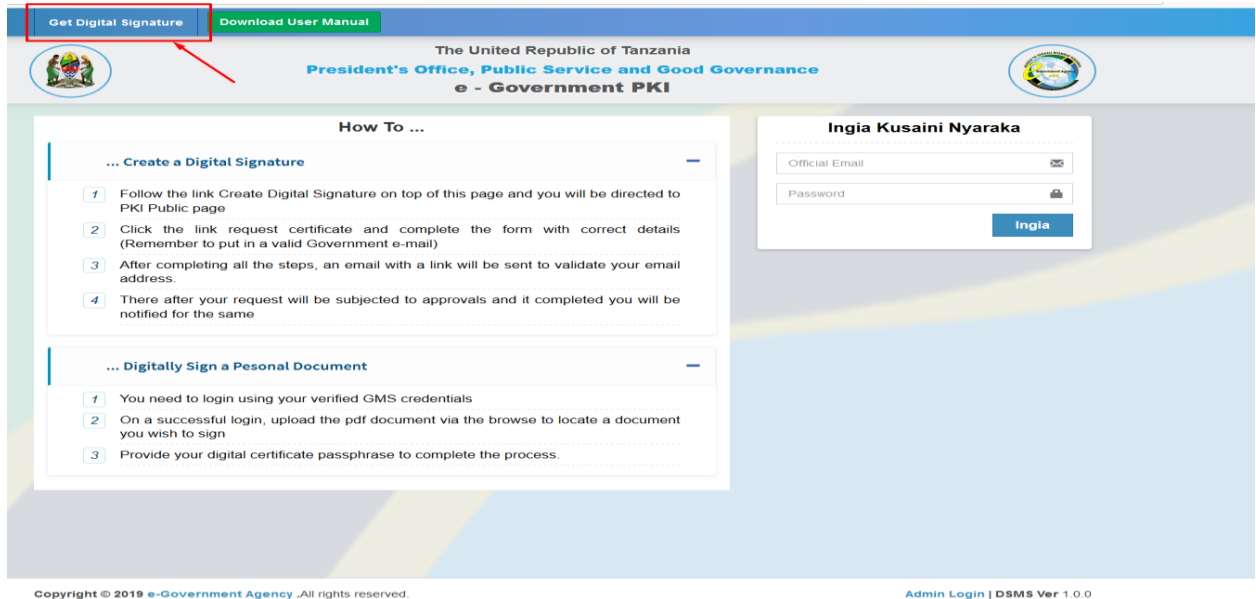
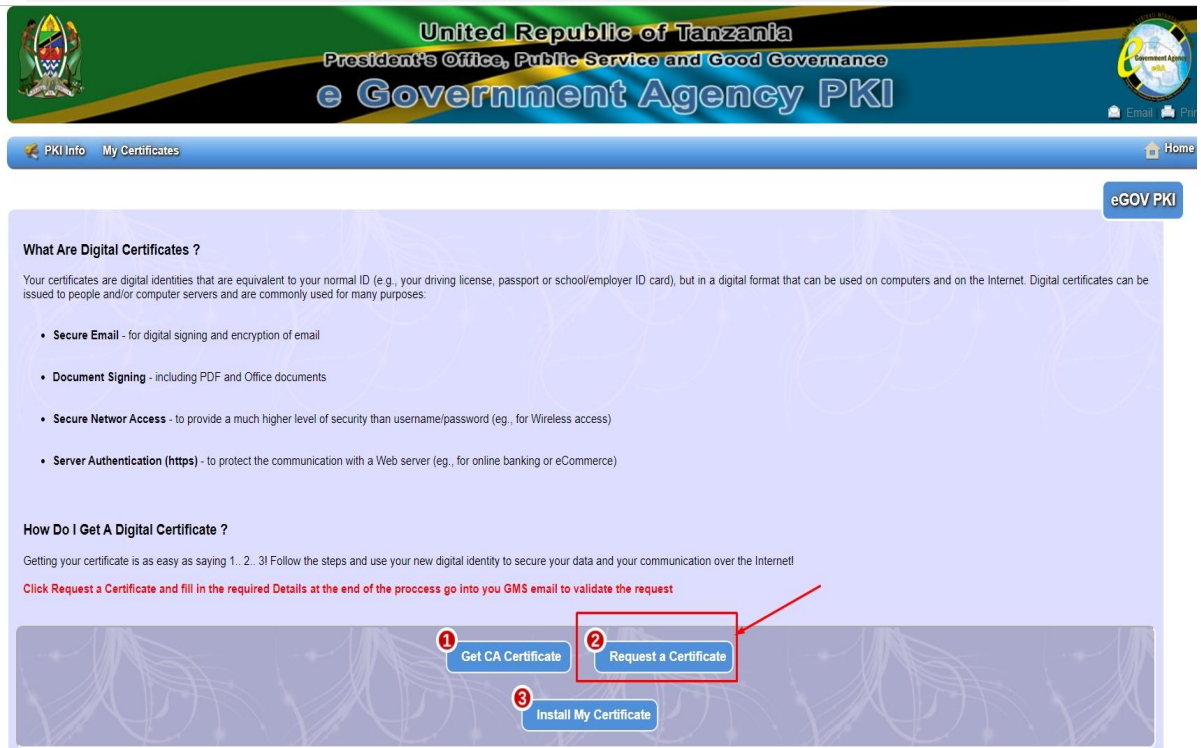


A. Digital Signature Request User Manual

1. Open your Internet Explorer Browser and enter saini.serikali.go.tz and a page will open up just as shown below. Follow the link **Create Digital Signature** on top of the page and you will be directed



2. On the web page click '**Request a certificate**' as shown on the image below



3. Thereafter follow a link with a tag **Browser Certificate Request**

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Request a Certificate

To request a certificate use one of this links. You will be asked to fill in a form and to confirm inserted data. After having completed the request you will have to go to the chosen RA for request approval.

Browser Certificate Request
Request form with automatic browser detection

Server Certificate Request
PKCS#10 PEM formatted Request Upload Form

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4. Enter your correct details as required by the web page. See example below

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Firefox 70 Certificate Request (Vista) - User Details

Please enter your personal data in the following form.

Basic Information

First Name eGA
Last Name Admin
User Identifier (Check Number/Work-ID) USE CHEQUE NUMBER

Contact Details

E-Mail Address admin@ega.go.tz
Phone Number 754000000

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5. Once you're done entering your details, simply press continues and a web page as depicted below will appear. Don't change anything on this page simply press continue to move onto the next step

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Please enter the certificate data.

Firefox 70 Certificate Request (Vista) - Certificate Data

Certificate Details

Subject Name: eGA Admin
Certificate Request Group: Users

Advanced Features

E-Mail: admin@ega.go.tz
User ID (if any): USE CHEQUE NUMBER

Additional Details

Certificate Template: User
Selected Registration Authority: Trustcenter itself

User Policy Agreement

Level of Assurance: High
Key Generation Mode: Browser (Your Computer)

Back Continue

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6. On this step enter a passphrase and memorize it well as you will be using this passphrase to sign documents. Under any circumstance don't share this passphrase with anyone. Once you're done press continue.

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Please enter the certificate data.

Server Generated Certificate Request - Key Details

Key Generation Details

Signature Scheme: RSA
Key Strength: Strong

Request Verification PIN

PIN (Min. 5 chars) [needed to verify the certificate request]:
PIN (Min. 5 chars) [enter it again for verification]:

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7. Read User Certificate Agreement and press continue if you agree with the terms

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User Agreement

Please review the User Agreement.

User Certificate Agreement

User Certificate Agreement

Certificate End User Agreement
(General Level of Assurance)

THIS CERTIFICATE END USER AGREEMENT ("Agreement") is made between eGOV PKI ("eGOV PKI") and a certain certificate applicant ("Employee"). In consideration of the promises in this Agreement, and intending to be legally bound, the parties agree as follows:

CERTIFICATION PRACTICE STATEMENT (CPS)

eGOV PKI's Public Certification Services are governed by the eGOV PKI CPS.

You agree to use the Digital Certificate and any related CA services only in accordance with the CPS. It is published on the Internet in the eGOV PKI repository at <https://pki.gov.go.tz/pki/pub/policy.html>

RIGHTS, DUTIES & LIABILITIES OF eGOV PKI

eGOV PKI provides limited warranties, disclaims all other warranties, including warranties of merchantability or fitness for a particular purpose, limits liability and excludes all liability for incidental, consequential, and punitive damages as stated in the CPS.

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8. Click generates Request to complete Your Certificate request. Thereafter go into your Government email to confirm your request.

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Firefox 70 Certificate Request (Vista) - Final Step

Following are listed data received. Please check carefully information here reported with the ones in your possession.

Certificate Request Summary

Basic Information	
First Name	eGA
Last Name	Admim
User Identifier (Check Number/Work-ID) USE CHEQUE NUMBER	

Contact Details	
E-Mail Address	admin@ega.go.tz
Phone Number	754000000

Distinguished Name	
Subject Name	eGA Admin
Certificate Request Group	Users

Advanced Features	
E-Mail	admin@ega.go.tz
User ID (if any)	USE CHEQUE NUMBER

Additional Details	
Certificate Template *	User
Selected Registration Authority	Trustcenter itself

User Policy Agreement	
Level of Assurance	High
Key Generation Mode	Browser (Your Computer)

Key Generation Details	
Signature Scheme	RSA
Key Strength	

Back Generate Request

Kindly note that you will need to go into your GMS mail account and confirm your Certificate request, on a failure to do so; your certificate request will not be processed.

9. On a successful issuing of your digital certificate in request and email will be sent to you with a link to follow and authorize use of your digital Signature for Document Signing to DSMS (Digital Signature Management System).

B. Personal document Signing.

1. Open up your browser and enter the url saini.serikali.go.tz and a page as shown below will appear. On the right side of the web page you will find a description “**Sign in to digitally sign your document**”. Please use your Government email and password to sign in.

The screenshot displays the website of the e-Government Agency of Tanzania. At the top, there is a blue navigation bar with links for "Get Digital Signature" and "Download User Manual". Below this, the header features the national emblem of Tanzania, the text "The United Republic of Tanzania", and "President's Office, Public Service and Good Governance". The main section is titled "e - Government PKI" and contains two primary areas: "How To ..." and a login box for "Ingia Kusaini Nyaraka".

How To ...

- ... Create a Digital Signature**
 - 1 Follow the link Create Digital Signature on top of this page and you will be directed to PKI Public page
 - 2 Click the link request certificate and complete the form with correct details (Remember to put in a valid Government e-mail)
 - 3 After completing all the steps, an email with a link will be sent to validate your email address.
 - 4 There after your request will be subjected to approvals and it completed you will be notified for the same
- ... Digitally Sign a Pesonal Document**
 - 1 You need to login using your verified GMS credentials
 - 2 On a successful login, upload the pdf document via the browse to locate a document you wish to sign
 - 3 Provide your digital certificate passphrase to complete the process.

Ingia Kusaini Nyaraka

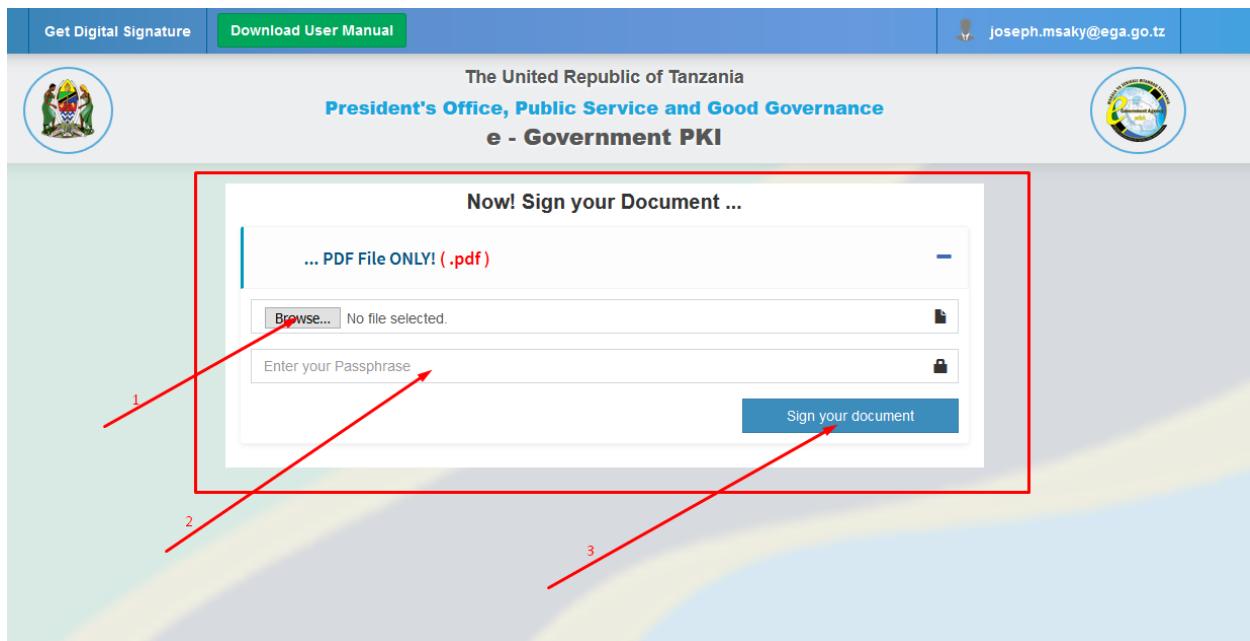
Official Email

Password

Ingia

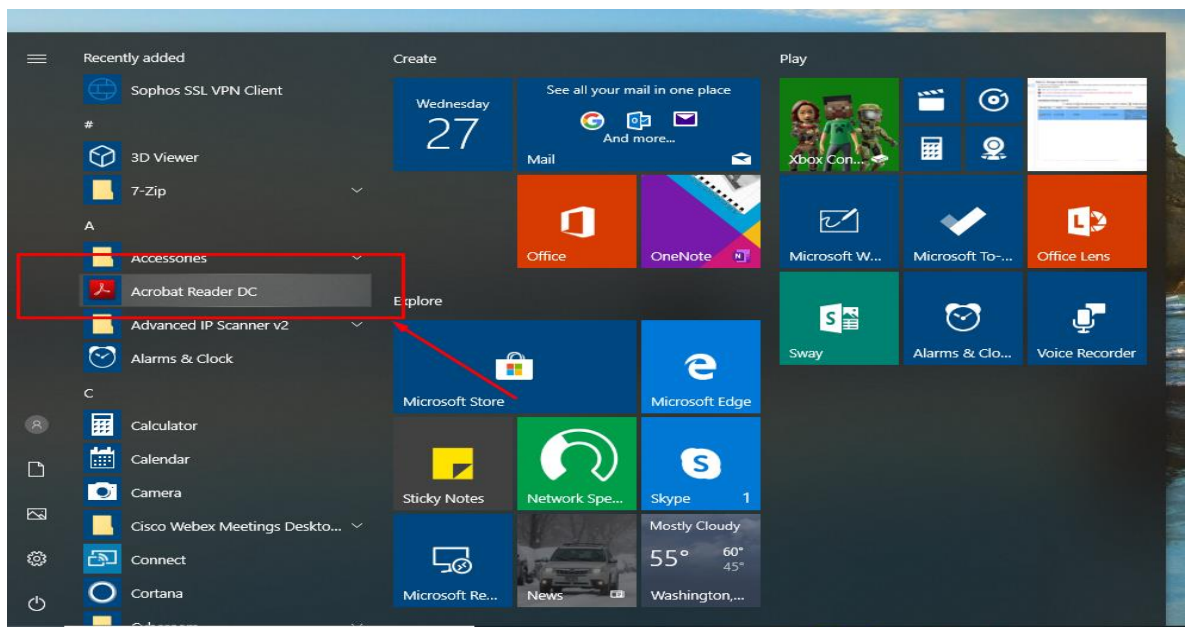
Copyright © 2019 e-Government Agency .All rights reserved. Admin Login | DSMS Ver 1.0.0

2. On a successful sign in you will be directed to a page where you will click choose file to locate a PDF document you want to sign there after provide you Digital Certificate passphrase to complete the process. If the passphrase is correct a pop will appear with an option to view the signed document or save it into your local PC.

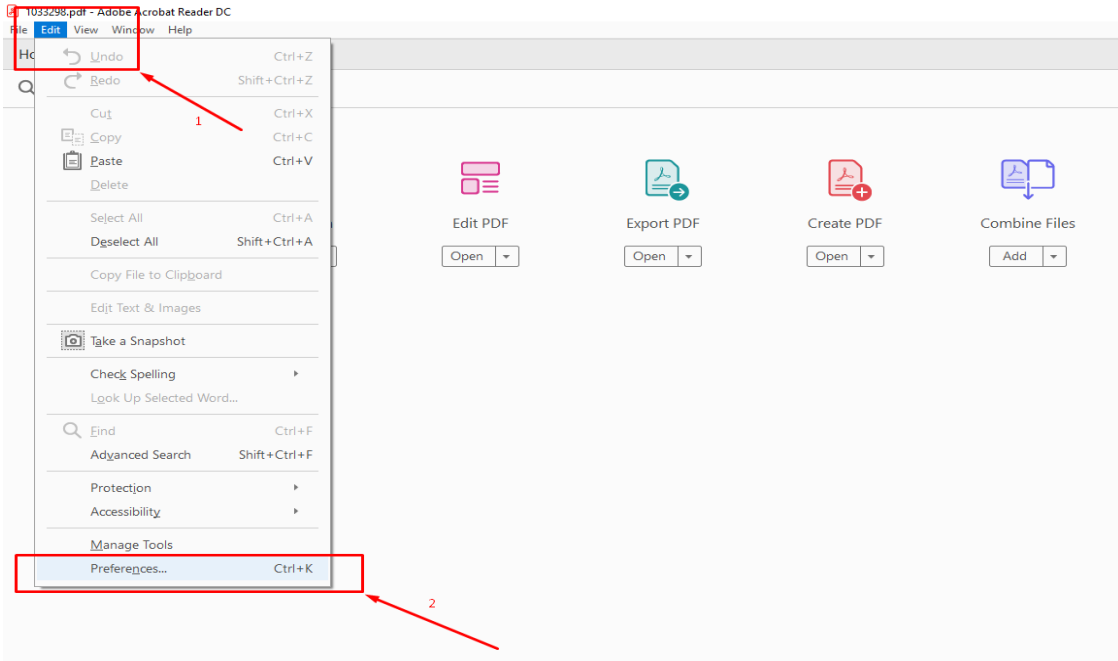


C. INSTALLING ROOT CA CERTIFICATE ON ADOBE READER FOR SIGNED DOCUMENTS VALIDATION

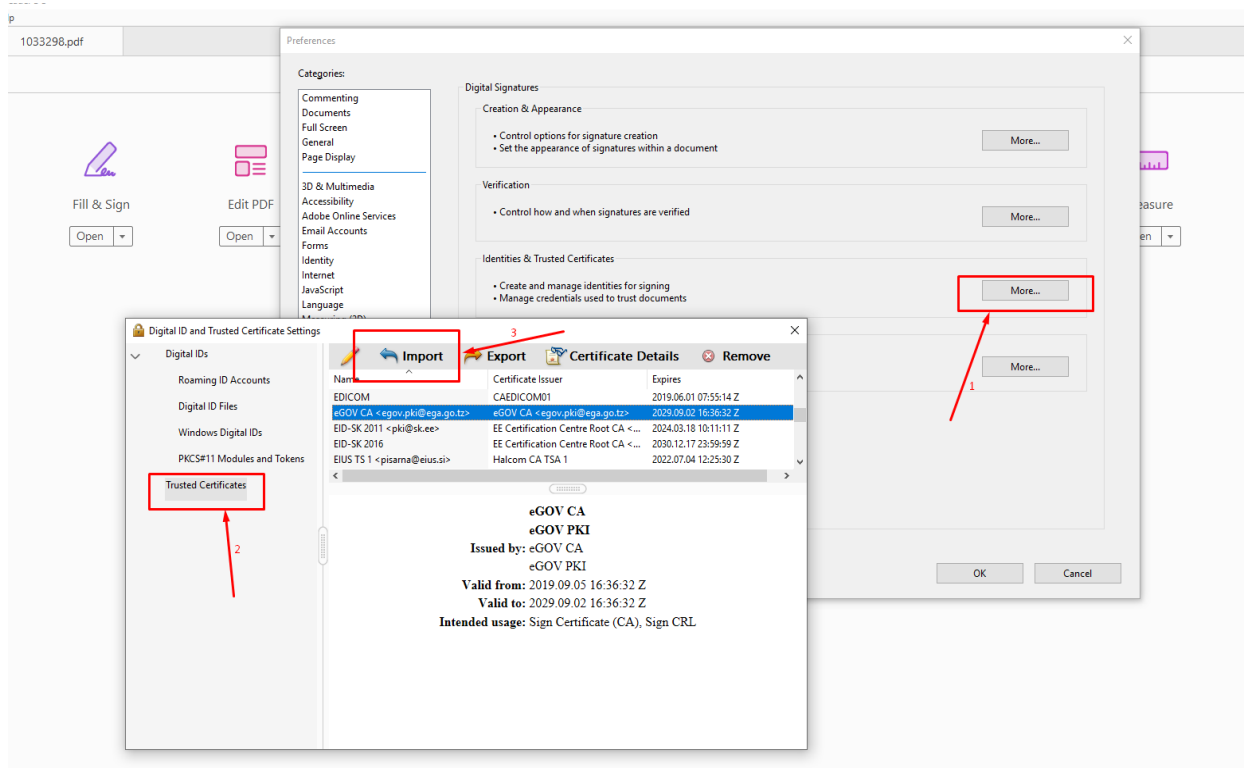
1. Open your adobe reader application.



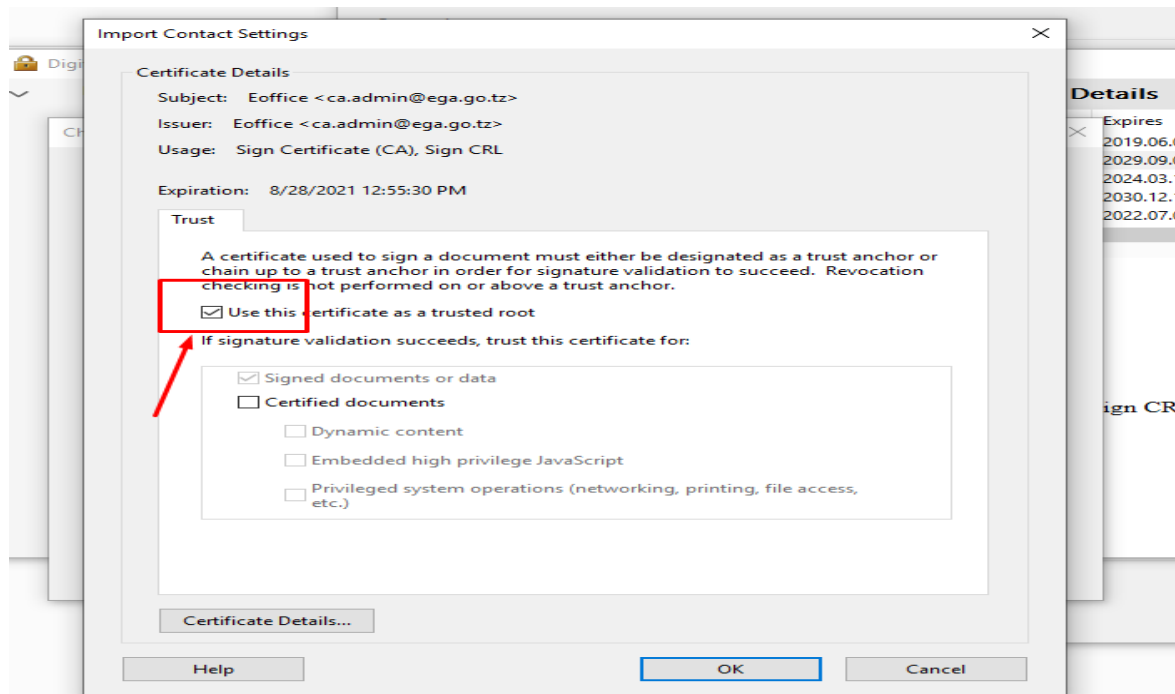
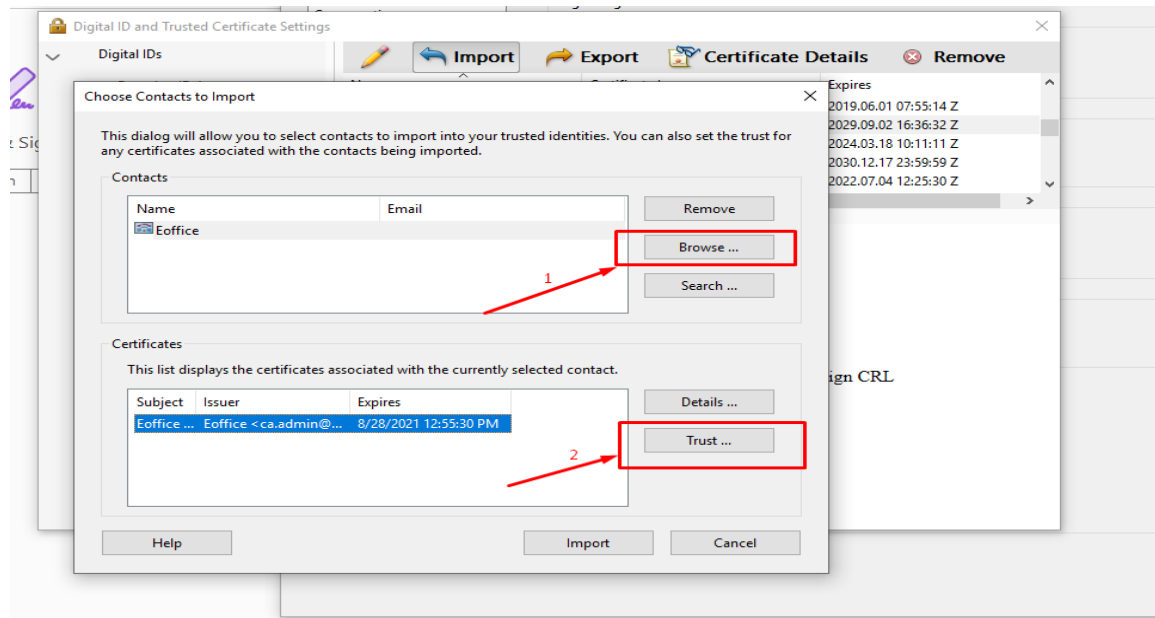
2. On adobe application window, find **edit menu** on your top left corner then click it and a drop down menu will appear thereafter click **preferences** found on the bottom of the drop down menu. (Alternatively you can press Ctrl +K at once to achieve the same)



- On a preference window, click **More** with description Identities and “**Trusted certificates**”. There after another window will pop up. As depicted on the image below click on **Trusted certificate** tab followed by **Import** tab



4. Click **Browse** then locate the downloaded certificate followed by **open** to confirm selection. There after click **Trust** tab as seen on the image and check a box next to “**Use this certificate as a trusted root**”. To finalize the process click ok then import.



Tick use this certificate as a trusted root then click ok to finalize. There after you can validate documents signed under DSMS with e-Government PKI certificates.