## Server

## How to add an SSL Certificate?

Follow the below step by step instructions:

- 1. Proceed to https://www.ssls.com/
- 2. Go to "Purchased Certs"
- 3. Select the "New Certificate" and click Activate
- 4. Login to the required client server

5. Open "IIS Manager" (Internet Information Services Manager) from "Administration Tools"

- 6. Select "Server Certificates"
- 7. Select "Create Certificate Request" in the menu pane on the right hand side.
- 8. Fill out the form as correctly as possible for the client.
- 9. Change "Bit Length" from 1024 to 4096.
- 10. Save certificate request to the desktop or C:\0
- 11. Open file in notepad and copy all text available.
- 12. Paste request text into ssls.com under the certificate you have activated.
- 13. Wait for response from ssls.com (this should change from "In Progress" to "Active".)
- 14. Once "Active" you can then download the certificate verification file.
- 15. Save file and copy to the client server under the required location.
- (C:\inetpub\.well-known\pki-validation)

16. Once this has been completed you will receive an email from ssls.com with the validation files.

- 17. Copy these files to the server and exract them to C:/0
- 18. Open iis manager and complete the certificate request.
- 19. You can now name the certificate example: VPN 120718
- 20. Remain in iis manager and select the Default Web Site and click "Edit Bindings".
- 21. Select the existing office.domain.com.au, click Edit and select the new
- certificate and Apply (or Add if the office.domain.com.au does not exist).
- 22. Open Routing and Remote Access, right click the Server Name and select properties.
- 23. Select the "Security Tab" and click the drop down box to select the new certificate. (You can confirm by clicking the view button)
- 24. Click apply and Close.
- 25. Open iis manager and restart iis.
- 26. Open routing and remote access and click restart.
- 27. Test and confirm all working.

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