

## **SafeEXIM Digital Certificate Do's and Don'ts**

Proper security procedures require that users of Safe EXIM Digital Certificates follow safe practices. Just as one keeps ones driver's license and other credit cards safe, every user should be aware of the possibility of theft of their electronic digital certificates and take reasonable precautions to prevent it.

The following are some tips to users of Safe EXIM Application

1. Please ensure that your USB Token is plugged into the USB Port of your computer before you attempt to pickup your Certificate.
2. Use difficult-to-guess passwords while initializing your USB Token and while enrolling for your certificate. Never leave the certificate password blank when your enroll for your Certificate
3. Do not reveal your Certificate password or challenge phrase to anyone.
4. Make sure you remember the Challenge Phrase password you gave while enrolling for your certificate. The Challenge Phrase is required for revoking or renewing your Digital Certificate.
5. Use the Certificate only for Authorized and Legal purposes
6. When you are not transacting with DGFT using your Digital Certificate, please remove the USB Token from the USB Port of your Computer. Store your USB Token safely when it' s not being used. Remember that if you lose your USB token, it is not possible to retrieve your Certificate.

If you suspect your certificate has been tampered with or stolen, inform us at SafeScript immediately or revoke the certificate online using your Challenge Phrase at <https://digitalid.safescrypt.com/dgft/client/revoke.htm>