

Federal Aviation Administration (FAA)
Flight Standards Air Transport Division (AFS-200)
Web-Based Operations Safety System (WebOPSS) Program

Obtain Digital Signature in IE8

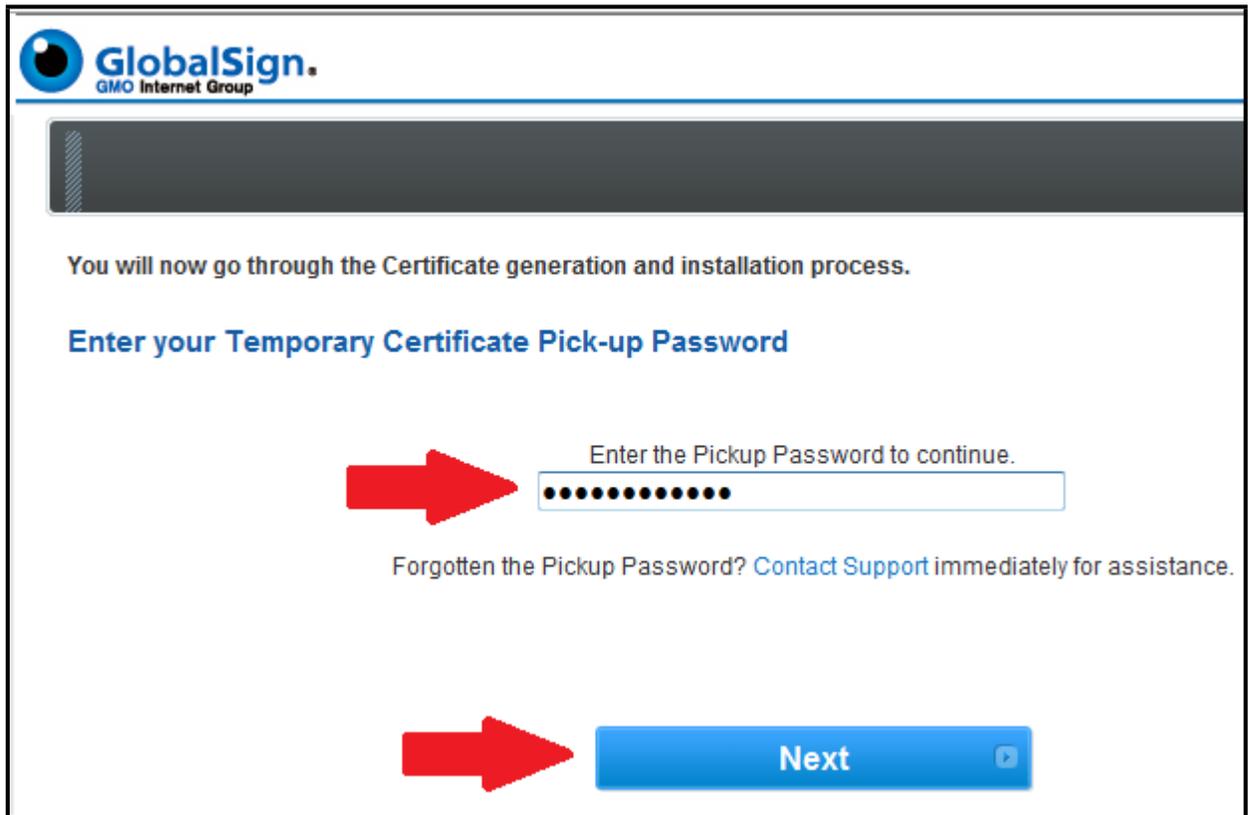


Version 1.2
Sept 12, 2013

Your name was submitted to receive a digital signature certificate for use in WebOPSS and/or eForm 337. The certificate is valid for one year from the date of issuance. Please maintain this certificate in a safe place as it is necessary to sign documents within WebOPSS and/or eForm 337.

Follow the below instructions to retrieve your certificate:

- 1) You will receive an email from <afs-webopss@faa.gov> with the subject line: **Digital Certificate – DO NOT DELETE**
- 2) You will receive a second email from <DigitalCertificate@globalsign.com> with the subject line: **Your digital certificate is ready for pickup**
- 3) The second email will provide you with a link to GlobalSign where you will retrieve your certificate. **Click the link provided in the second email.**
- 4) From the GlobalSign page, **enter your temporary certificate pick-up password** provided in the first email from afs-webopss@faa.gov



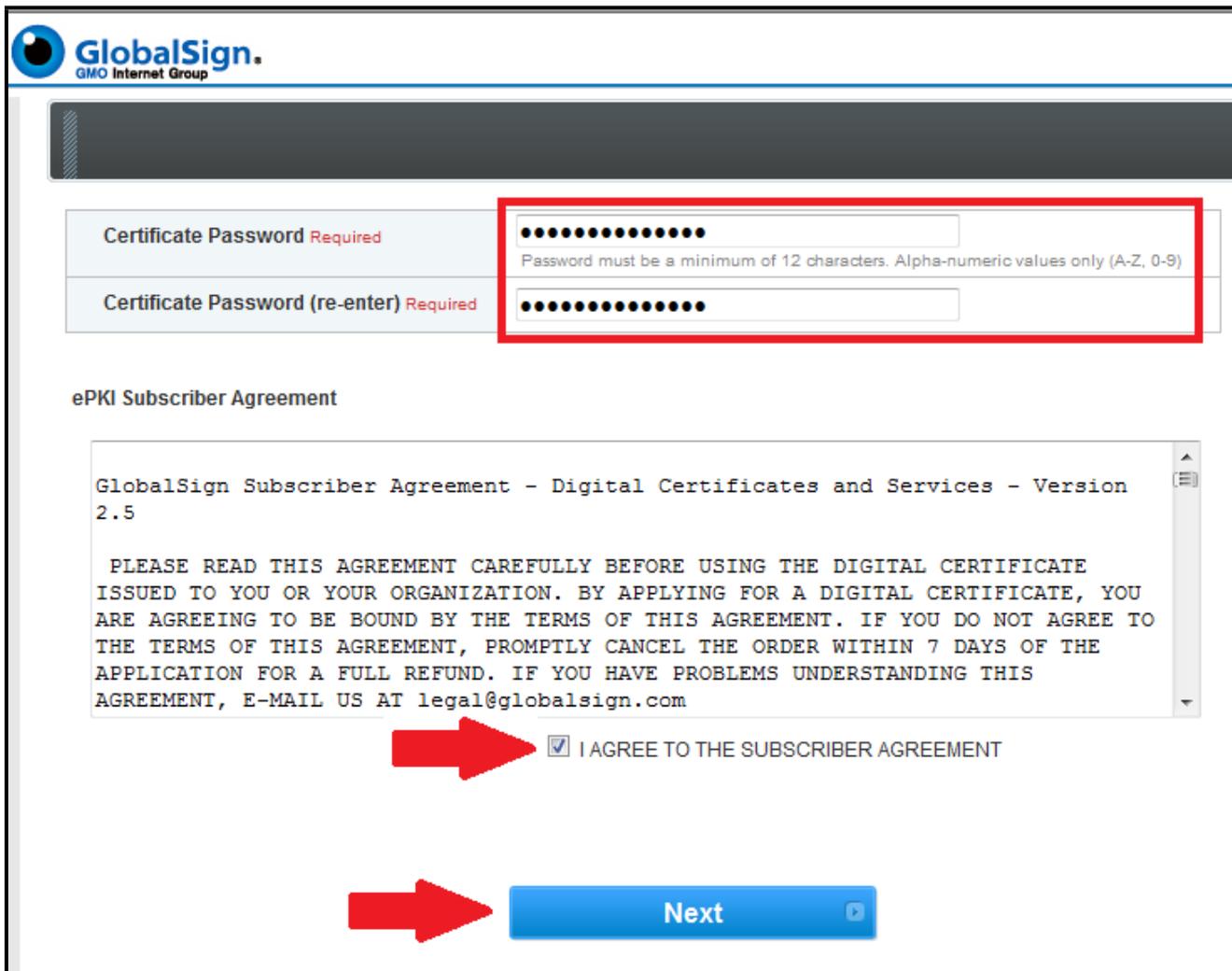
The screenshot shows the GlobalSign website interface. At the top left is the GlobalSign logo with the text 'GMO Internet Group'. Below the logo is a dark grey header bar. The main content area contains the text: 'You will now go through the Certificate generation and installation process.' followed by 'Enter your Temporary Certificate Pick-up Password' in blue. Below this is a text input field with the placeholder text 'Enter the Pickup Password to continue.' and a red arrow pointing to it. Underneath the input field is the text 'Forgotten the Pickup Password? [Contact Support](#) immediately for assistance.' At the bottom of the form is a blue 'Next' button with a red arrow pointing to it.

- 5) Click **Next**

6) **Enter/choose** a 12-character password that you will remember.

PLEASE NOTE: The password **must** contain at least one letter and one number, with a minimum of 12 characters.

DO NOT use any special characters and/or symbols -\~/!@#\\$*)



The screenshot shows the GlobalSign web interface. At the top left is the GlobalSign logo with the text "GMO Internet Group". Below the logo are two password input fields. The first field is labeled "Certificate Password Required" and the second is "Certificate Password (re-enter) Required". Both fields contain 12 black dots representing a password. A red rectangular box highlights these two fields. Below the password fields is a section titled "ePKI Subscriber Agreement". It contains a scrollable text area with the following text: "GlobalSign Subscriber Agreement - Digital Certificates and Services - Version 2.5" followed by a paragraph: "PLEASE READ THIS AGREEMENT CAREFULLY BEFORE USING THE DIGITAL CERTIFICATE ISSUED TO YOU OR YOUR ORGANIZATION. BY APPLYING FOR A DIGITAL CERTIFICATE, YOU ARE AGREEING TO BE BOUND BY THE TERMS OF THIS AGREEMENT. IF YOU DO NOT AGREE TO THE TERMS OF THIS AGREEMENT, PROMPTLY CANCEL THE ORDER WITHIN 7 DAYS OF THE APPLICATION FOR A FULL REFUND. IF YOU HAVE PROBLEMS UNDERSTANDING THIS AGREEMENT, E-MAIL US AT legal@globalsign.com". Below the text area is a checkbox labeled "I AGREE TO THE SUBSCRIBER AGREEMENT" which is checked. A red arrow points to this checkbox. Below the checkbox is a blue "Next" button with a right-pointing arrow. Another red arrow points to the "Next" button.

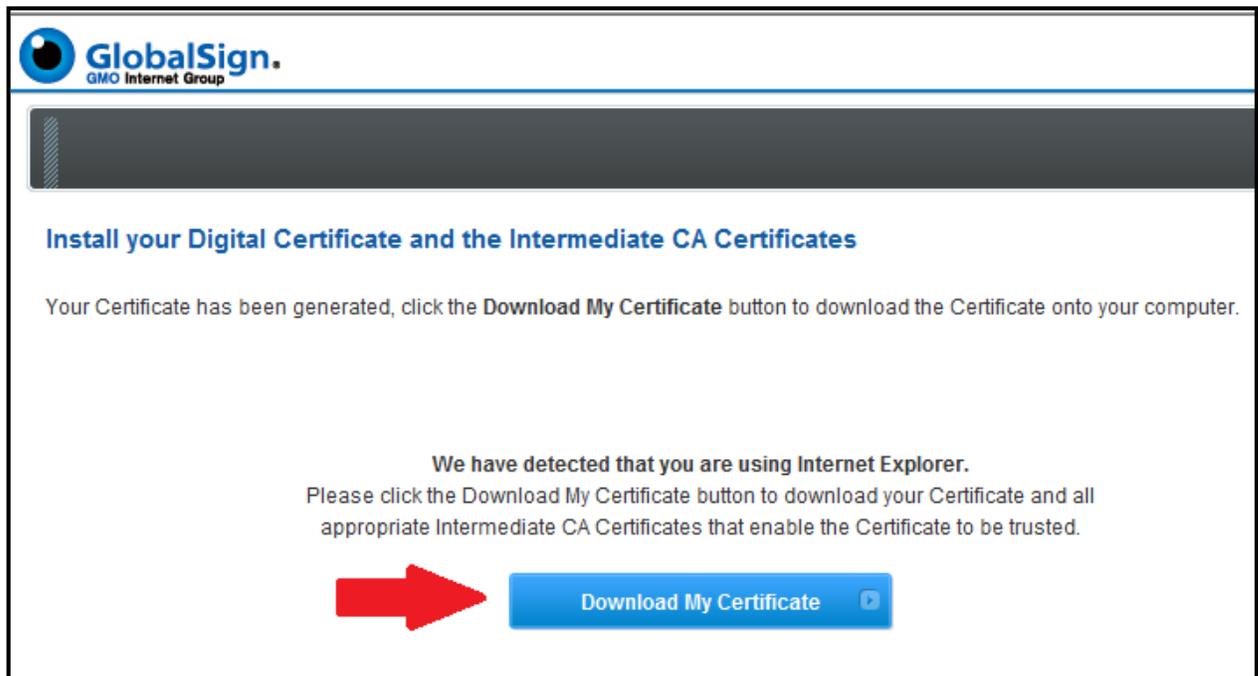
7) Review the Subscriber Agreement, and then click the 'I Agree' box.

8) Click **Next**

➤ If the **Next** button is greyed out:

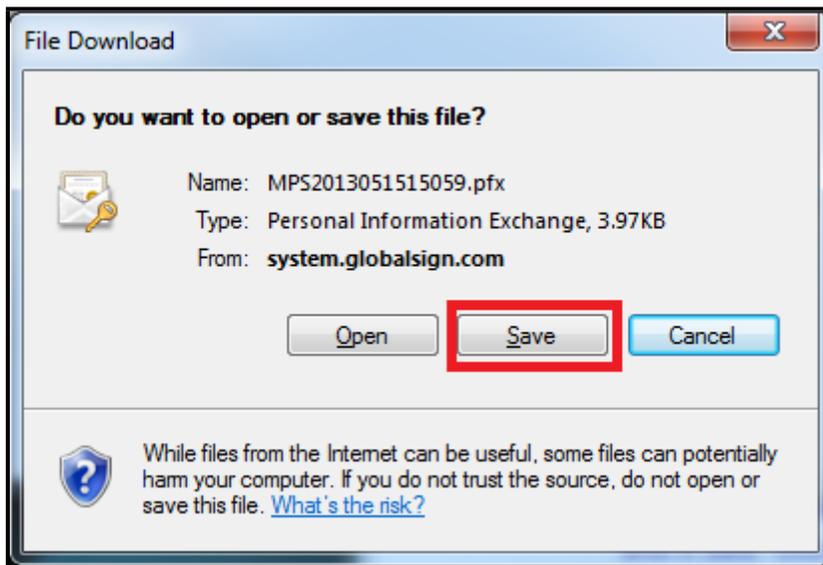
- If your first password selection did not meet the requirements, you will need to uncheck the 'I Agree' checkbox, and then re-check it in order for the **Next** button to become available.

9) On the 'Install your Digital Certificate' screen, click **Download My Certificate**



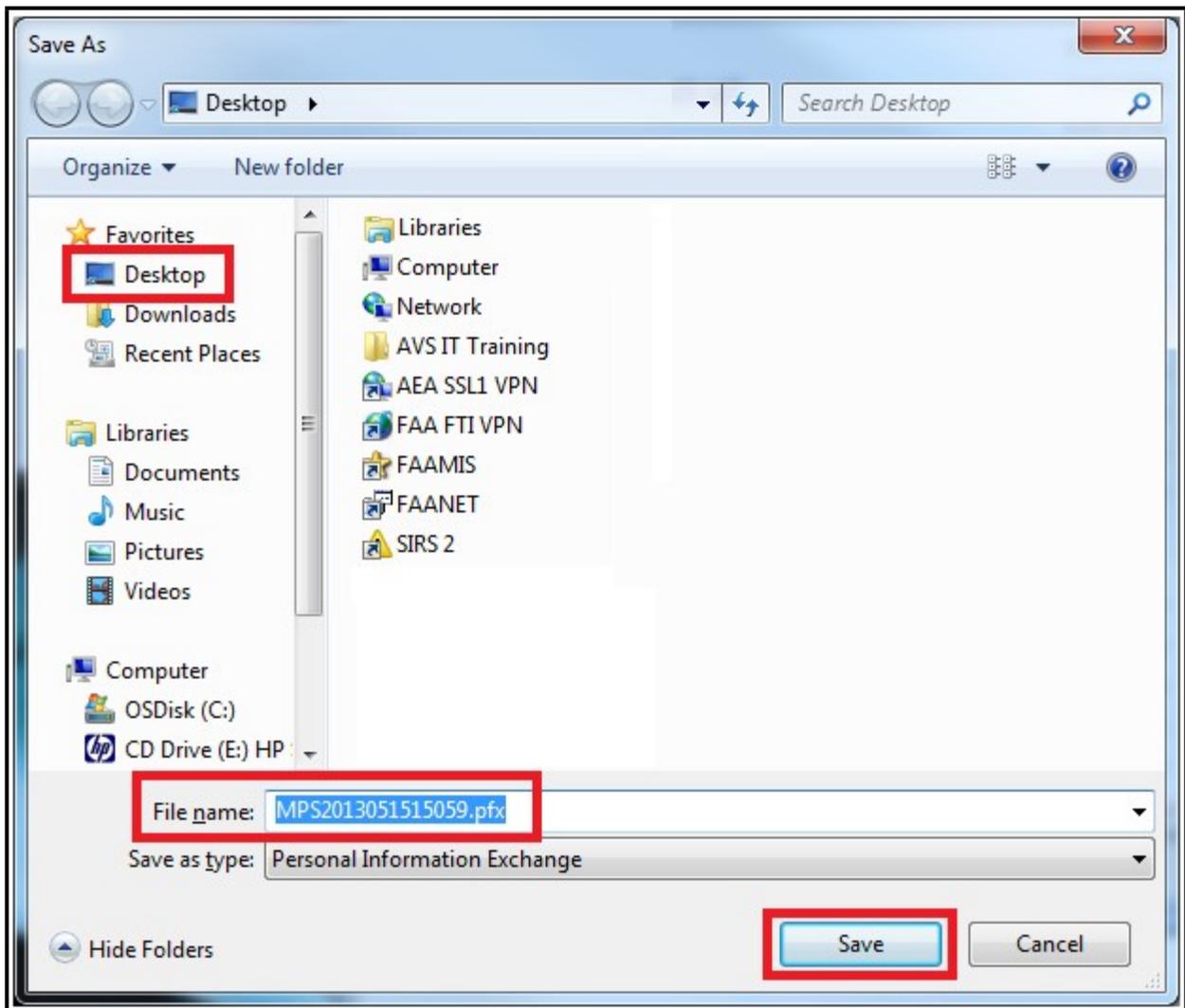
9) At the 'File Download' dialog box, click **SAVE**. DO NOT CLICK OPEN.

- If you inadvertently click OPEN, please click the **Download My Certificate** button again to **SAVE** a copy locally on your machine.



- 11) At the 'Save As' dialog box, click **Desktop** (or choose another location on your local machine such as **Documents**)
- 12) Enter a name for your .pfx file (i.e. JohnDoe.pfx) and click **Save**.
The default will be MPSxxxx.pfx, but you can name the file anything you would like.

NOTE: You **MUST** leave the .pfx extension on the end of the file name.



- 13) Navigate to the location you saved your digital signature and verify the file is available.
- 14) If you locate the file, proceed to Step 15.
 - a. If you are unable to locate the file in the location you selected (i.e. **Desktop** or **Documents**), repeat Steps 9 thru 13.

15) Close the 'GlobalSign Certificate' window/tab in Internet Explorer.

**NOTE: DO NOT contact GlobalSign directly for assistance.
DO NOT click on the 'Go to products page' link on the GlobalSign site.**

The information on the GlobalSign site is irrelevant to the use of the digital certificate within WebOPSS and/or eForm 337.

****Your digital certificate is now ready for use in WEBOPSS****

****If you are an EFORM 337 user, please proceed to the second set of instructions provided via email titled "EFORM 337 INSTALLING YOUR DIGITAL CERTIFICATE"****

Please notify us with any questions or concerns.

WebOPSS Digital Certificate Support is available via email at AFS-WebOPSS@faa.gov

eForm 337 Digital Certificate Support is available by contacting the National Service Desk by email at 9-NATL-AVS-IT-ServiceDesk@faa.gov or by phone at 1-877-287-6731