# User Guide 34   Testing your Digital Certificate

## Purpose of this Guide

The purpose of this guide is to assist you in testing your Digital Certificate for use in SPEAR.

## 34.1  How do I test my Digital Certificate?

1. Please ensure you have installed and backed up your Digital Certificates. For more information see User Guide 33 – Installing and backing up your Digital Certificates.

2. Contact the SPEAR Service Desk on (03) 8636 3049 if you do not t have a SPEAR login ID and password.

3. Login to SPEAR via the SPEAR Homepage www.spear.land.vic.gov.au/spear/

4. If you have not yet tested a Digital Certificate in SPEAR, you will automatically be prompted to do so when you login to SPEAR (see step 6).

5. If you have already tested your certificate in SPEAR, and want to test it again, then you will need to click on the Settings link at the top of your SPEAR screen.
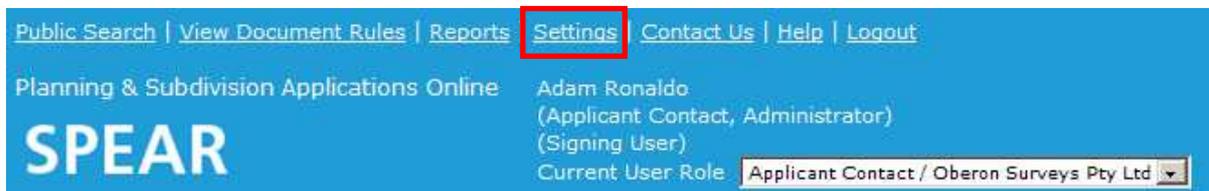


From the Settings screen, scroll down to the bottom of the page and click on the Test Digital Certificate link.

6. Click the 'test' button to begin.
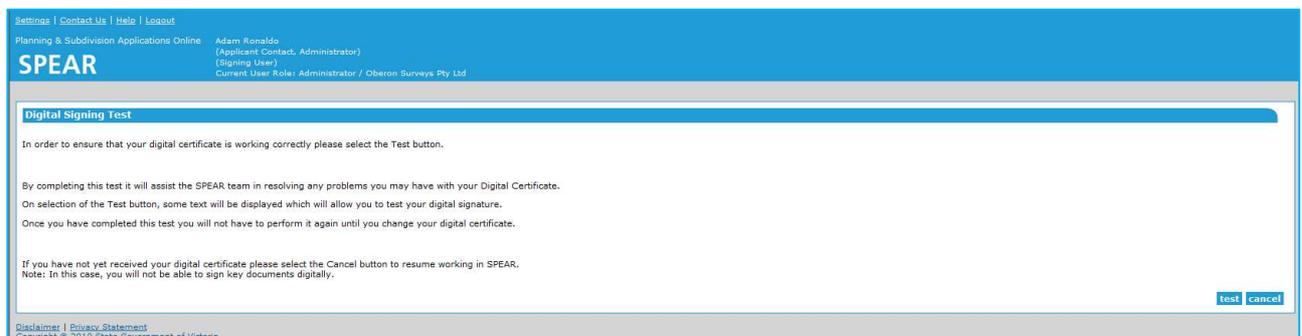
7. The 'Signing Confirmation' window will appear. If you are signing for the first time, you may need to select a default certificate. Click the 'certificate...' button to bring up a list of installed certificates.
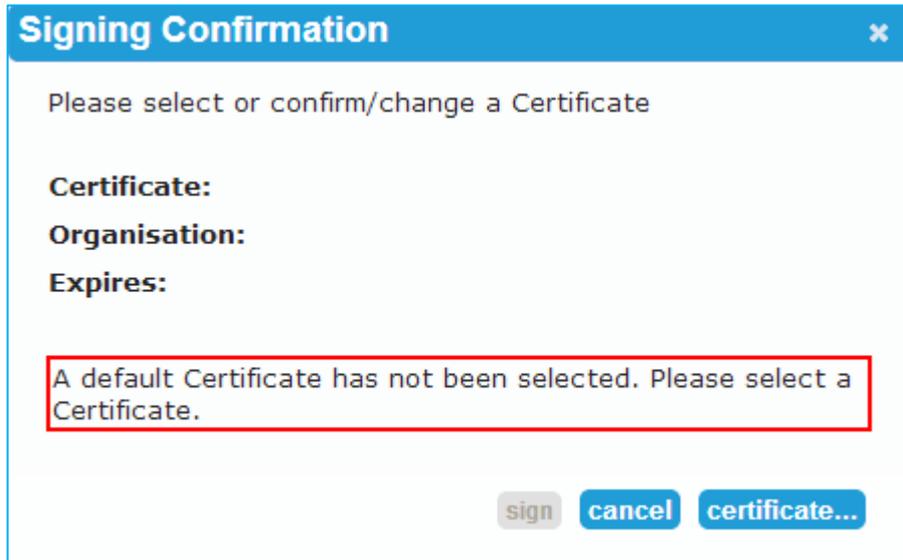


Choose the applicable certificate and then click the 'select' button.

8. The selected certificate details are displayed. Click on the 'sign' button.
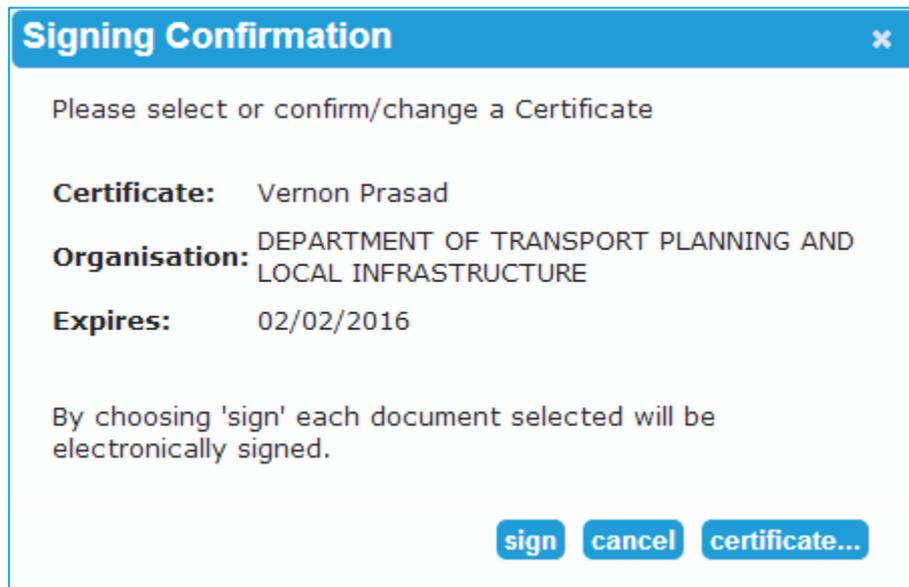


9. The password window will pop up. Enter your certificate password and click 'ok'.



**NOTE: In some versions of Windows, the password window will pop up behind your web browser. If this is the case, you will need to click the Java icon on your taskbar to open the password window.**

10. A confirmation screen will be displayed if signing was successful. You can now begin using SPEAR.
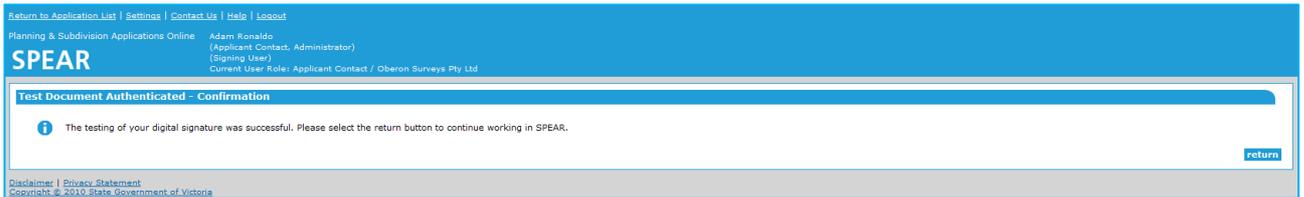


If you received an error or you were not prompted for a password, please contact the SPEAR Service Desk on (03) 8636 3049.

## Need more information?

Further information on this topic can be found by:

- Visiting the SPEAR website www.spear.land.vic.gov.au/SPEAR.
- Contacting the SPEAR Service Desk on 8636 3049 or email spear.info@dtpli.vic.gov.au