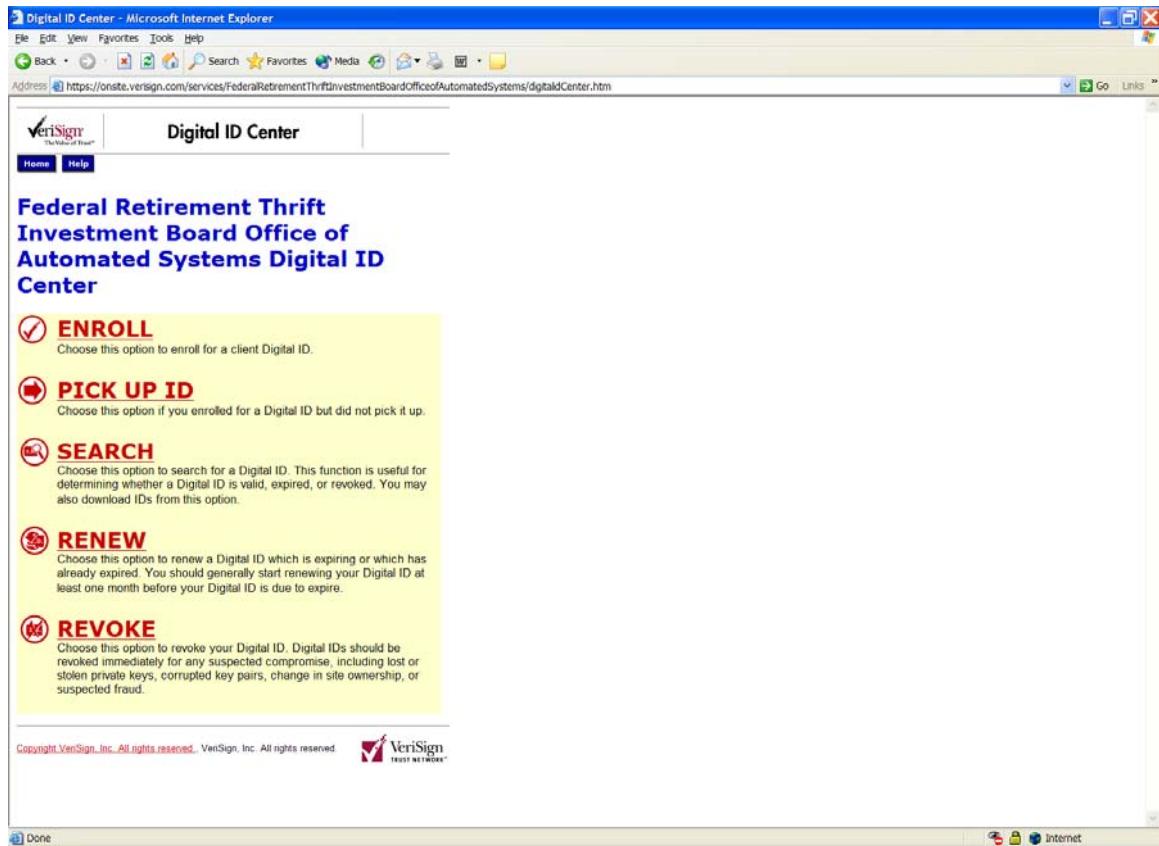# Retrieve a TSP/VeriSign-Issued User Certificate for Data Entry

1. Access the following URL from your Microsoft Internet Explorer Browser.

https://onsite.verisign.com/services/FederalRetirementThriftInvestmentBoardOfficeofAutomatedSystems/digitalidCenter.htm

2. Select ENROLL.

3. Enter the information required on the Enrollment form.

First and Last Name: Enter your name exactly as you did on the Certificate Action Request for Data Entry (Form OC06-6) you submitted to the TSP.

Your E-mail Address: Enter your office email address.

Payroll Office: Please enter your eight digit Payroll Office number. You must include the leading zeros (e.g., 00012345).

User Type: DataEntry
(Enter this exactly)

Challenge Phrase: Enter something you will remember. You will be required to enter this again when you renew your certificate.

Scroll to the bottom of the page and click on the **Submit** button.

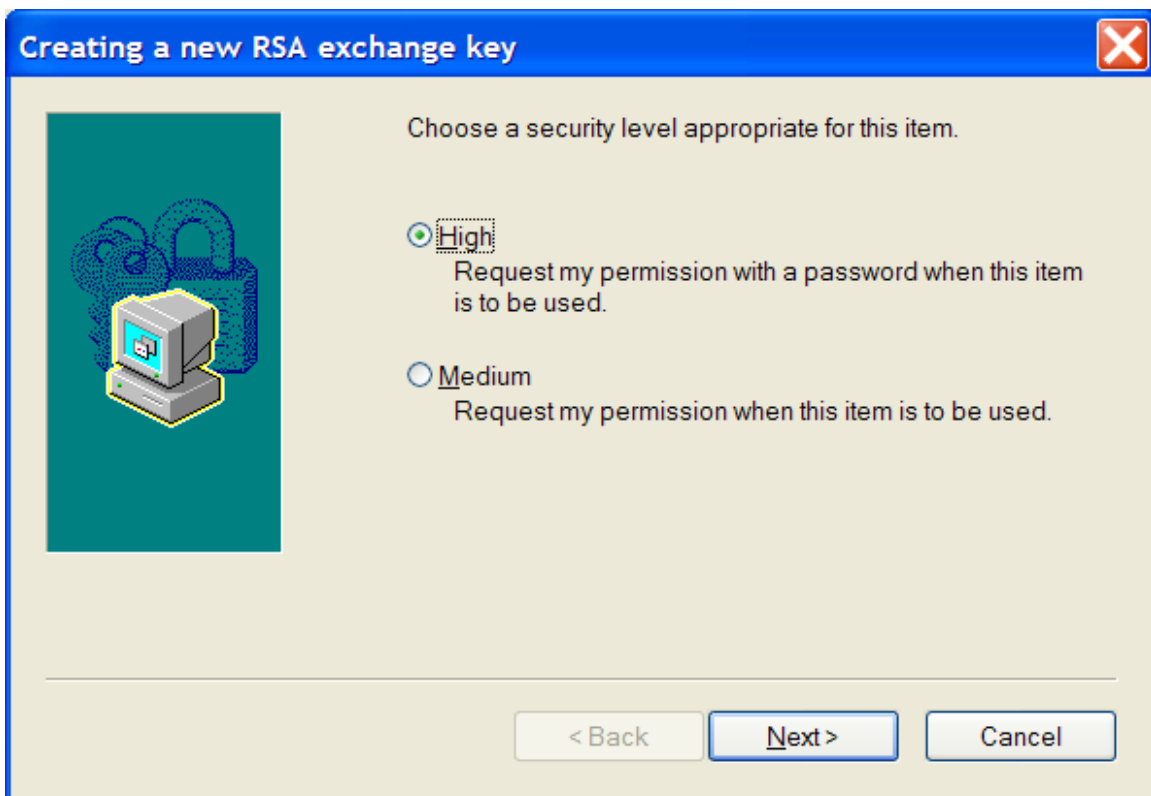The following window will pop up after you click submit.

4. Verify that your e-mail address is correct. If so, click the OK button. Otherwise, click Cancel and correct your e-mail address.
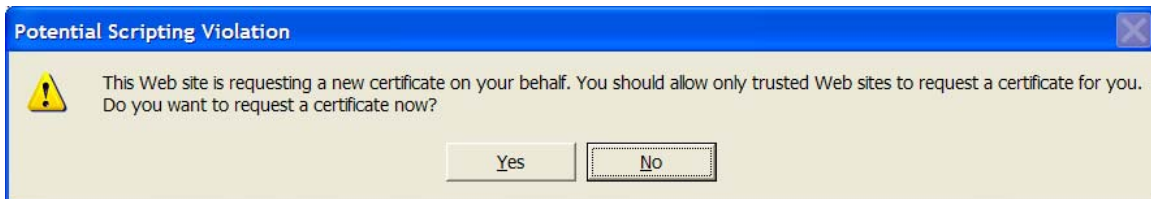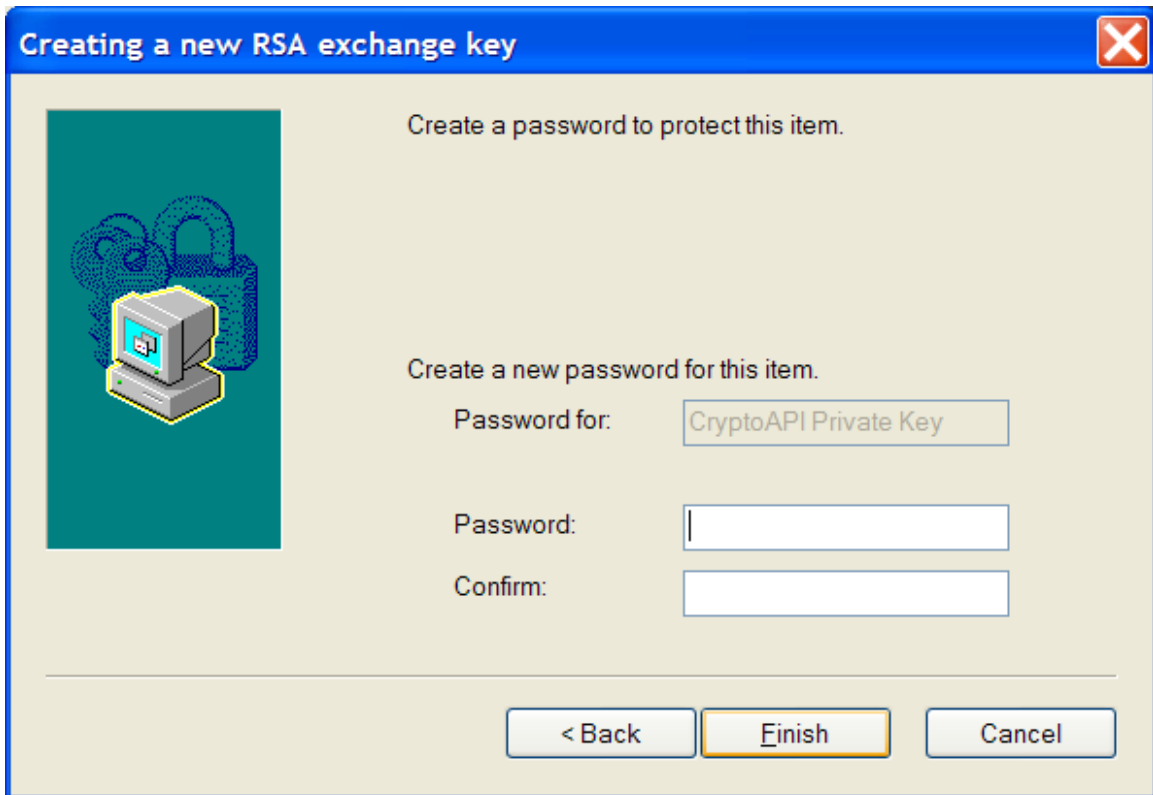

5. Click Yes to request the certificate.

6. Click Set Security Level… to change the security level to High.

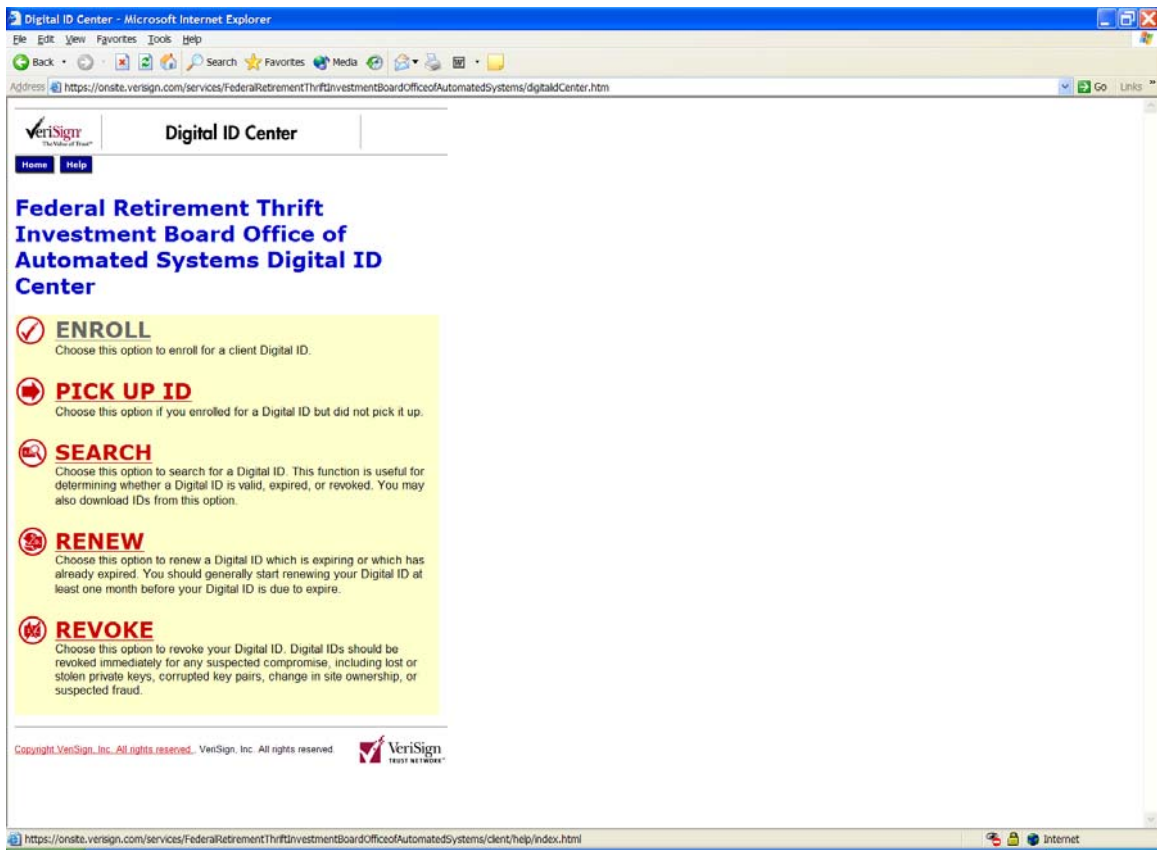7. Select High then click the Next > button.

8. Enter a Password.   This password should include uppercase and lowercase letters and at least one number or special character. Make sure you enter something that you will remember. You will be asked to enter this password every time you try to use the certificate. It <u>cannot</u> be reset if you forget it. You will be required to request a new certificate if you cannot remember your password.

Click the Finish button. Then Click Ok on the Creating a new RSA key pop up window.
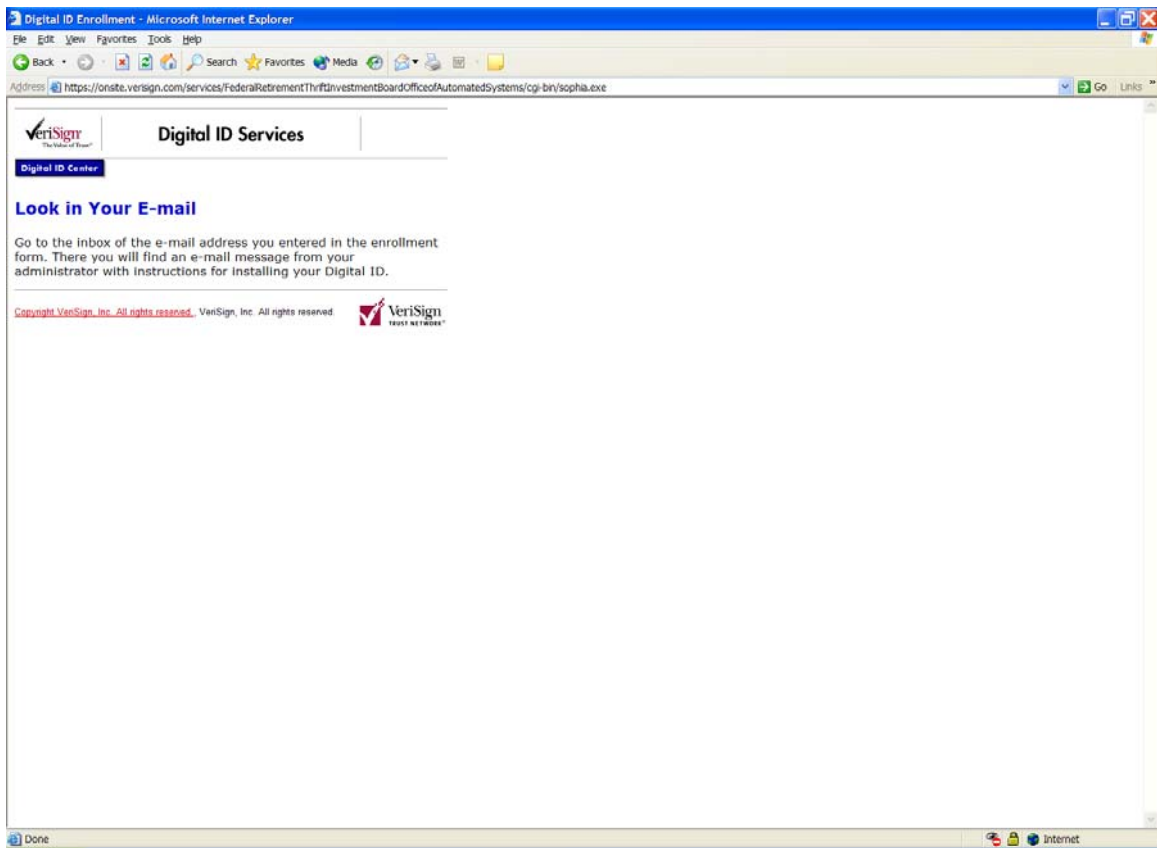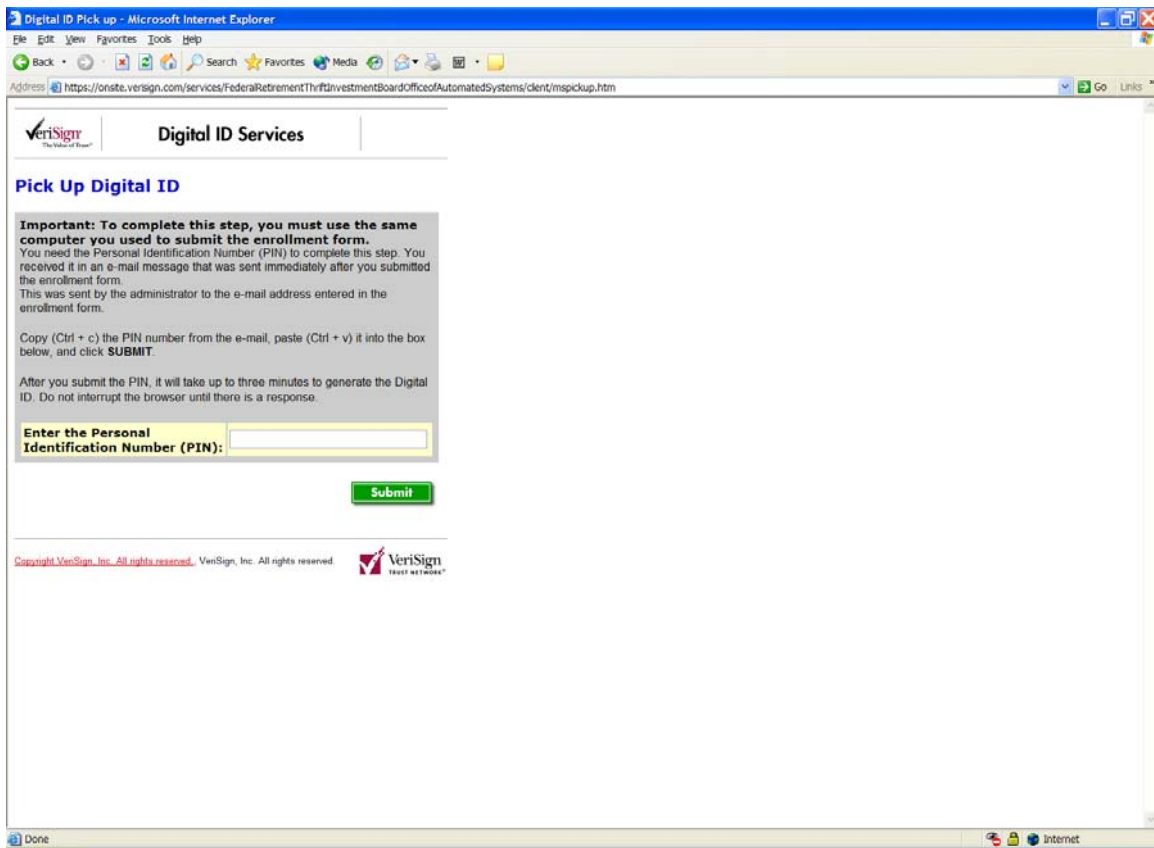
9. Watch your e-mail account. Within an hour, you will receive a confirmation e-mail acknowledging your request from Lori Waterman. Once the information on the Certificate Action Request form has been reviewed and approved by the Agency Technical Services staff, your new certificate will be approved. You will receive another e-mail with your PIN. Return to the Digital ID Center at the following address.
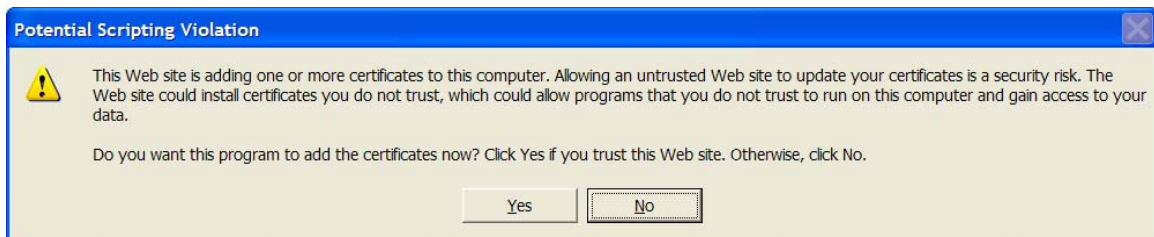
https://onsite.verisign.com/services/FederalRetirementThriftInvestmentBoardOfficeofAutomatedSystems/digitalidCenter.htm

10. Click on the PICK UP ID link.

11. Enter the PIN you received in the e-mail. Click the **Submit** button.

12. Click Yes to download your certificate. Your browser will display your Digital ID Information.

Your certificate is now available for use. Follow the instructions on the Data Submission Application web site at http://agency.tsp.gov; choose the appropriate Payroll Information link.