

## ***Do's and 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.*