



## Generating an IIS SSL Certificate Signing Request (CSR) using Microsoft IIS 4.x

A CSR is a file containing your IIS SSL certificate application information, including your Public Key. Generate your CSR and then copy and paste the CSR file into the webform in the enrollment process:

Generate keys and IIS SSL certificate:

- Open the Microsoft Management Console (MMC) for IIS (available in the Windows NT 4.0 Option Pack > Microsoft Internet Information Server > Internet Service Manager).
- In the MMC, Expand the Internet Information Server folder and expand the computer name
- Open the properties window for the website the CSR is for. You can do this by right clicking on the website
- Open **Directory Security** Folder
- In the Secure Communications area of this Property Sheet, select the Key Manager button and select "Create New Key..."
- Choose "Put the request in a file that you will send to an authority." Select an appropriate filename (or accept the default).
- Fill in the appropriate details:
- Fill in all the fields, do not use the following characters:  
**! @ # \$ % ^ \* ( ) ~ ? > < & / \**  
note: If your server is 40 bit enabled, you will generate a 512 bit key  
If your server is 128 bit you can generate up to 1024 bit keys
- Click **Next** until you finish
- Click **Finish**
- Key Manager will display a key icon under the WWW icon. The key will have an orange slash through it indicating it is not complete. Choose the "Computers" menu and select Exit. Select YES when asked to commit changes
- When you make your application, make sure you include this file (this is your CSR) in its entirety into the appropriate section of the enrollment form - including  
**-----BEGIN CERTIFICATE REQUEST-----to-----END CERTIFICATE REQUEST-----**
- Click **Next**
- Confirm your details in the enrollment form



- Finish

We recommend that you make a note of your password and backup your key as these are known only to you, so if you lose them we can't help! A floppy diskette or other removable media is recommended for your backup files.

***To backup a private key in Microsoft IIS 4.0, follow these instructions:***

1. Go into Key Manager within IIS 4.0
2. Save the private key by selecting Key > Export Key> Backup File.
3. The default format is a .key file.
4. Store the exported key in secure location like a disk. It is important to make a copy of the private key that does not reside on the actual server ; in the event that the server crashes.
5. Make a note of the private key password as it will be needed to install the certificate in Microsoft IIS 4.0