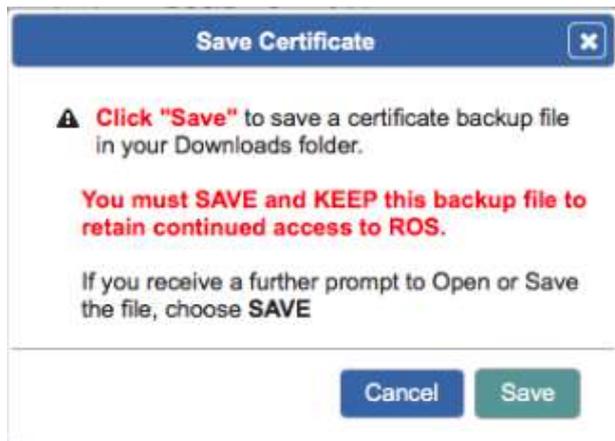# Save Your Digital Certificate – Windows

Your digital certificate will be installed in your browser temporary storage. **You must ensure that you create a backup file copy of your certificate and keep this file**, to ensure access to ROS in the future.
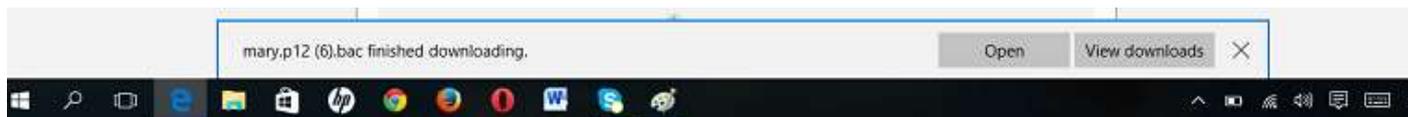The following instructions outline how to do this.

If you have just downloaded or renewed your digital certificate you will see this screen:
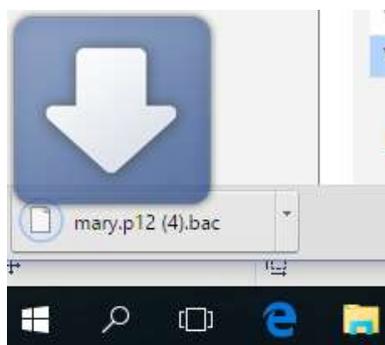

Click **"Save"**

Depending on what browser you use and what settings you have chosen regarding downloads, at this point, the following may happen:

Microsoft Edge

The backup certificate file will save automatically to your Downloads folder
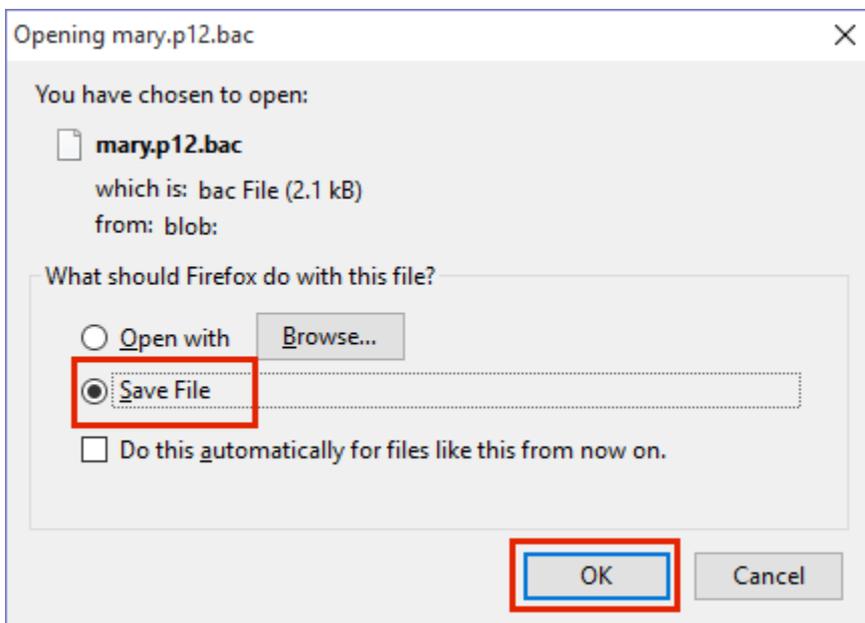
Google Chrome

The backup certificate file will save automatically to your Downloads folder:
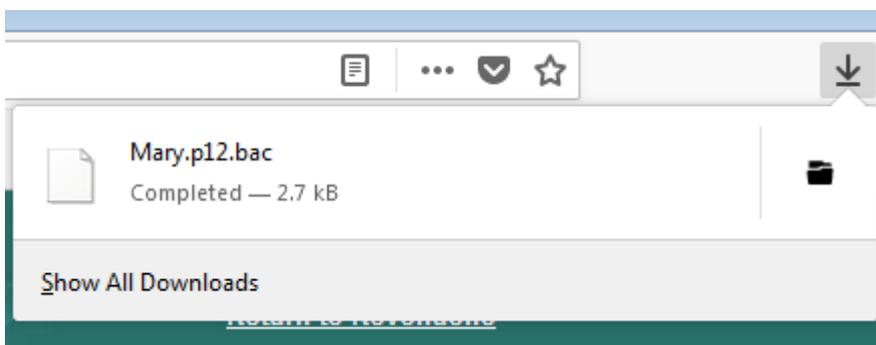
Internet Explorer

You will be asked whether your want to Open or Save the file – always choose **"Save"** to create the backup certificate file in your Downloads folder

Mozilla Firefox

Click **"Save File"** and **"OK".**

The backup certificate file will save to your Downloads folder.

You may be given the option of which folder to save the file to – choose a safe location where the file will not be accidentally deleted.

You must keep a copy of the certificate backup file in a safe location to ensure that you can access it in the future.

The certificate backup file has the certificate name followed by .p12.bac.

We recommend moving it to a ROS\RosCerts folder on your computer. Instructions to create this folder and move the file are included in the following section.

Creating a ROS\RosCerts Folder to Keep your Certificates

Information on how to store your Digital Certificates:

1. Create the ROS\RosCerts folder if it does not exist
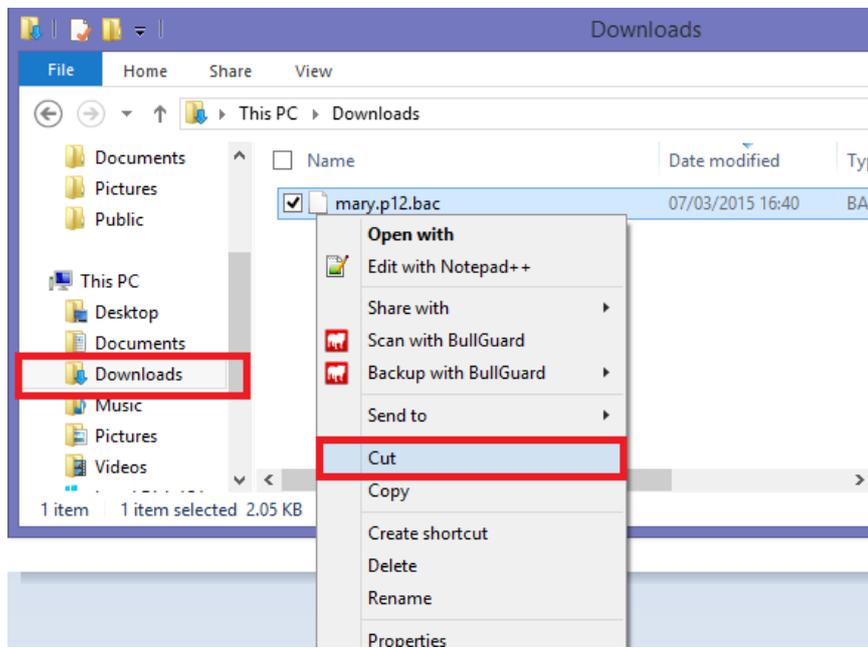
Windows 8:

- Open the File Explorer

- Right click on the C: drive (local disk C) and choose New -> Folder

- Name the folder ROS

- Right click into the ROS folder and choose New -> Folder

- Name the folder RosCerts
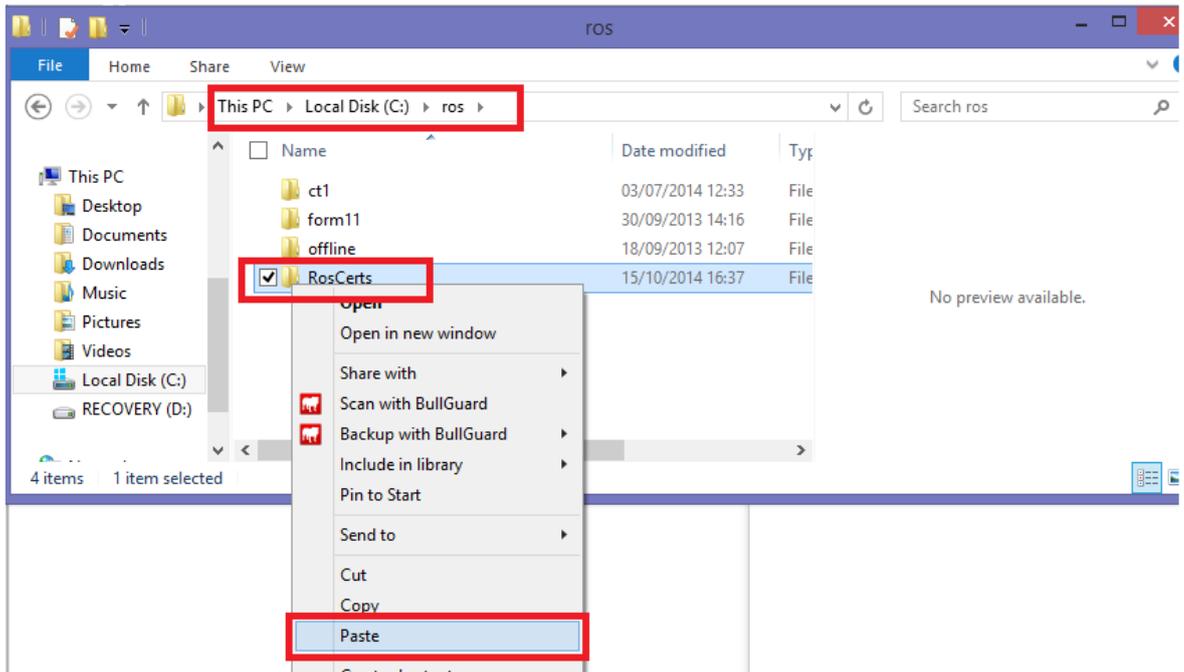
Windows 7, Vista or XP:

- Go to Start->Computer

- Locate the C: drive and double click to open this

- Right click in the folder on empty space and choose New -> Folder

- Name the folder ROS

- Double click into the ROS folder

- Right click in the folder on empty space and choose New -> Folder

- Name the folder RosCerts

2. Move the backup certificate file

- Locate your Downloads folder

- Right click on most recent copy of the backup certificate file and select "**Cut**".

- Locate C:\ROS\

- Right click on the RosCerts folder and select Paste. If you are prompted to replace an existing file, do so.

You can now log in to ROS – click the **"Login"** button at the bottom of the screen – you may have to scroll down to see this.