Steps for a successful server-based certificate renewal

Server certificates are the means by which your organization is recognized and authorized to conduct business with the Federal Reserve Banks. Please review the steps below to help ensure a successful renewal. We strongly encourage you to begin planning for your institution's certificate renewal at least three months in advance of your certificate renewal deadline.

CERTIFICATE RENEWAL TIMELINE

TIMELINE

01 PLAN & PREPARE
02 REQUEST CERTIFICATE
03 SETUP & INSTALL
04 TESTING
05 CERTIFICATE RENEWAL DEADLINE

Start: ___/___/___

Request By: ___/___/___

Install By: ___/___/___

Test Date: ___/___/___

Deadline: ___/___/___

PLAN & PREPARE

☐ Assemble an internal technical team: End User Authorization Contact (EUAC), Information Security contact, operations support contact, network contact and a System Administrator. The System Administrator is responsible for:

   o Maintaining backups of your server certificates

   o Downloading and installing the certificates

   o Re-pointing your IBM® MQ Queue Manager or IBM Sterling Connect:Direct® Node from the current certificate to the new one

   o Testing connectivity to the Federal Reserve Banks

   If you do not have someone on staff with these skills, you will need to enlist the assistance of a vendor.

☐ Gather all necessary certificate information.

   o Identify the certificate(s) your institution needs to renew. This information was provided to your institution's EUAC and can also be obtained by calling the Customer Contact Center (CCC) at (888) 881-6700.

   o If your organization's certificate(s) installation deadlines occur on different dates, you may choose to renew all of them at once or stage the installations over a period of time.

☐ Ensure that your institution has compatible versions of IBM MQ and/or IBM Sterling Connect:Direct software installed.

   o Your institution could experience a loss of connectivity to the Federal Reserve Banks if all applicable software updates are not made prior to the renewal process. Please call the CCC at (888) 881-6700 for a list of compatible software versions.

REQUEST CERTIFICATE

☐ Complete and return the appropriate certificate renewal form(s) for all certificates to be renewed. All forms are available on the FedLine® Solutions Forms page and are titled as follows. NOTE: These forms may also be used to revoke certificates that are no longer used.

  o *FedLine Direct® Message Server Certificate Request Form*

  o *FedLine Direct File Server Certificate Request Form*

  o *FedLine Command® Server Certificate Request Form*

  o *Check 21 Large File Delivery Services Server Certificate Request Form*

☐ Once the renewal forms are received, a Federal Reserve FedLine® Project Manager will contact your institution to review the renewal process and provide additional documentation.

SETUP & INSTALL

☐ Review the technical documents that were provided to your institution and download the new certificate(s) according to the certificate renewal section.

  o The documents were sent via encrypted email to your EUAC after your Certificate Renewal Form was received. If you did not receive the documents, please contact the CCC at (888) 881-6700.

☐ Ensure appropriate backup files of both the current and new (renewed) certificate(s) exist

☐ Schedule a test day with your FedLine Project Manager.

TESTING

On the day of the scheduled test:

☐ Install the new certificate(s) immediately before or during the scheduled testing conference call.

  o Note the new certificate information so as to avoid unintended confusion with other certificates within your environment.

☐ **FedLine Direct Message Customers**: Validate connectivity by initiating a "round trip message" from your institution to the Federal Reserve.

  o The "round trip message" may be executed via an automated script provided by the Federal Reserve Bank or manually with the assistance of Federal Reserve Bank staff.

☐ **FedLine Direct File and Check 21 Large File Delivery Customers:** Validate connectivity with CDVER messages and by confirming successful receipt and transmission of test files between your institution and the Federal Reserve Bank.

☐ Once your institution has successfully completed the above steps for all renewed certificates, the renewal process is complete.

OTHER RESOURCES

• View the Server Certificate Renewal Frequently Asked Questions

• Contact the CCC at (888) 881-6700