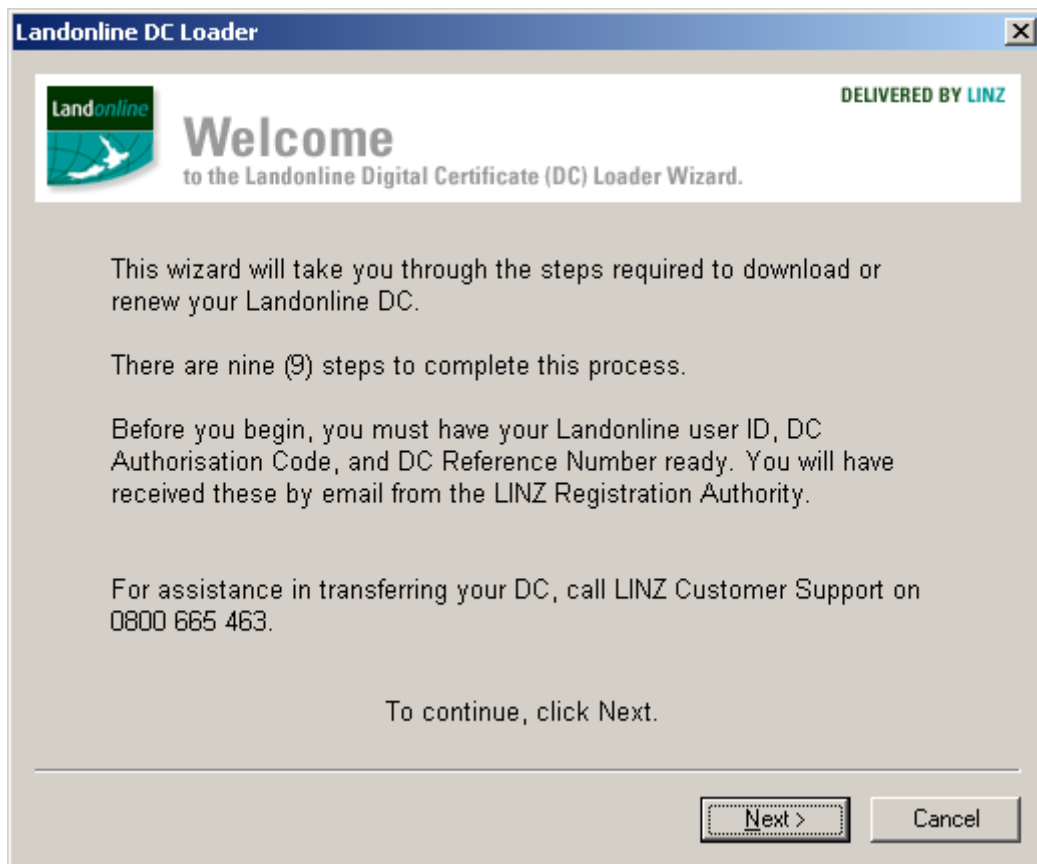




DC Loader V3

Loading a new Digital
Certificate

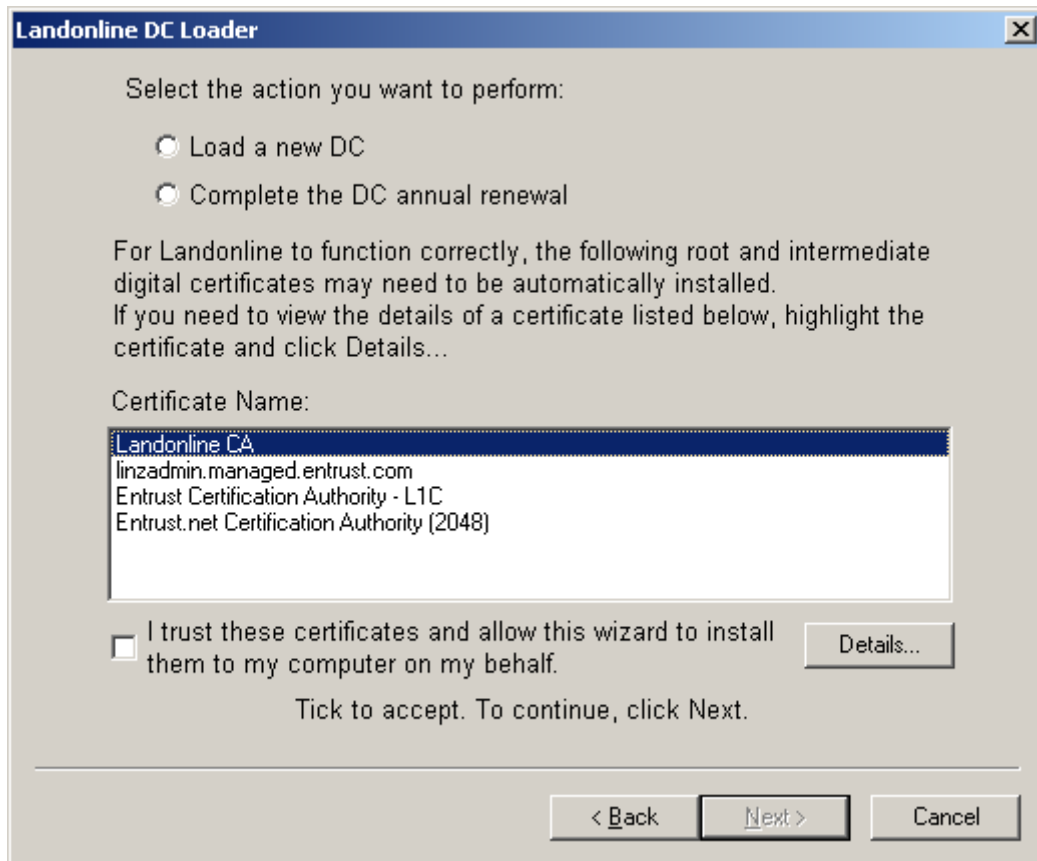
1. DC Loader – Loading a new DC



Prior to seeing this screen, the DC Loader will have checked the following:

1. The version number against that stored at LINZ to ensure it is current. If not, an error message will be displayed.
2. The operating system and version of internet explorer. If it is not supported, an error message will be displayed.
3. You have rights to create files on your C:\ drive. If not, an error message will be displayed.

2. Consent and options screen



You should select an option based on the process you want to complete.

This screen also displays a list of Certificates that may be installed on your computer by the DC loader.

If you would like more information on these certificates, highlight the certificate and click the Details button.

To move to the next screen, tick the white box and click next. This will allow the DC Loader to install the certificates.

3. Entry screen

Landonline DC Loader

Enter the information that you have received from the LINZ Registration Authority in the fields below.

Landonline user ID:

DC Reference Number:

DC Authorisation Code:

To continue, click Next.

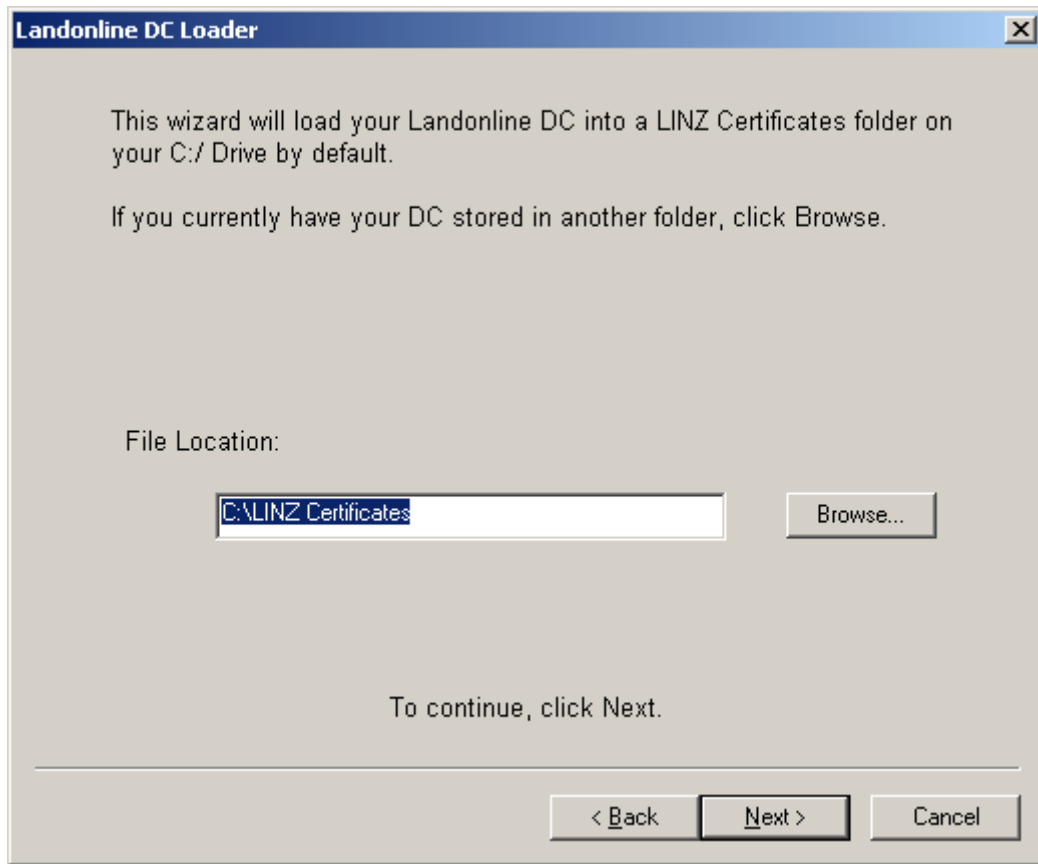
If you appear to be missing any of the required information, call LINZ Customer Support on 0800 665 463.

< Back Next > Cancel

You are required to enter information into this screen as detailed. This information will have been provided to you by email or your firm's Trusted Contact.

There are checks on user names, reference numbers and authorisation codes to ensure they are entered in the correct format. Error messages will display if not entered correctly at this point.

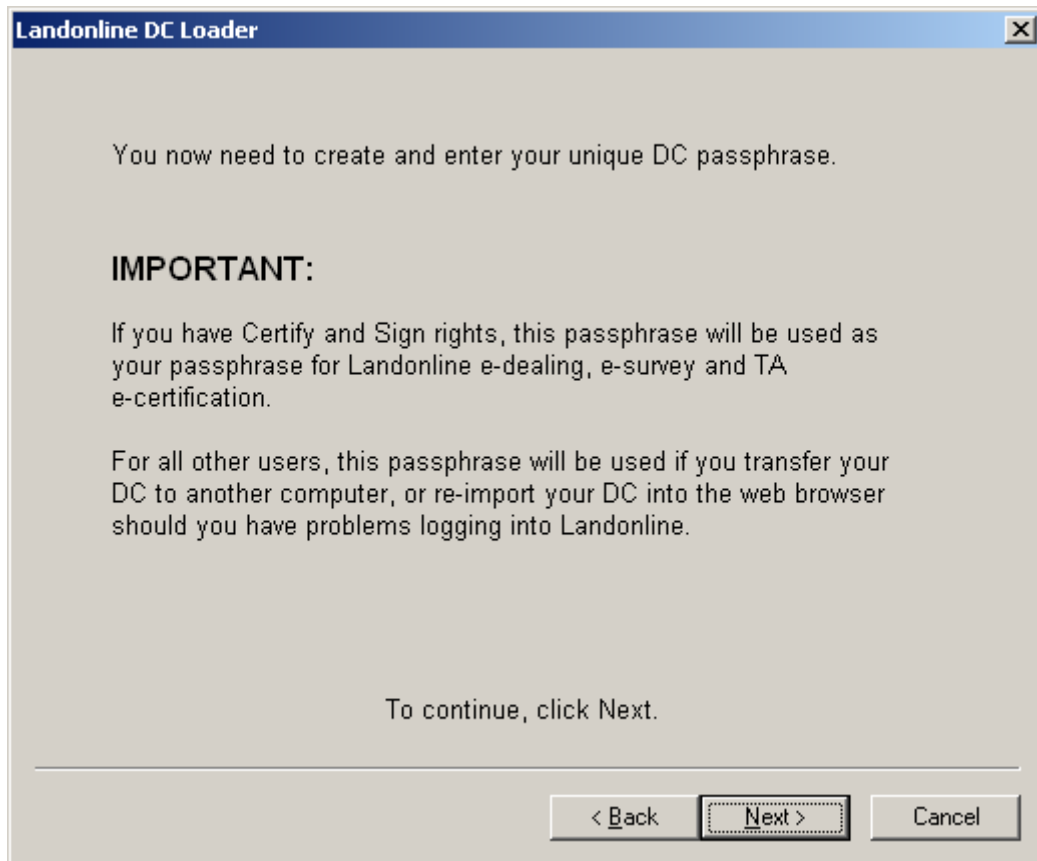
4. DC file location



You will be prompted to identify where you want your DC stored. The DC Loader defaults to C:\LINZ Certificates.

You can change this to any location, however, it is recommended that you accept the default location where possible.

5. Create passphrase



Before you click 'next', it is important that you create your passphrase.

It must:

- contain one upper and lower case letter, one numeric character, be at least eight characters in length and not be the same as your Landonline user ID or password.

It must not:


- contain a character that makes up more than half the characters in the passphrase.

6. Enter passphrase

Landonline DC Loader ✕

Your unique DC passphrase must:

- be different from your Landonline user ID and Landonline password
- be at least eight (8) characters long
- contain at least one lowercase letter, one uppercase letter and one numeric character
- have no one particular character making up more than half the characters in the password.

 **WARNING: Make sure your Caps Lock has been turned off.**

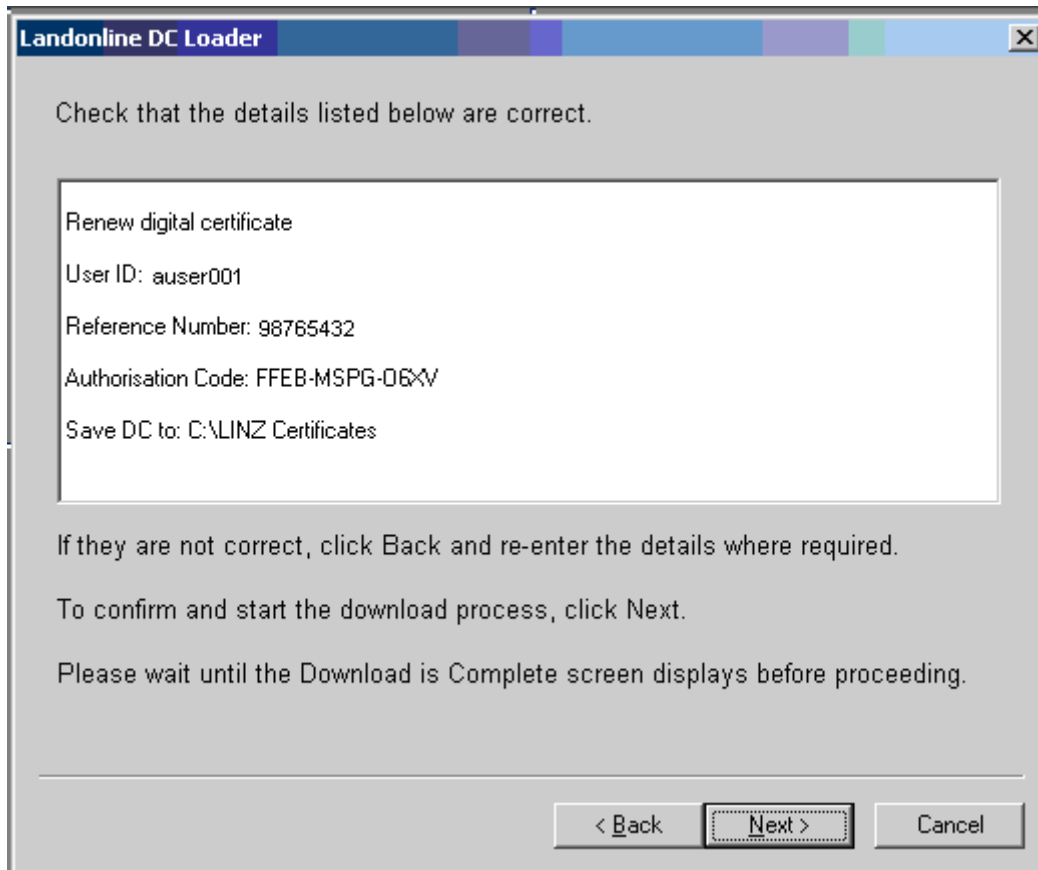
DC passphrase:

Re-enter DC passphrase:

To continue, click Next.

Enter your unique passphrase. The DC Loader will check that the minimum requirements are met as outlined on the screen. If they are not met, error messages will display.

7. Check details

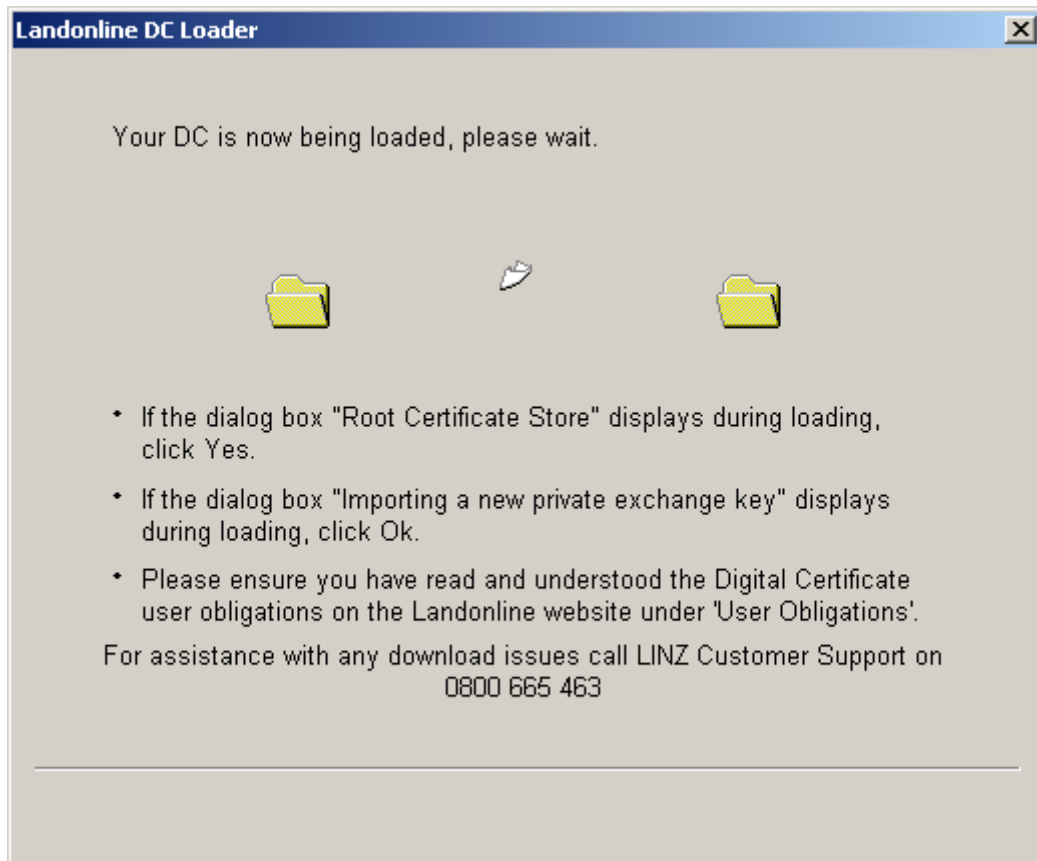


You should check that the details as shown in your screen are correct.

The next screen starts the download process and any incorrect information here will mean a failure and associated errors will display.

Click Next.

8. Downloading and importing



The DC Loader is now going to download the DC.

Once it has the DC, a copy is placed in the specified location, eg C:\LINZ Certificates. It is then imported into the browser.

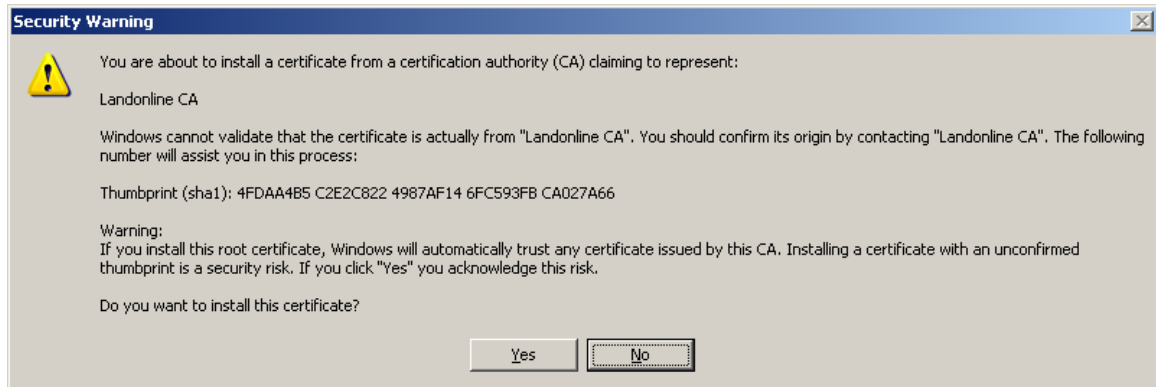
9. Message box on download



The DC Loader is creating a DC, which is a protected item.

Click OK.

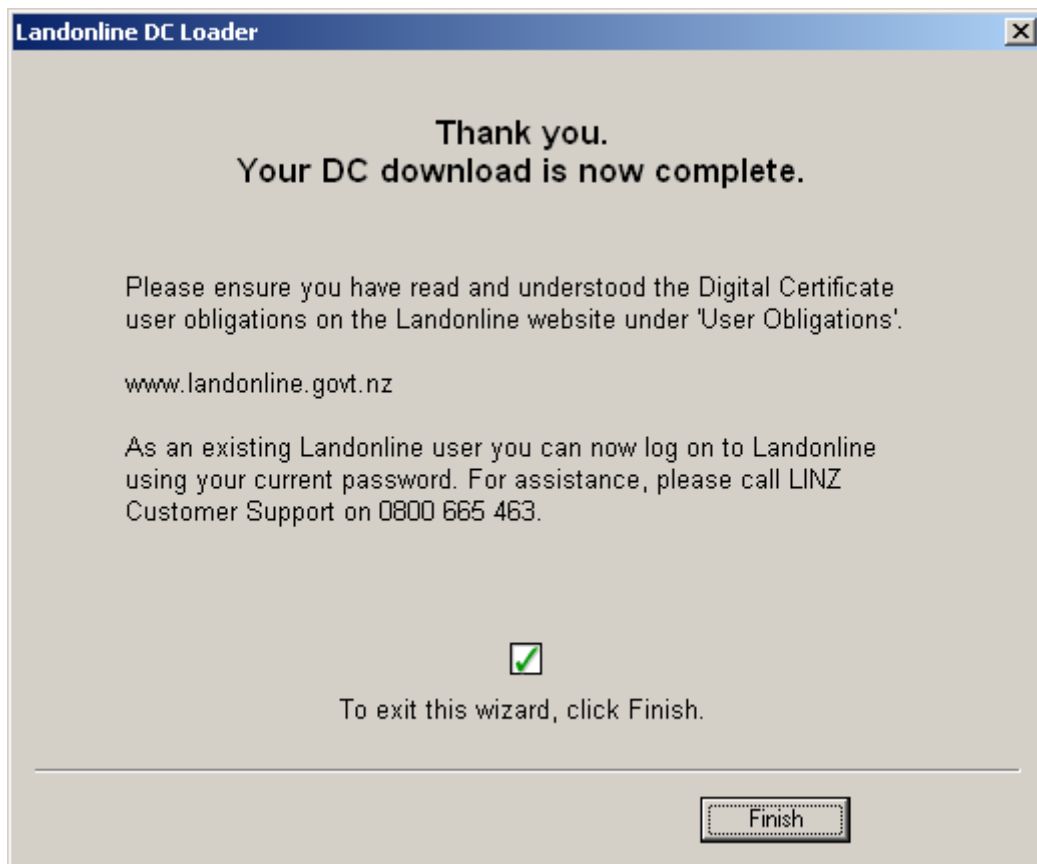
10. Message box on download



If you are a new customer who has never had a DC from LINZ on your PC, you will get this message.

Click Yes.

11. Download complete screen



The DC is now downloaded. You can now log on to Landonline once you have your password.