



DC INSTALLATION GUIDE

PREPARED BY:

IT DEPARTMENT

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01-4431900 Ext: 201/202/204/205/306

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What is Digital Certificate?


A digital certificate is an electronic "passport" that allows a person, computer or organization to exchange information securely over the Internet.

How to Install a Digital Certificate?

Log in to our site <https://www.ct-xpress.net/agent>.

You'll get a login page now.

Agent Authorization Panel



Login Name:

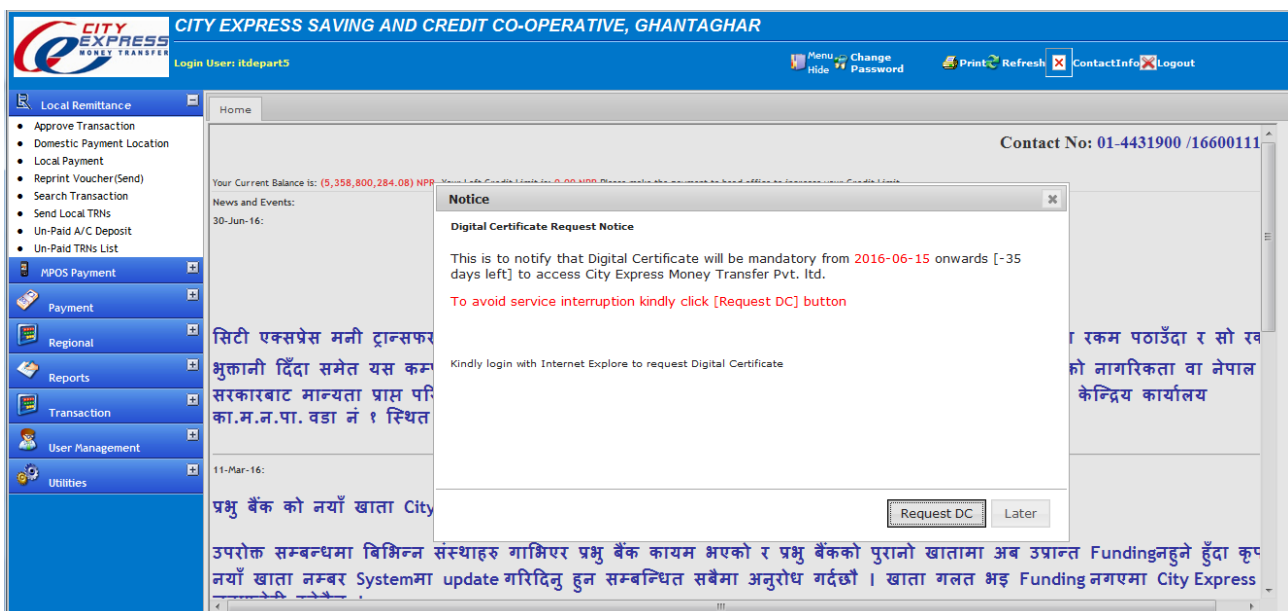
Password:

Access Code:

IP:202.63.242.76, Country:Nepal, Region:Bagmati, City:Kathmandu, ISP:Subisu Corporate Pool

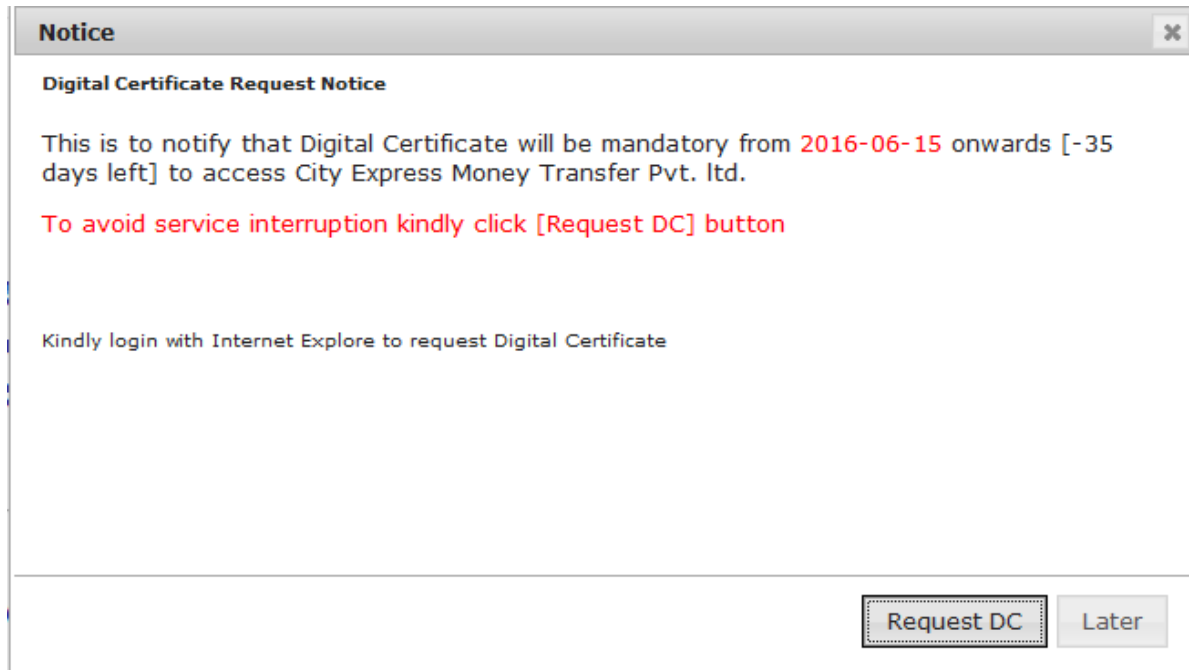
Now log in to the site with the Username, Password and Access Code provided by City Express Money Transfer.

After login you'll get a home page displayed.

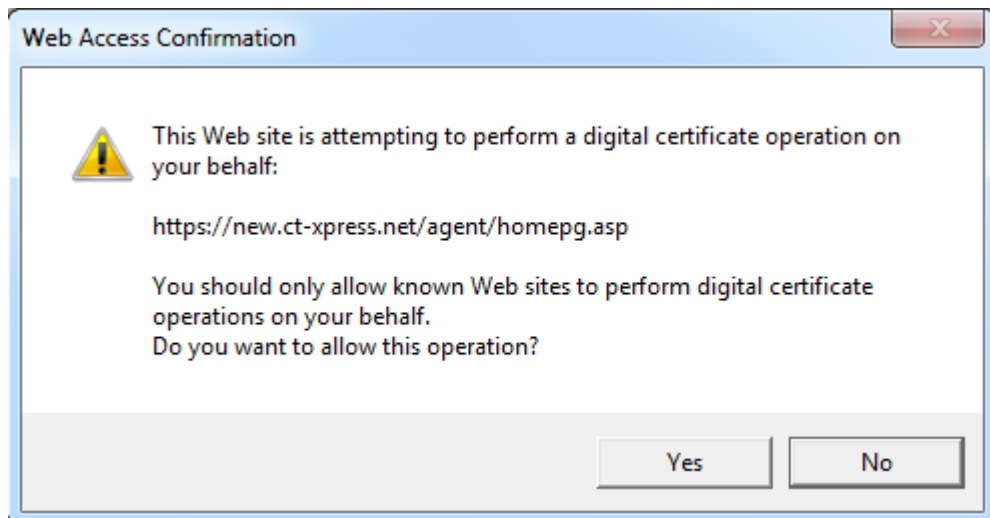


The screenshot shows the agent home page for City Express Saving and Credit Co-operative, Ghantaghar. The page features a blue header with the logo and navigation links like 'Menu Hide', 'Change Password', 'Print', 'Refresh', 'Contact Info', and 'Logout'. A sidebar on the left contains various menu items such as 'Local Remittance', 'MPOS Payment', 'Payment', 'Regional', 'Reports', 'Transaction', 'User Management', and 'Utilities'. The main content area displays the user's current balance (5,358,800,284.08 NPR) and a 'Notice' box titled 'Digital Certificate Request Notice'. The notice states that digital certificates will be mandatory from 2016-06-15 onwards and provides instructions to click the 'Request DC' button. Below the notice, there are buttons for 'Request DC' and 'Later'. The page also contains Nepali text regarding the bank's operations and a notice about the system update.

In the middle you'll find a Digital Certificate installation panel. Now you need to Request a DC first. To do that, Click on **Request DC** button.



Now you'll get a **Web Access Confirmation**.



Click on Yes

Now You'll get a form displayed as

Home Request DC x

Branch Name: GHANTAGHAR
Access Code: CES01
Country/Region:

Type of Certificate Needed:
Client Authentication Certificate

Key Options:
 Create new key set
CSP: Microsoft Base Cryptographic Provider v1.0
Key Usage: Exchange Signature Both
Key Size: 1024 (Min: 384 Max: 1024 (common key sizes:))
 Automatic key container name

Additional Options:
Request Format: CMC
Hash Algorithm: sha1
Friendly Name: new.ct-xpress.net

Submit >

Type NP on **Country Region** and Click on **Submit**.

Now you'll get the Digital Certificate Request ID

Certificate Pending

Your certificate request has been received. However, you must wait for an administrator to issue the certificate you requested.

For immediate approval please contact:

Your Request Id is 17.


Please return to this web site in a day or two to retrieve your certificate.

Note: You must return with this web browser within 10 days to retrieve your certificate

Now provide the Request ID to Head Office by email : support@ctxpress.com or by Call : 01-4431900 Ext: 201/202/204/205/306

Now Refresh your page by pressing **F5 button** on your keyboard.

Until the Certificate is not approved, you'll get a **Pending notice** on your browser as:

Notice 

Digital Certificate Request Notice

This is to notify that Digital Certificate will be mandatory from **2016-06-15** onwards [-35 days left] to access City Express Money Transfer Pvt. Ltd.


Digital Certificate was requested on **2016-07-20 15:24:30.680**

ID: 17
Status: **Pending**

For immediate approval please contact:

Kindly login with Internet Explore to request Digital Certificate

Confirmed that your request id is approved from head office and then **Refresh your page** again and you'll get a display as:

Notice 

Digital Certificate Request Notice

This is to notify that Digital Certificate will be mandatory from **2016-06-15** onwards [-35 days left] to access City Express Money Transfer Pvt. Ltd.

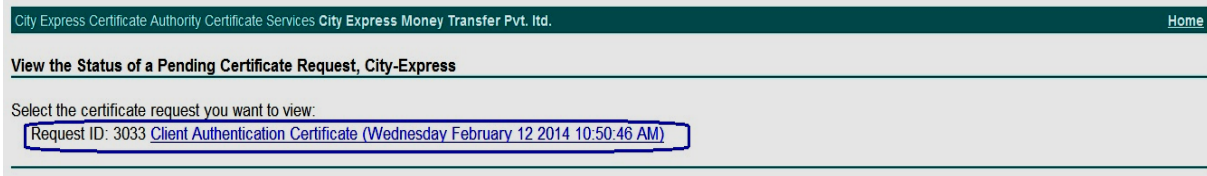
Digital Certificate which was requested on **2016-07-20 15:24:30.680** is ready to be installed

If you need any assistance, please contact:

Kindly login with Internet Explore to request Digital Certificate

Now Click on **Install Now** button.

Then you'll get a display with the **Request ID** and an option **Client Authentication Certificate**.



City Express Certificate Authority Certificate Services City Express Money Transfer Pvt. Ltd. Home

View the Status of a Pending Certificate Request, City-Express

Select the certificate request you want to view:

Request ID: 3033 [Client Authentication Certificate \(Wednesday February 12 2014 10:50:46 AM\)](#)

Click on **Client Authentication Certificate** and you'll move to the next step where you can easily install the Certificate into your computer.



City Express Certificate Authority Certificate Services City Express Money Transfer Pvt. Ltd. Home

Certificate Issued

The certificate you requested was issued to you.

[Install this certificate](#)

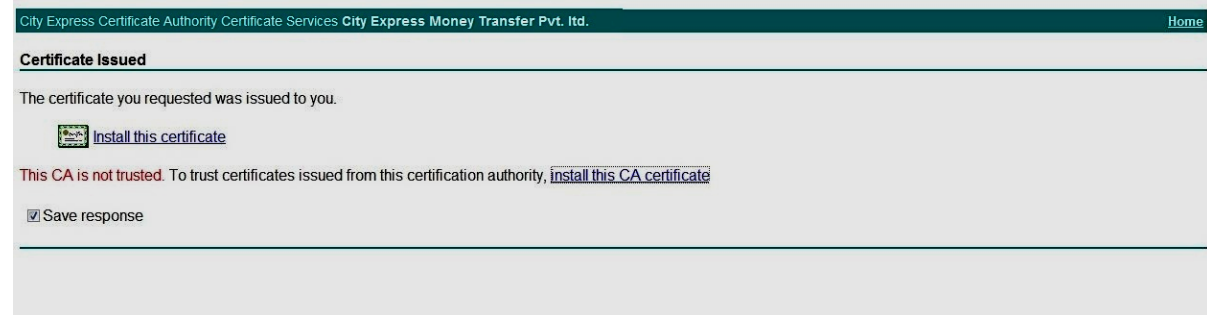
Save response

Now click on **Install This Certificate** and also mark in **Save Response**.

(If Your System Has Windows Xp Installed On It Then You'll Directly Receive A Installation Successful Message Displayed On The Screen.)

For Windows Vista/ 7 / 8 Follow The Steps Below

Now you'll get a line display on the screen.



City Express Certificate Authority Certificate Services City Express Money Transfer Pvt. Ltd. Home

Certificate Issued

The certificate you requested was issued to you.

[Install this certificate](#)

This CA is not trusted. To trust certificates issued from this certification authority, [install this CA certificate](#)

Save response

Click on **Install this CA Certificate**.

Now you'll be displayed a form with **OPEN**, **SAVE** or **CANCEL** option.

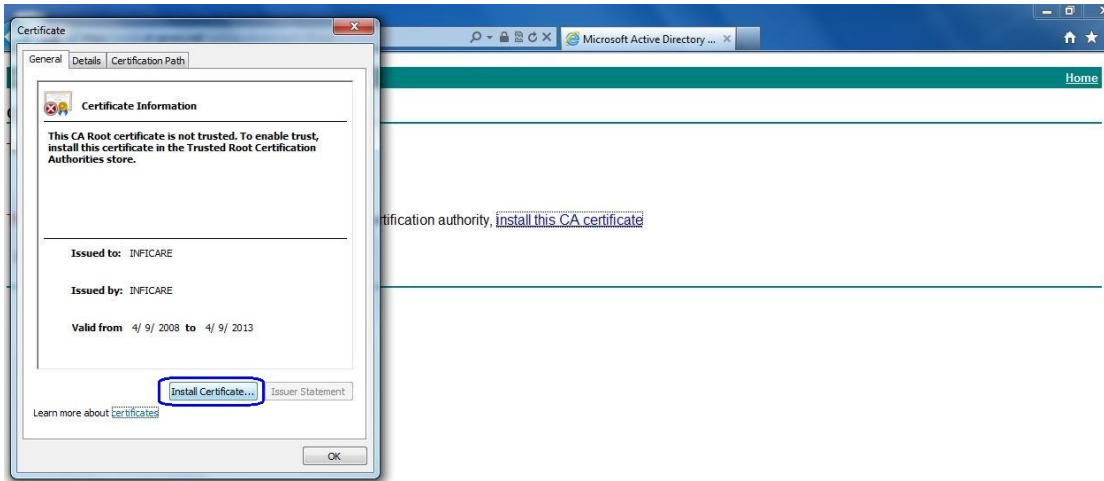


Do you want to open or save certnew.cer (1.23 KB) from www.ct-xpress.net?

[Open](#) [Save](#) [Cancel](#) x

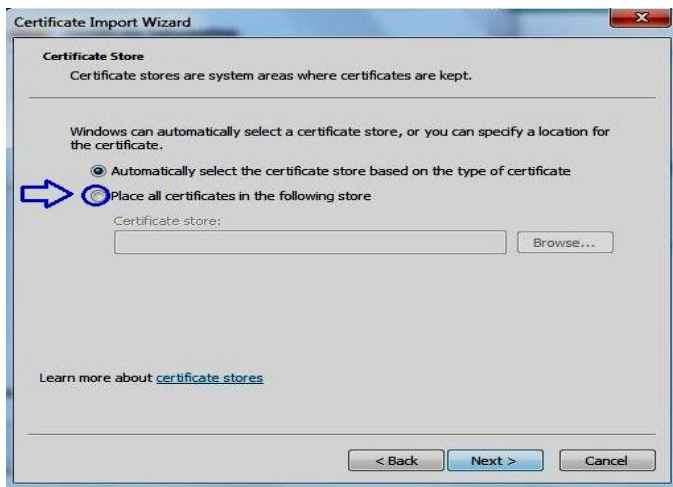
Click on **Open**.

Now you can see this windows:



Then click on **Install Certificate**.

Now you'll get a box displayed on your screen



Click on **Place all Certificate in the Following Store**

Click on **Browse**.



Select **Trusted Root Certification Authorities** .

Click **OK**

Click on **Next**

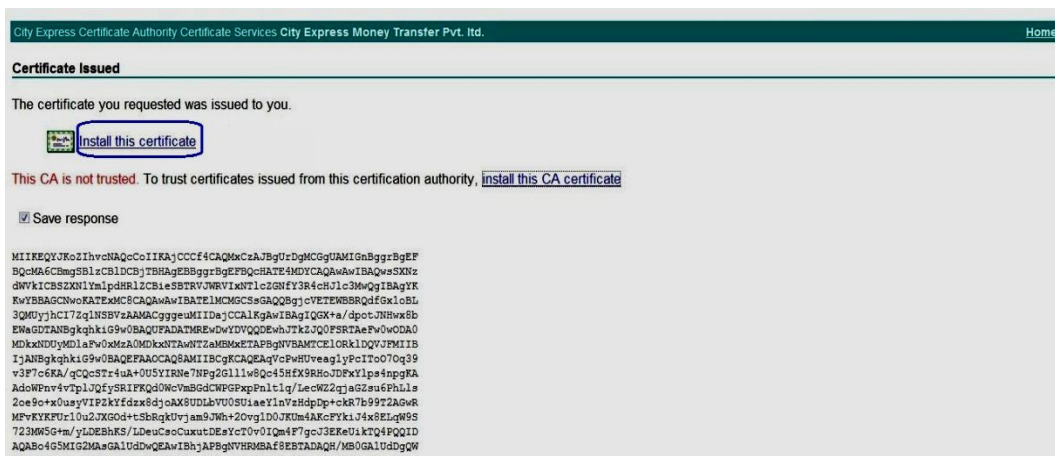
Click on **Finish**.

When you get Import Successful Message Box displayed on your Screen

Click on **OK**

Click on **OK**

Now You'll get the previous screen displayed.



Now click on **Install This Certificate**

Now a message will be displayed informing **Your Certificate has Successfully Installed**.

For any complains, feedback or other information. Please contact our Head Office.

Thank You For Your Business Support And Co-Operation.