



## ***Do's & Don'ts of Digital Certificate***

- ✱ Don't share your Digital Certificate with anyone.
- ✱ Enable strong protection and high security while installing the certificate. USB token is recommended.
- ✱ Remove the token as soon as the task is over.
- ✱ Change your password after every 2 months.
- ✱ Always use a difficult to guess, strong password for the certificate. Password should comprise of alphanumeric characters and should be preferably more than 8 characters.
- ✱ If you have installed a Digital Certificate in someone else computer system, then after completion of work don't forget to remove your Digital Certificate from the system. (Internet Options >> Content >> Certificate >> Remove)
- ✱ Take back up of your Digital Certificate at the time of downloading in your Personal Computer System/CD's/DVD's but make sure except of you know one should have access of the same.
- ✱ Store the exported certificate in a reliable media (e.g. a CD) and place it at secure place.
- ✱ Remove the certificate from the PC before sending it out for any repairs or hardware upgrades.
- ✱ Do not allow others to access the PC, where the digital certificate is Stored/Installed.
- ✱ In the absence of your Digital Certificate back up, if you have misplaced/lost your e-Token then you need to apply for the new Digital Certificate only.
- ✱ In case of loss of your e-Token, Immediately contact service provider so that it can be revoked and misuse of the same can be prevented.