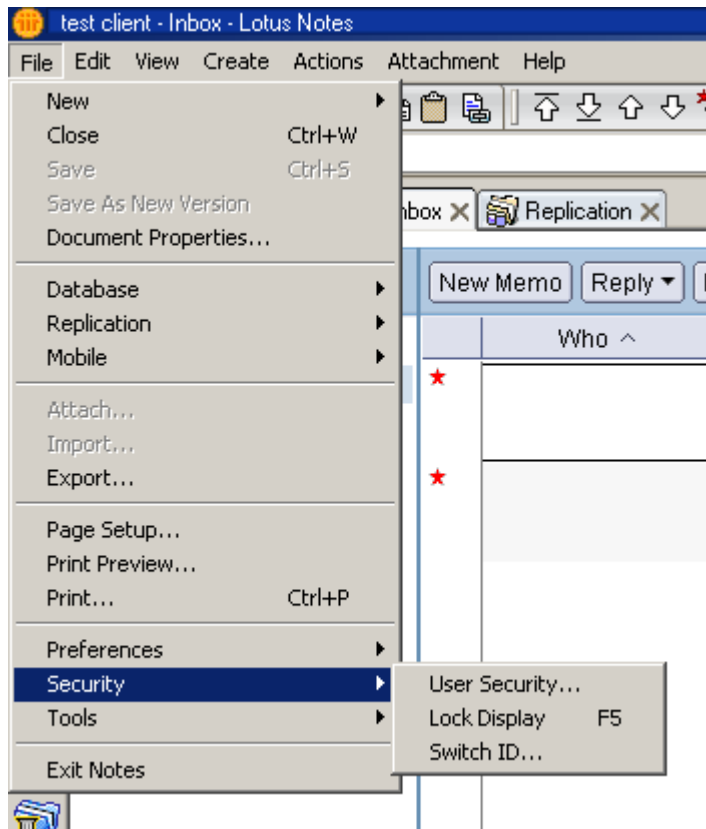


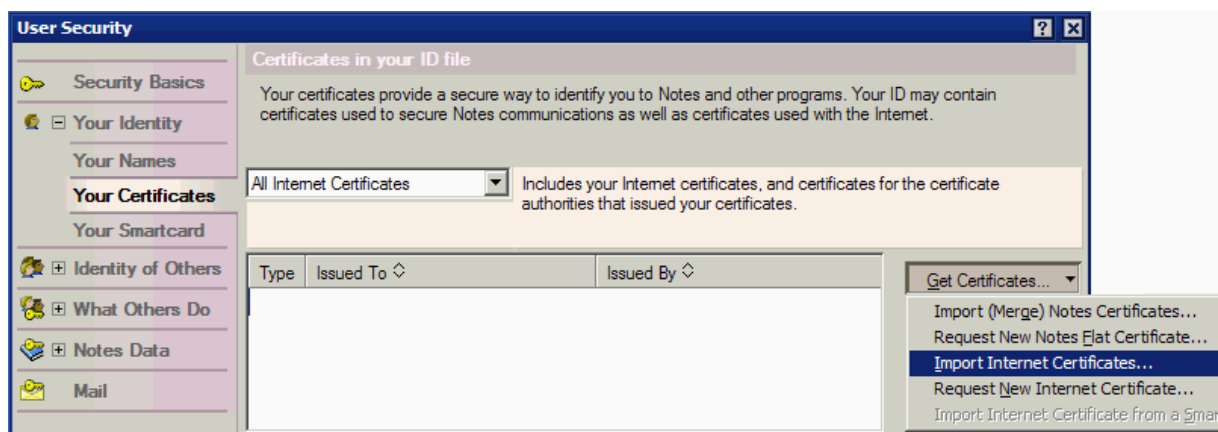
How to import a certificate in Lotus Notes

To make use of your certificate within Lotus Notes you first need to import it. To do so, you should at first create a backup file of the certificate. A detailed description on how to create a backup can be found here: [*Link*](#)

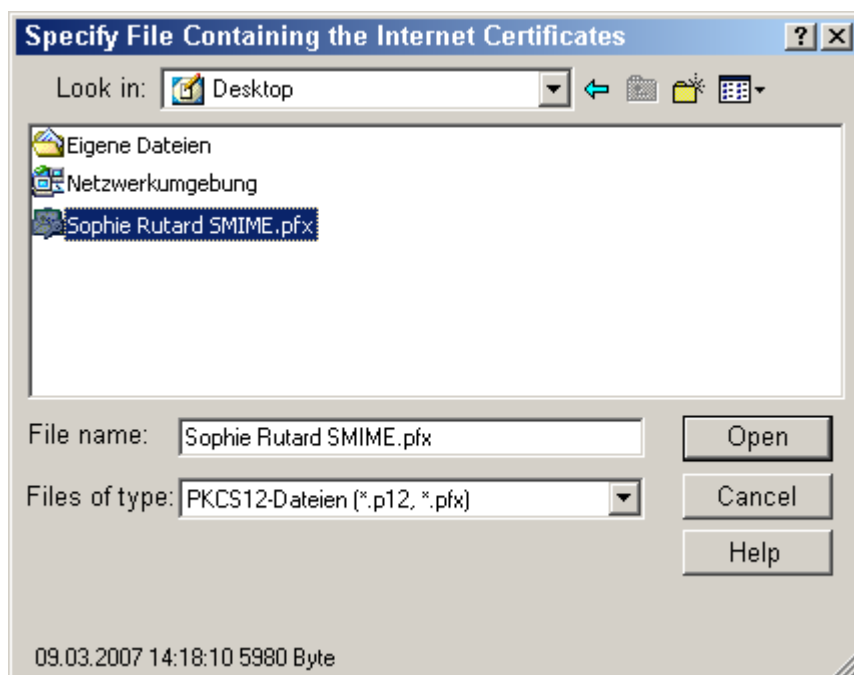
1. Please select “File / Security / User Security”



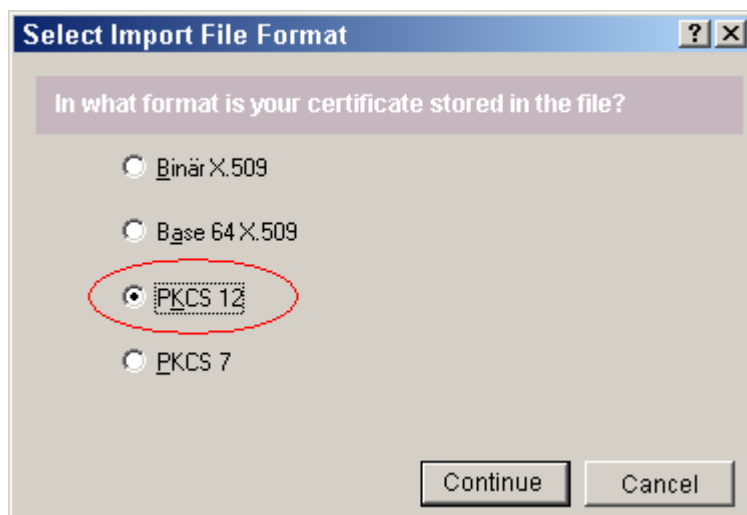
2. On the left hand you will find “Your Identity”, please open this item to select “Your Certificates”.
3. Please click on “Get Certificates” on the left hand and then select “Import Internet Certificate”.



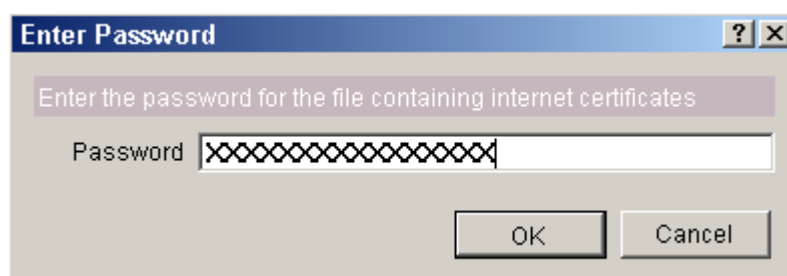
4. Choose the Folder where you previously have saved the certificate's backup file and click on "Open".



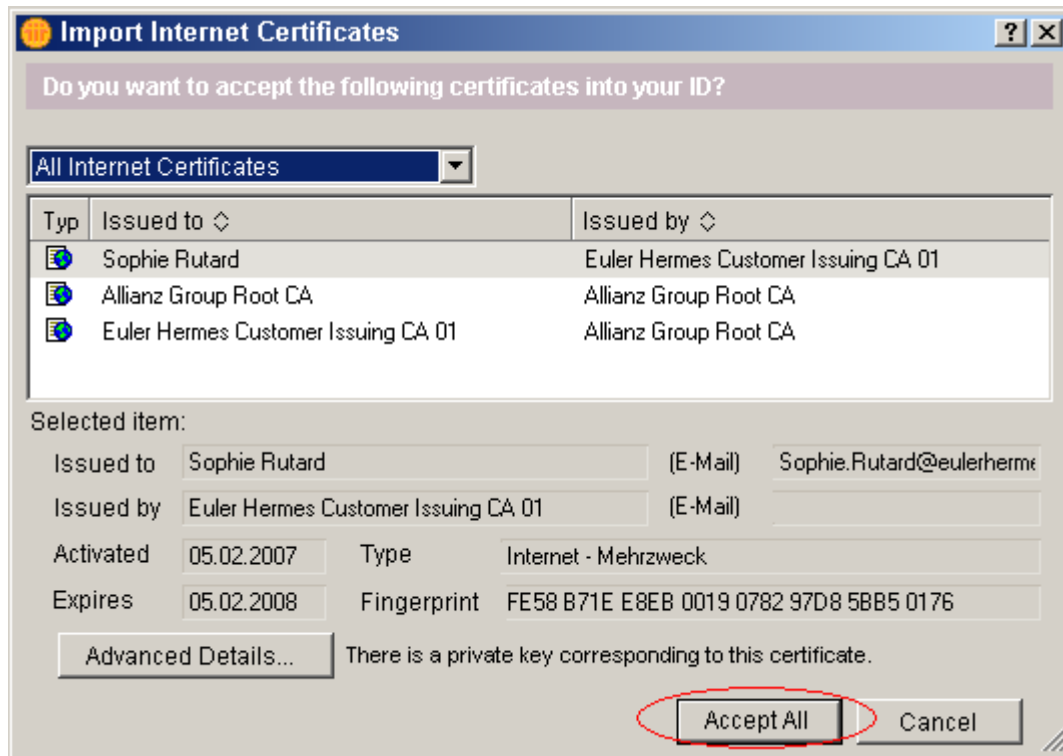
5. When you are prompted to select a certificate format, select "PKCS 12 encoded".



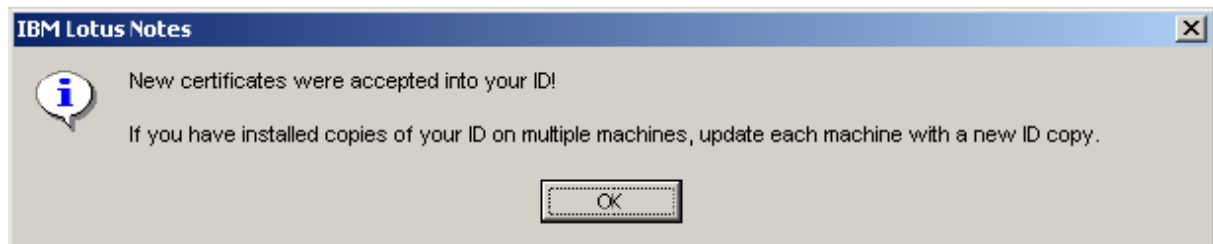
6. You will get to see a Message box asking for the Password. Here you should key in the Password which you have defined while creating the backup file of your certificate.



- You will now see an overview of 3 different certificates. (Your personal one, the root certificate from Allianz Group Root CA and the root certificate from Euler Hermes Customer Issuing CA). Please click on "Accept All"



- Finally, you should then receive an alert informing that "New Certificates were accepted into your ID".



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