

Federal Aviation Administration (FAA)  
Flight Standards Air Transport Division (AFS-200)

Web-Based Operations Safety System (WebOPSS) Program

## **Obtain Digital Signature Internet Explorer 11**



**Version 1.3**

**Feb 19, 2020**

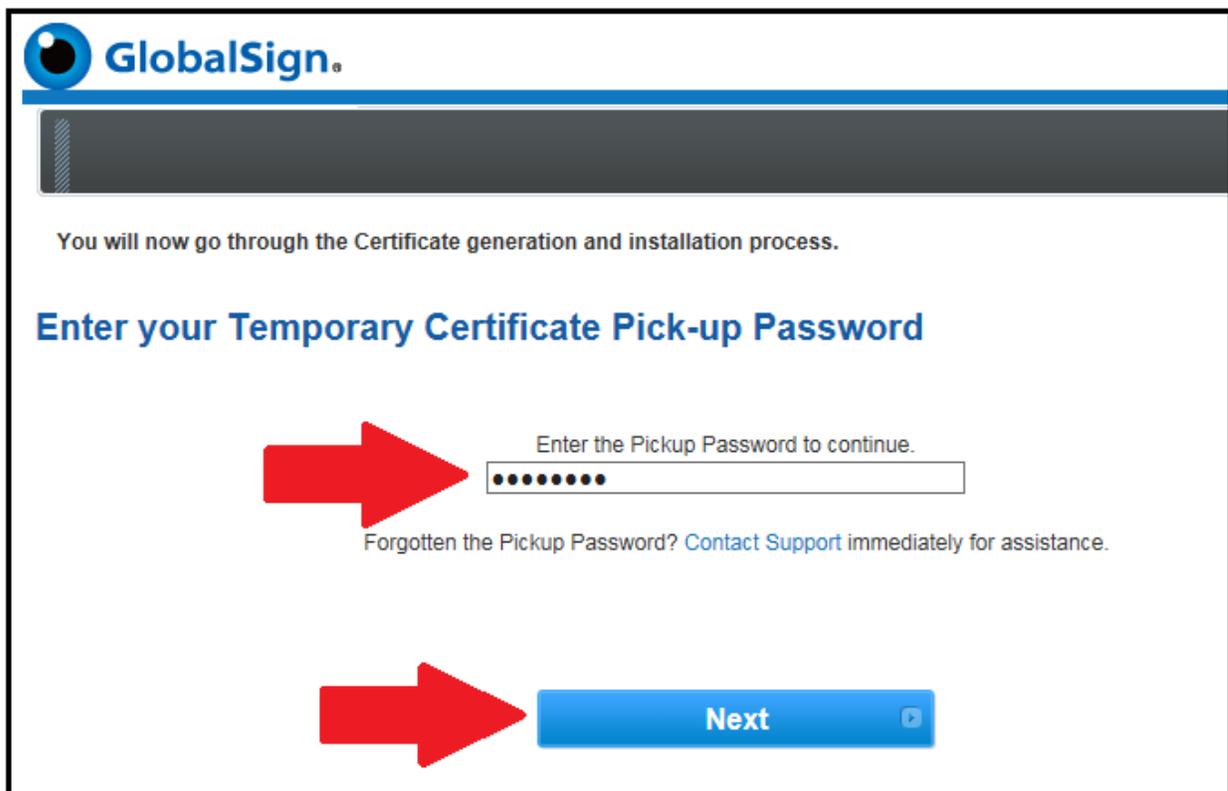
Your name was submitted to receive a digital signature certificate for use in WebOPSS and/or eForm 337. The certificate is valid for one (1) year from the date of issuance. Please maintain this certificate in a safe place as it is necessary to sign documents within WebOPSS and/or eForm 337.

## Follow the instructions below to retrieve your certificate:

### **Please use Internet Explorer for the download of 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) **Click** the link provided in the email from GlobalSign or **copy and paste** the link to the address bar in **Internet Explorer**
- 4) From the GlobalSign page, **enter your temporary certificate pick-up password** provided in the **email from afs-webopss@faa.gov**

**PLEASE NOTE:** If you copy/paste the password please confirm you only see 8 dots on screen as shown below



**GlobalSign**

You will now go through the Certificate generation and installation process.

### Enter your Temporary Certificate Pick-up Password

Enter the Pickup Password to continue.

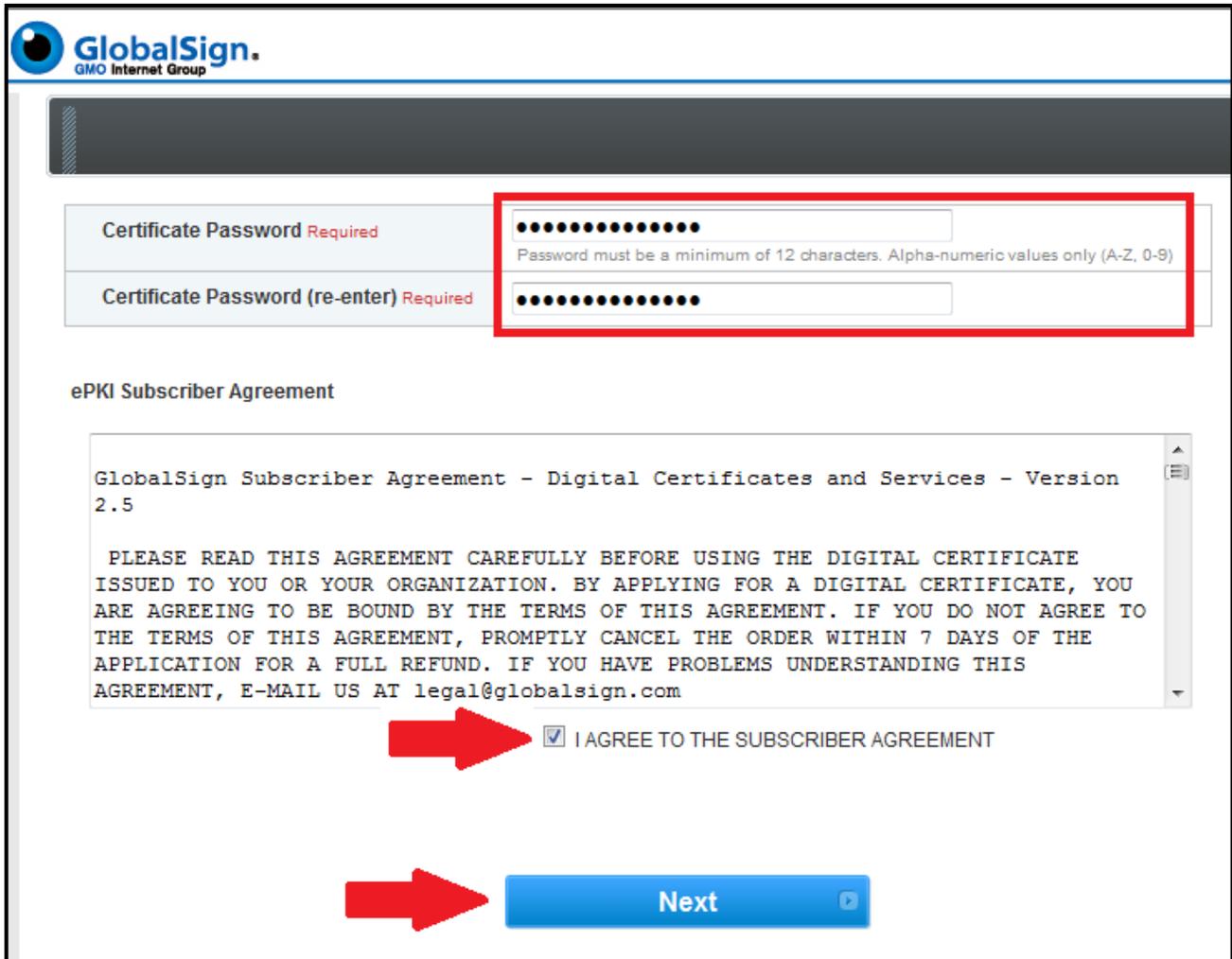
Forgotten the Pickup Password? [Contact Support](#) immediately for assistance.

**Next**

- 5) Click **Next**
- 6) **Enter/choose** a 12-character alphanumeric password that you will remember  
**This will be your digital signature password!**

**PLEASE NOTE:** The password **must** contain at least **ONE** letter and **ONE** number, with a minimum of 12 alphanumeric characters. E.g. OPSSopss2020

**DO NOT use any** special characters and/or symbols e.g. ~ ! @ # \$ % & \* ( )



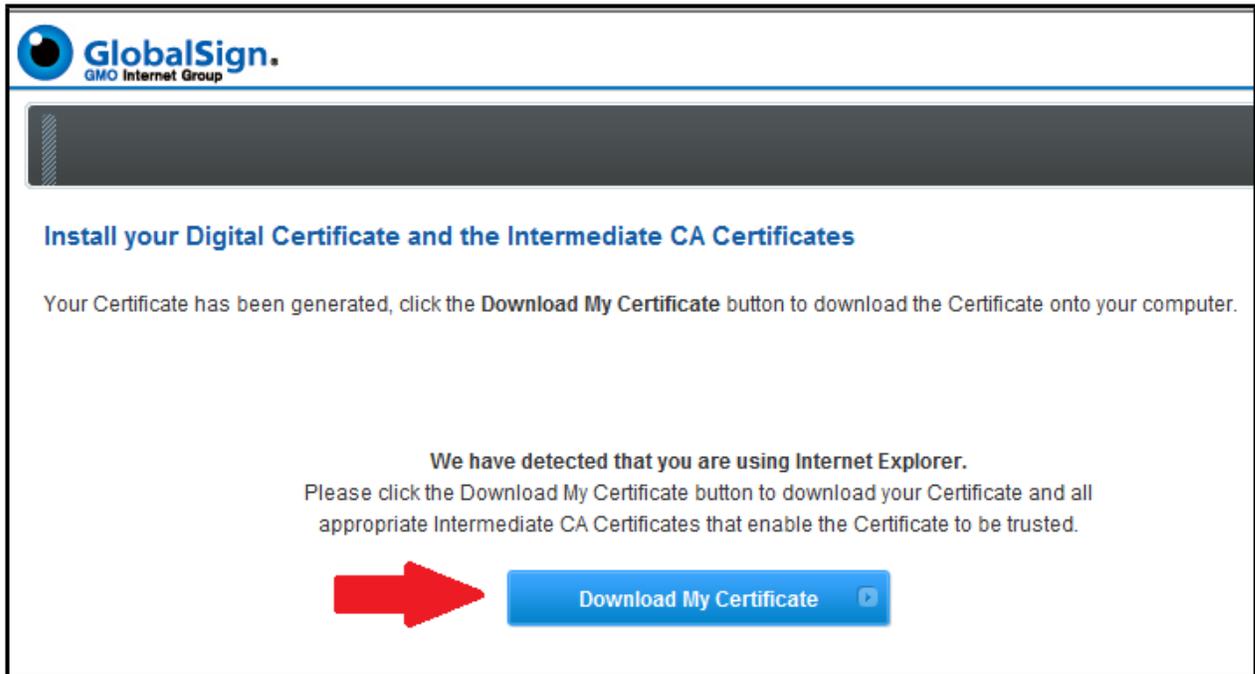
The screenshot shows the GlobalSign web interface. At the top left is the GlobalSign logo with the text "GMO Internet Group". Below the logo is a dark grey header bar. The main content area has two password input fields, both labeled "Certificate Password Required" and "Certificate Password (re-enter) Required". The first password field is highlighted with a red box and contains 12 black dots. Below it is a text box stating "Password must be a minimum of 12 characters. Alpha-numeric values only (A-Z, 0-9)". The second password field also contains 12 black dots. Below the password fields is the "ePKI Subscriber Agreement" section. 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 the checkbox. Below the checkbox is a blue "Next" button with a right-pointing arrow. A red arrow points to the "Next" button.

- 7) Review the *Subscriber Agreement*, and then **check** the **'I Agree'** checkbox
- 8) Click **Next**

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

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

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



10) At the **BOTTOM** of the Internet Explorer window you will see a pop-up ***“Do you want to open or save...”***

Click the down arrow next to **SAVE** and select **SAVE AS**

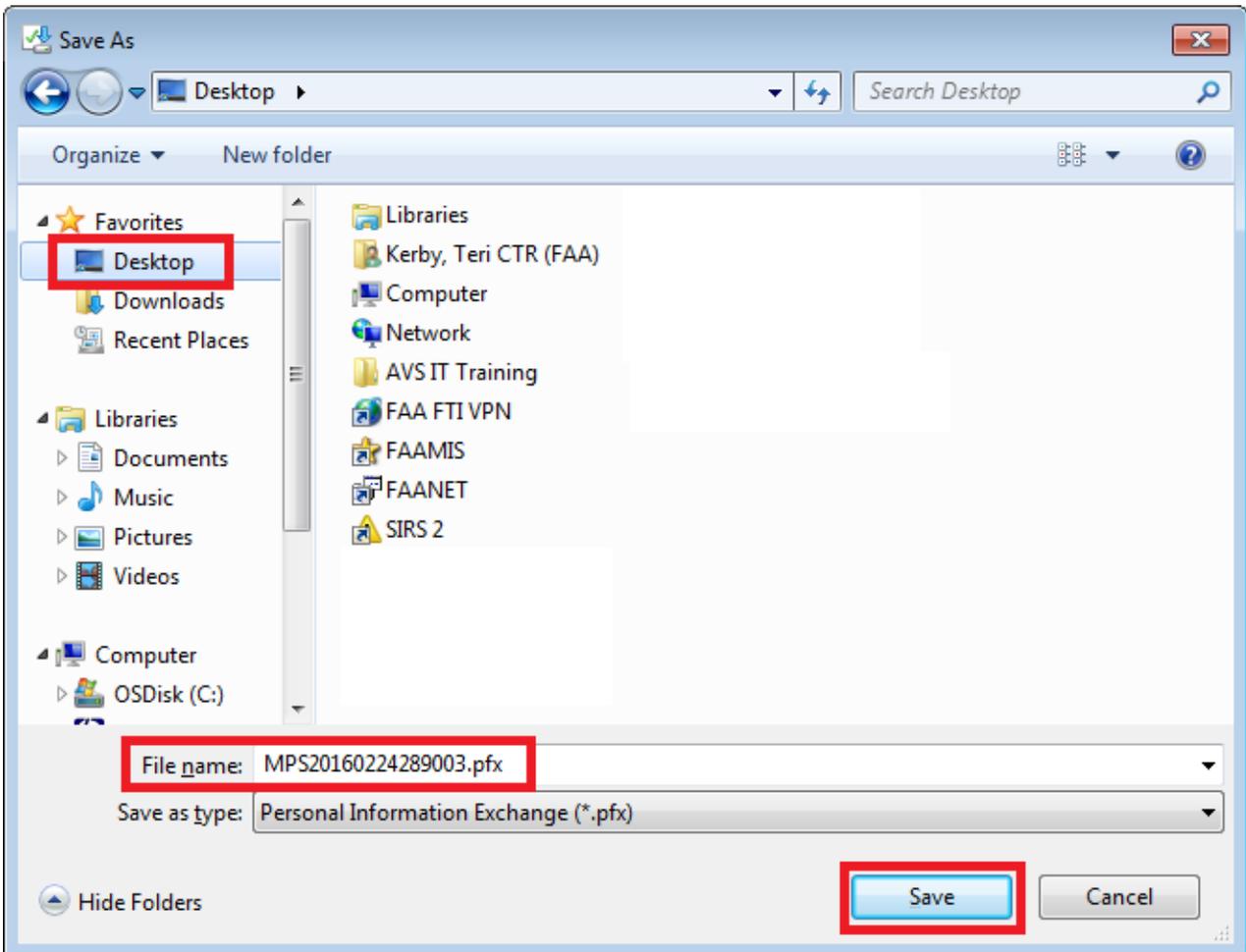
**DO NOT CLICK OPEN!**

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

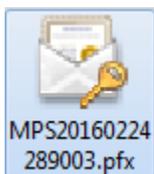


- 11) At the 'Save As' dialog box, click **Desktop** (or choose another location on your local machine such as **Documents**)
- 11) Enter a name for your .PFX file (i.e. JohnDoe2020.pfx), or leave the name at the default MPS202xxx.pfx and click **Save**

**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
  - If you are unable to find your signature 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

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

**NOTE: DO NOT contact GlobalSign directly for assistance**

**DO NOT click 'Go to products page' link on GlobalSign**

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

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**\*\*If you use the eForm 337 application**, please proceed to <https://dcs.faa.gov/Support> >> 'Help Installing Your Certificate – eForm 337 Only' for instructions to configure your digital certificate for use within the eForm 337 application\*\*

Please notify us with any questions or concerns:

**WebOPSS Digital Certificate Support** is available via email at [AFS-WebOPSS@faa.gov](mailto:AFS-WebOPSS@faa.gov)

**eForm 337 Digital Certificate Support** is available by contacting the FAA IT Service Center by email at [HelpDesk@faa.gov](mailto:HelpDesk@faa.gov) or by phone at 1-844-FAA-MYIT (322-6948)