

How to provide SPEAR with your digital certificate details

When you try to digitally sign a document in SPEAR, the details embedded on your Digital Certificate are cross checked with the details in your SPEAR profile and must be an identical match.

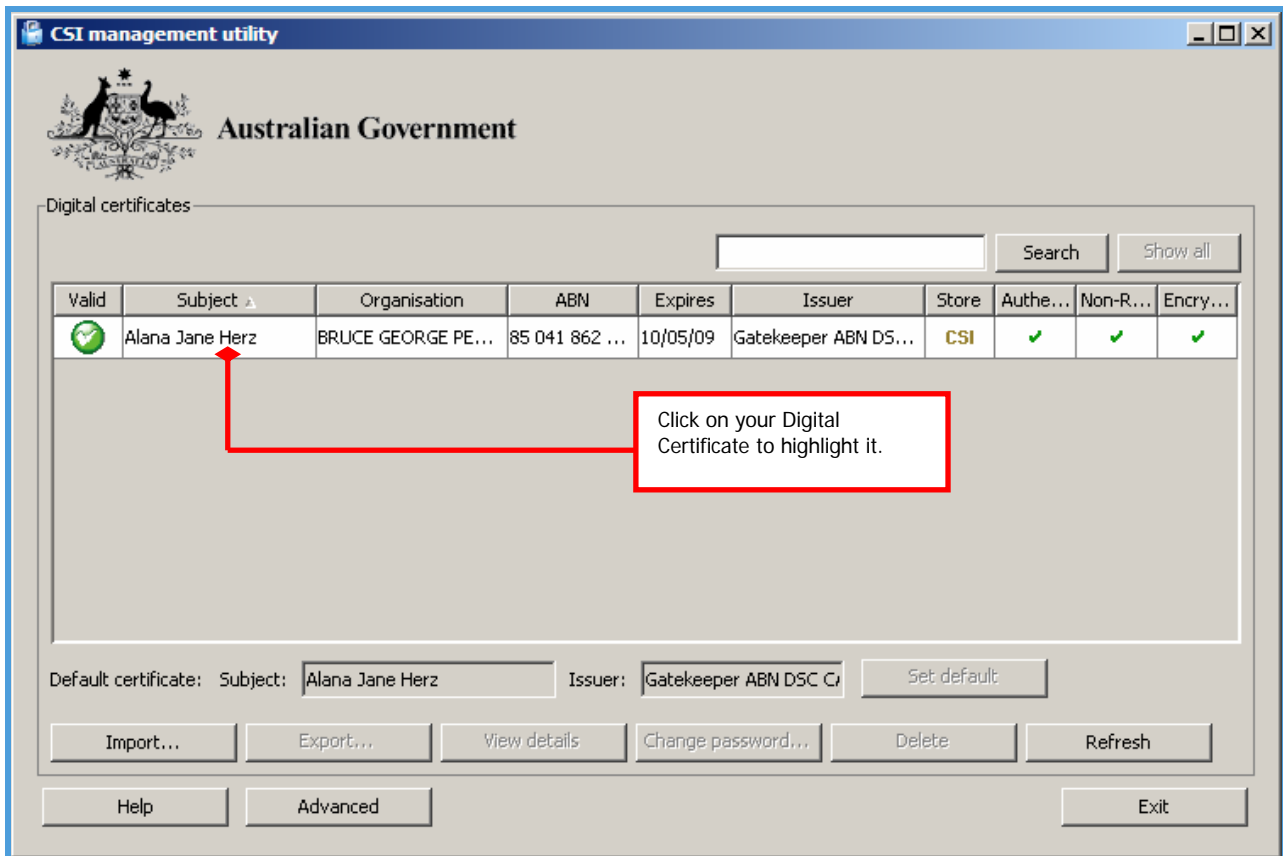
Before reading this document please check you have:

1. Downloaded your Digital Certificates from VeriSign
2. Exported your certificates from Internet Explorer and backed them up
3. Downloaded and installed CSI software
4. Imported your certificates into CSI

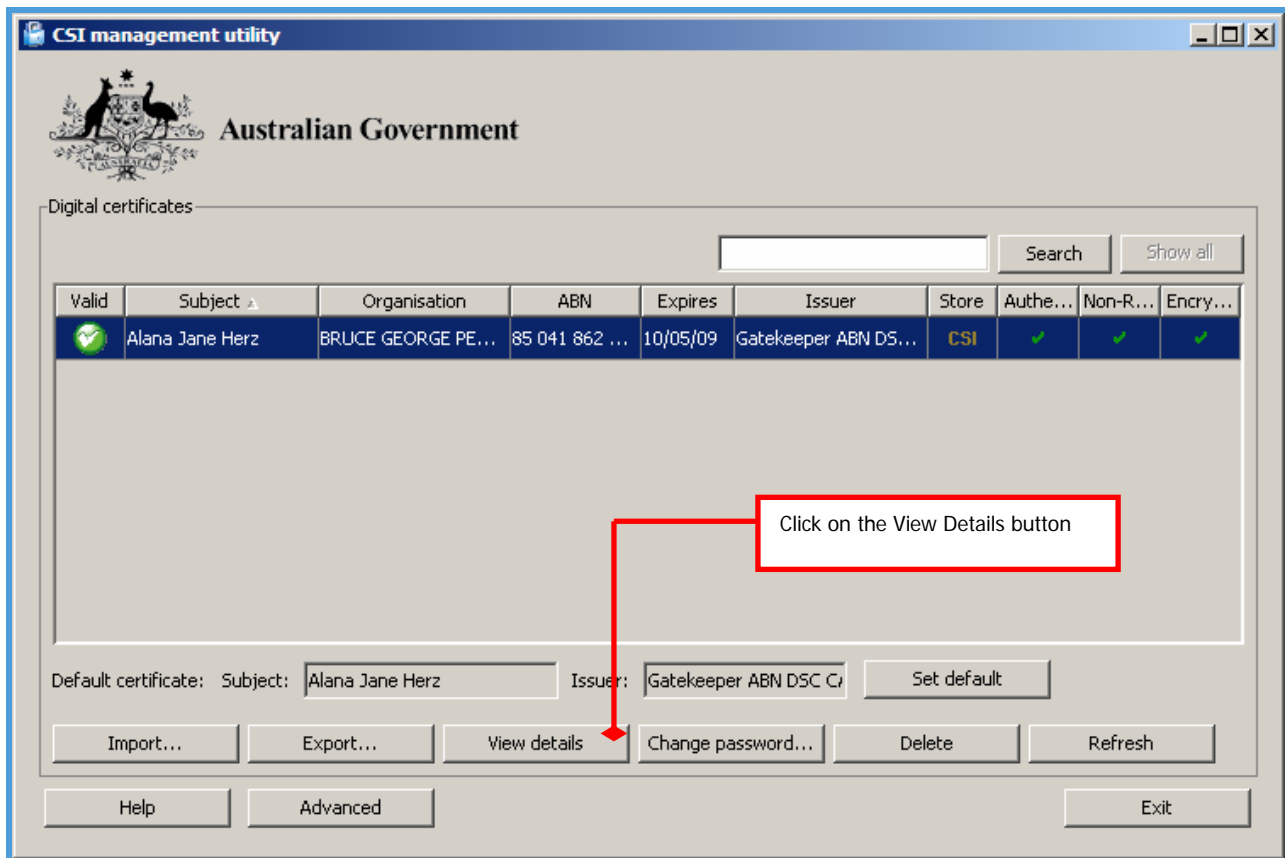
If you have not completed all steps 1 to 4, please refer to the [How do I get a Digital Certificate?](#) section of the SPEAR Website (www.landexchange.vic.gov.au/spear)

Go to the Start menu of Windows and select the following options

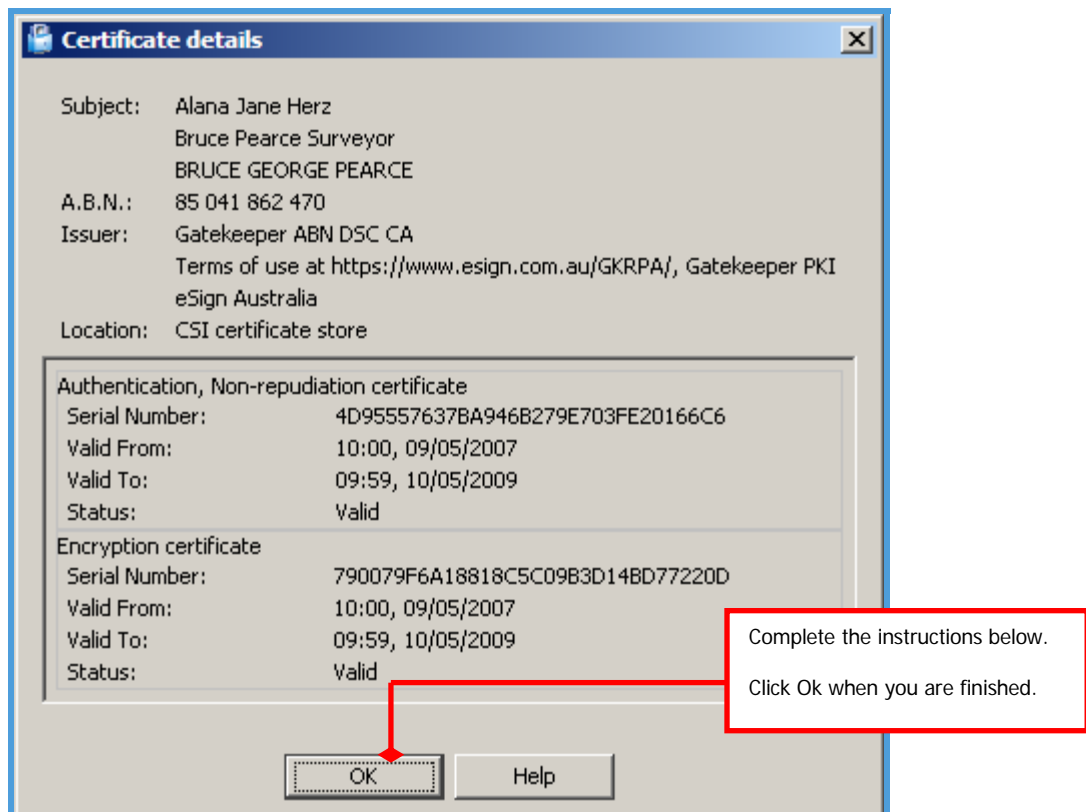
Programs > CSI > CSI Management Utility



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A new window will appear containing your Certificate Details.



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What next?

5. Press the **Alt** and **Print Screen** buttons on your keyboard.

6. Open a new Microsoft Word document.

7. Click on the **Paste** button.

8. The certificate details window should now be copied into your Word document. Save this document onto your computer or network.

9. Email the Word document as an attachment to spear.info@dse.vic.gov.au

10. If you are a new user, you may need to complete a SPEAR registration form. This form can be downloaded from the SPEAR home page (www.landexchange.vic.gov.au/spear) in the **How do I get started in SPEAR?** section.

11. Once your details have been added or updated, you will receive an email from SPEAR with instructions on how to test your Digital Certificate in SPEAR