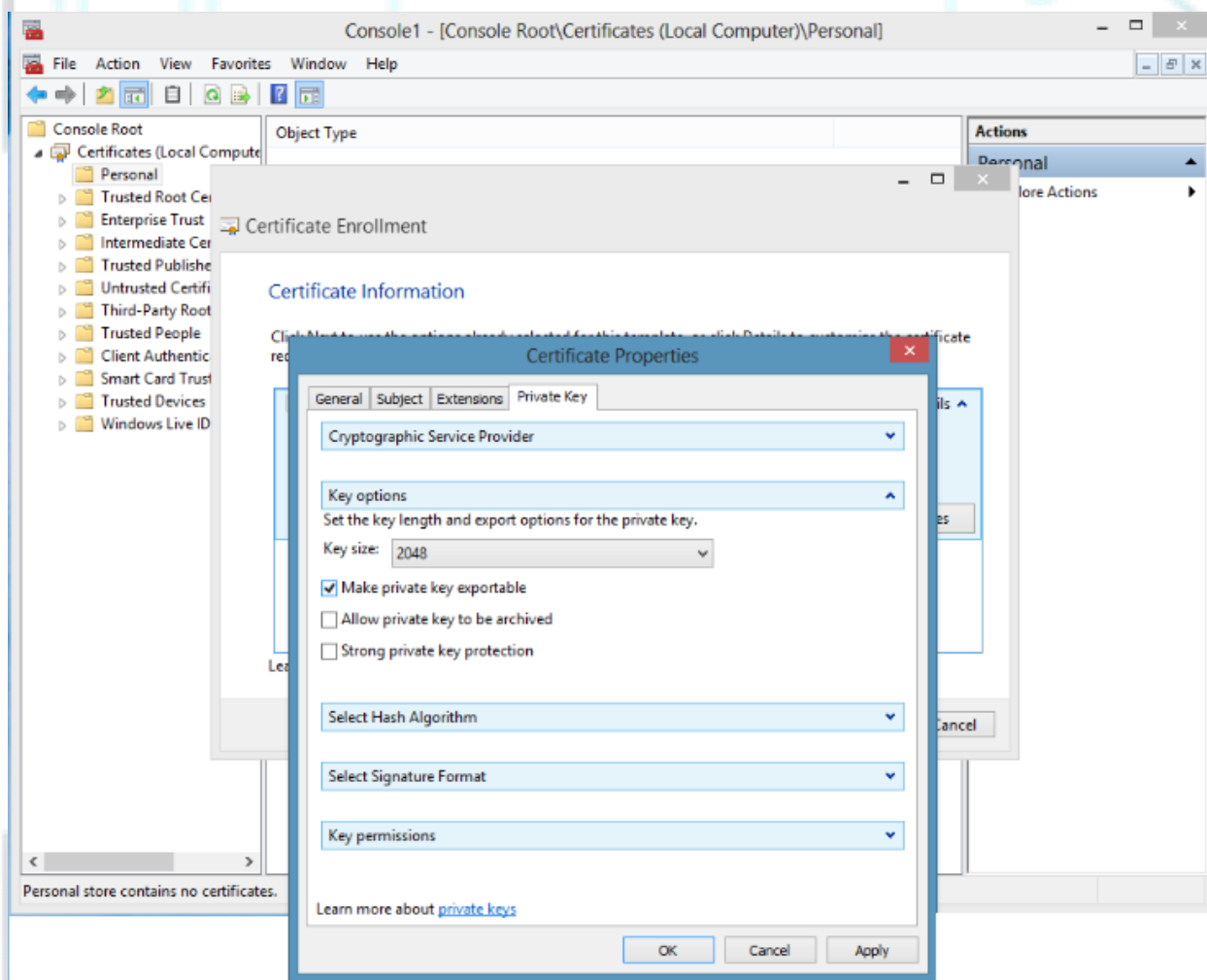
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21. Click the Private **Key** tab > click the drop-down menu for Key Options > select Key size: **2048** and check the option **Make private key exportable** > Click **Apply** > Click **OK**.

Note: All code signing or client (S/MIME) certificates must have a key size of 2048 bits.

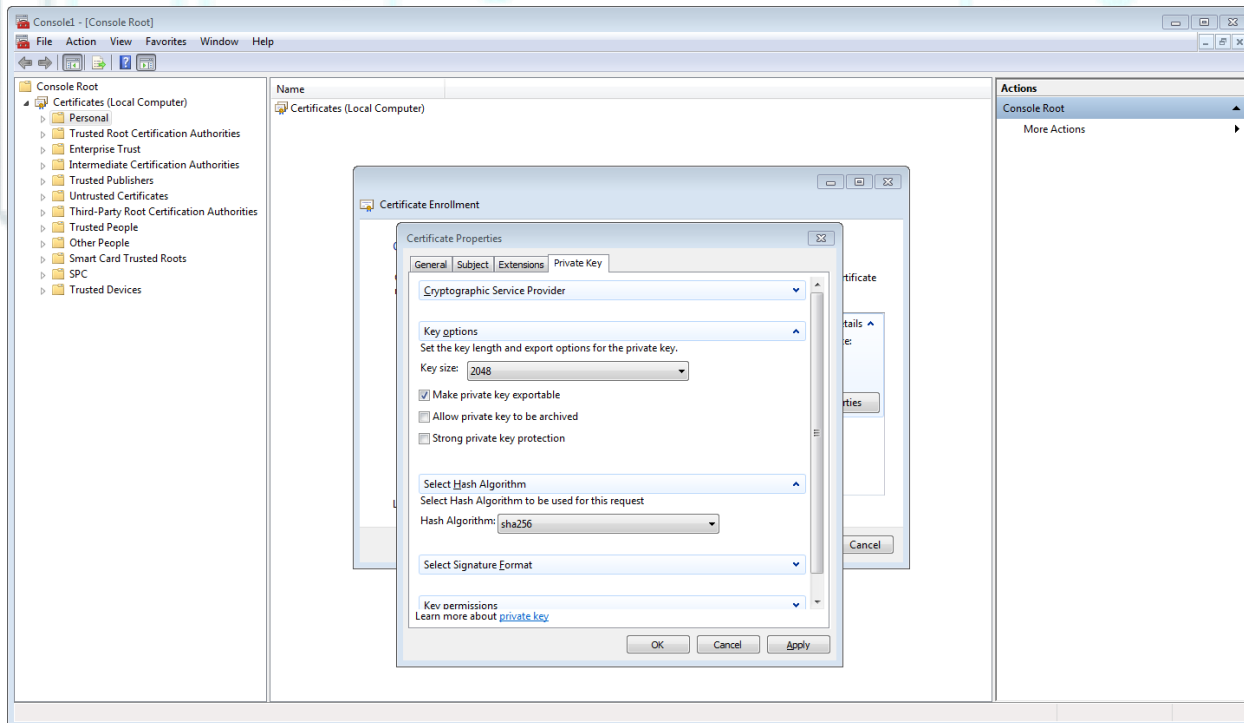


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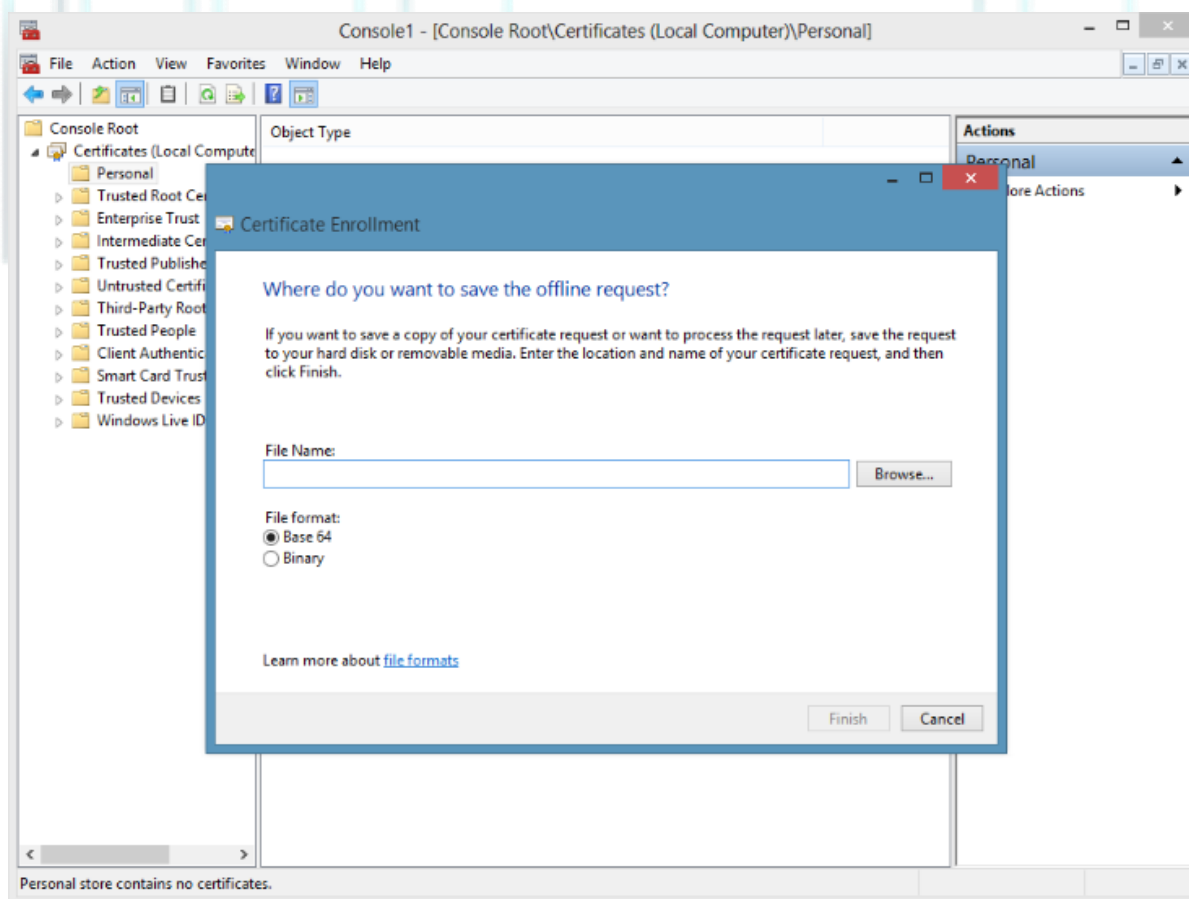
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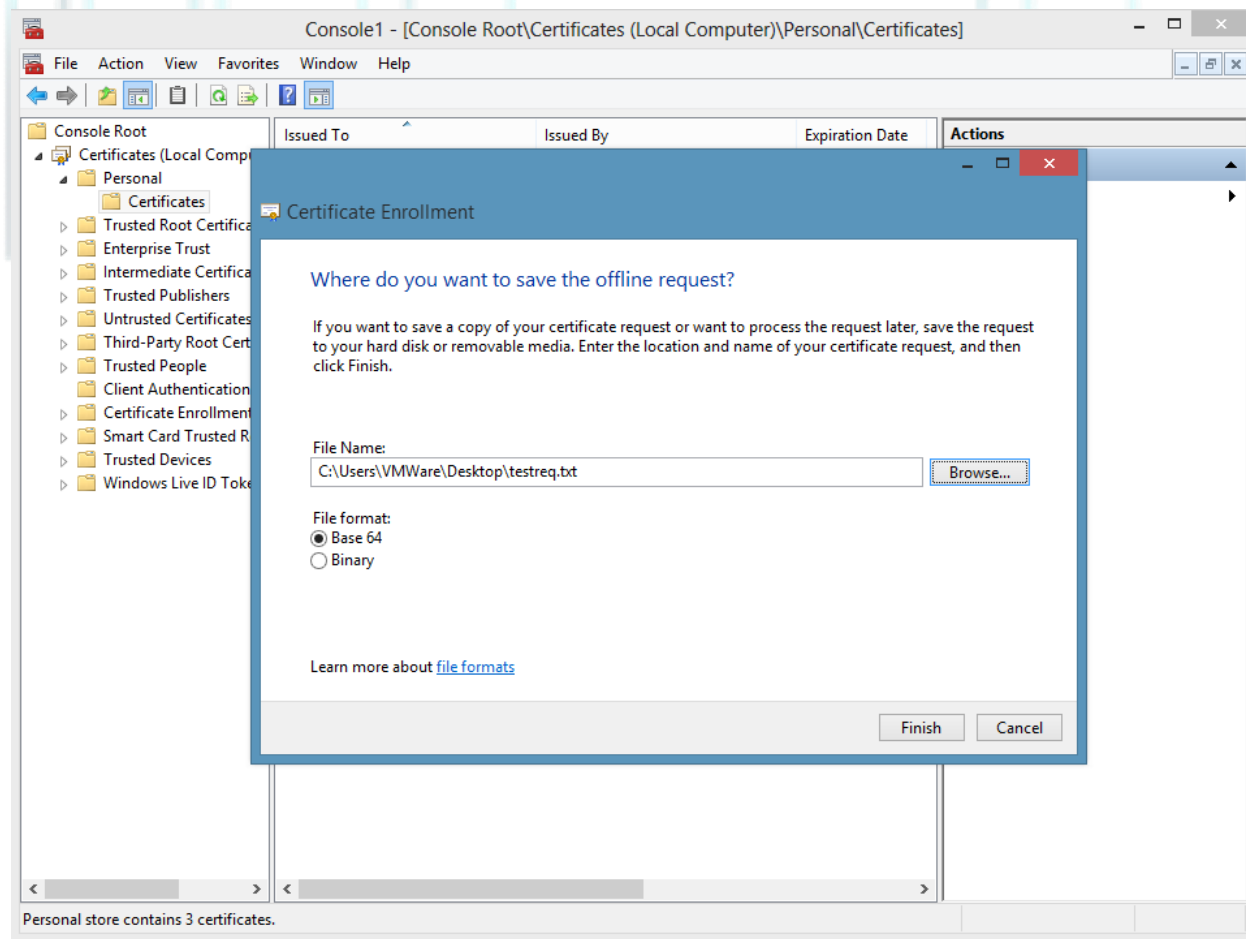
22. Click the drop-down menu to select an algorithm hash, under Hash algorithm select **sha256** > Click **Apply** > Click **OK**.



23. Click **Next** , > click **Browse**.



24. Select a location to save the CSR file. Enter a name for the file and click **Save**.



25. Click **Finish**.

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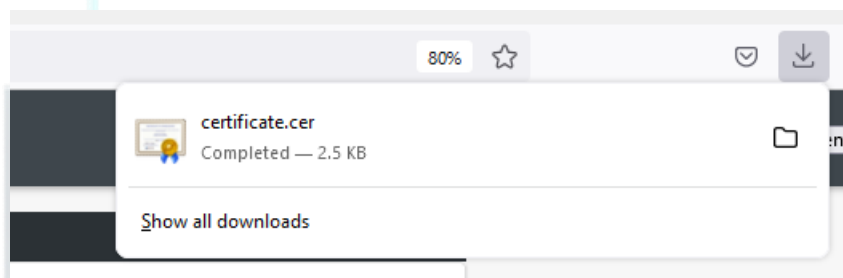
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26. The CSR file will exist in the location you saved and can be used to request a code signing or client (S/MIME) certificate.
27. In order to upload the CSR to Aqs-Portal you will have to change the extension of the file to .TXT

Complete and create the certificate.

After completing the above process of creating the request and if your certificate has been approved through the <https://ags-portal.adacom.com> , you will need to follow the procedure below to create your certificate and use it.

1. Download your public certificate from your account by selecting **My certificates** from the menu and then Download. Save it to the folder of your choice.

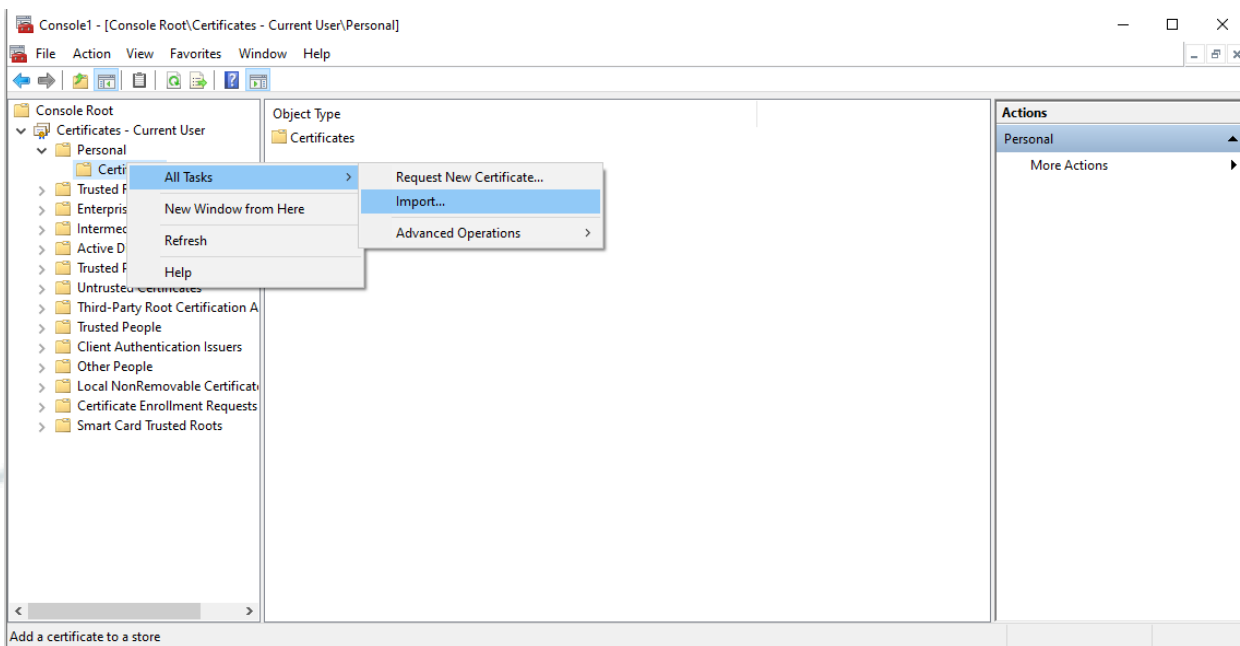


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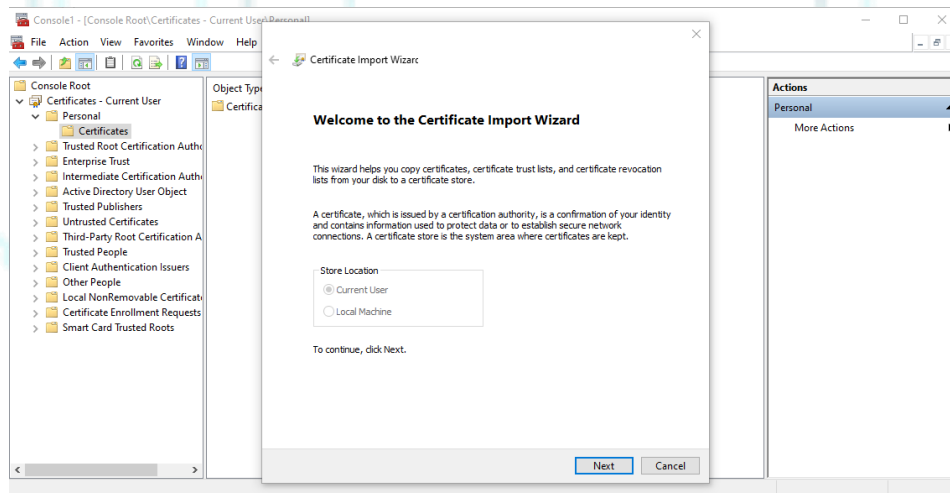
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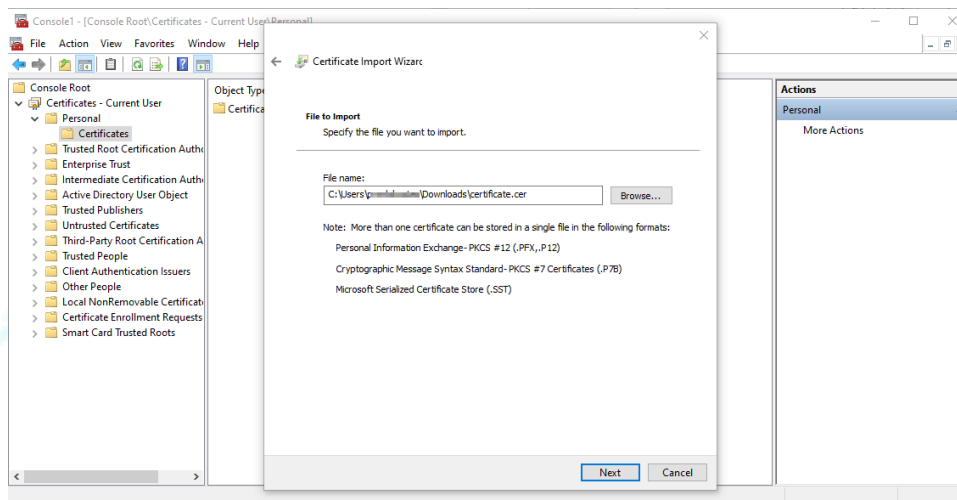
2. From Microsoft Windows, click Start.
 - In the Search programs and files field, type **mmc** and click on it on results.
 - Click File > Add or Remove Snap-in
 - From the list of available snap-ins, select **Certificates**.
 - Click the **Add** button.
 - Select Computer account.
 - Click Next
 - Select Local computer (the computer on which this console is running)
 - Click Finish.
 - In the Add or Remove snap-ins window, click OK
 - Save these console settings for later use.
 - Access mmc snap in > right-click on the personal folder > All Tasks > Import



3. Select the "Current User" storage location.



4. You select the file ending in .cer that you saved earlier from your account.

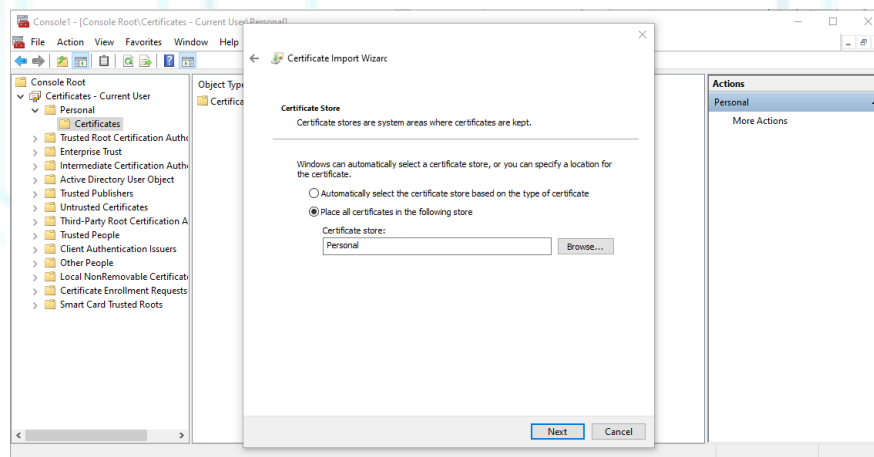


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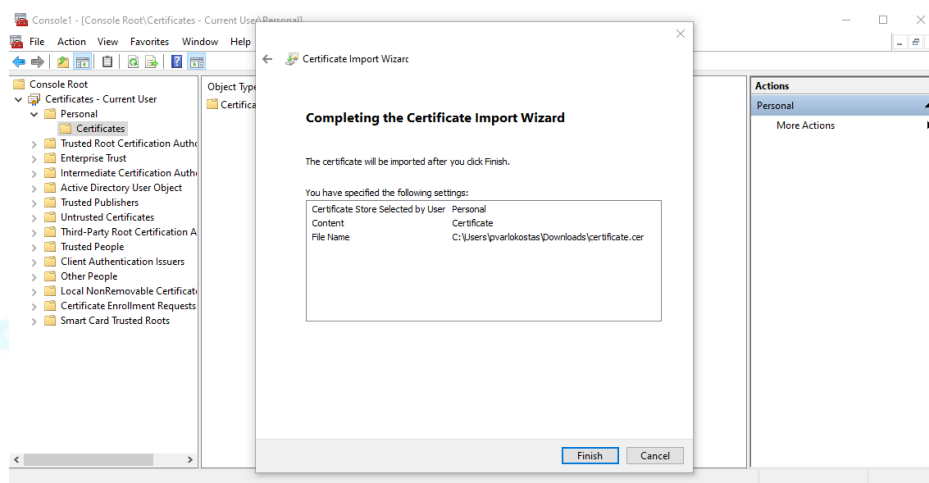
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5. You choose to save the file in the Personal Certificates folder



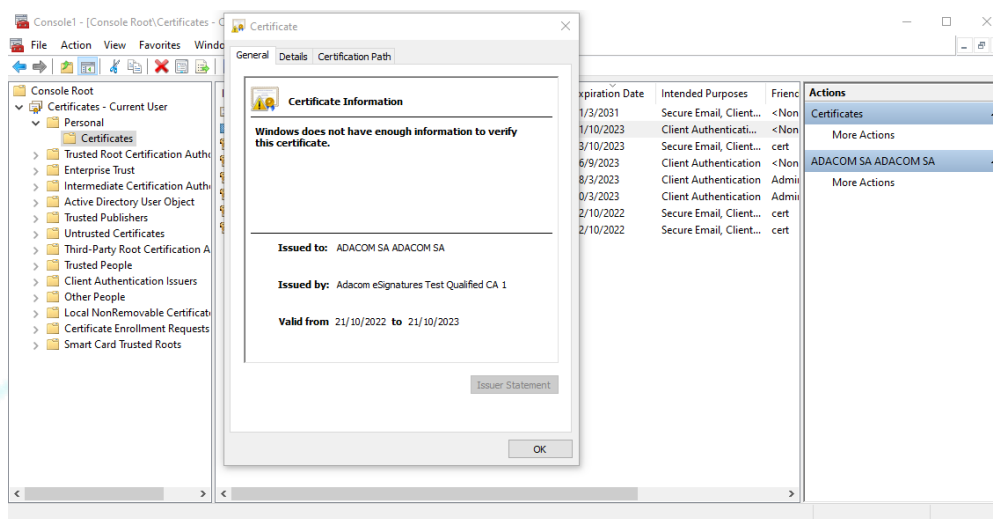
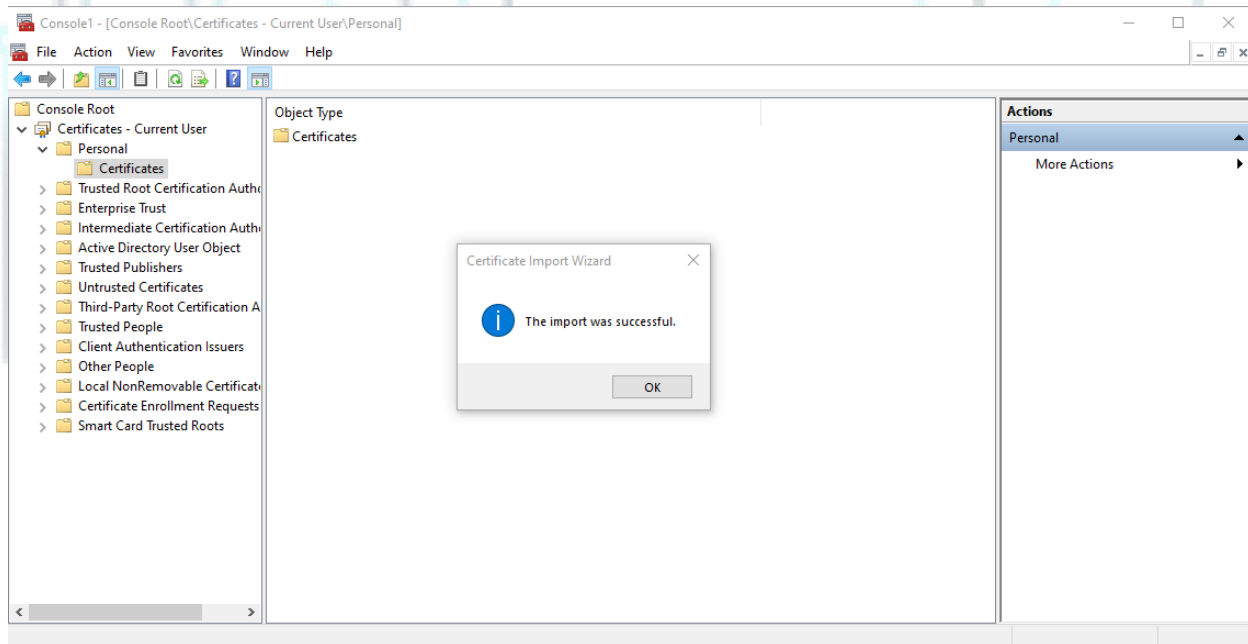
6. You press the finish button and the certificate has been successfully generated.



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