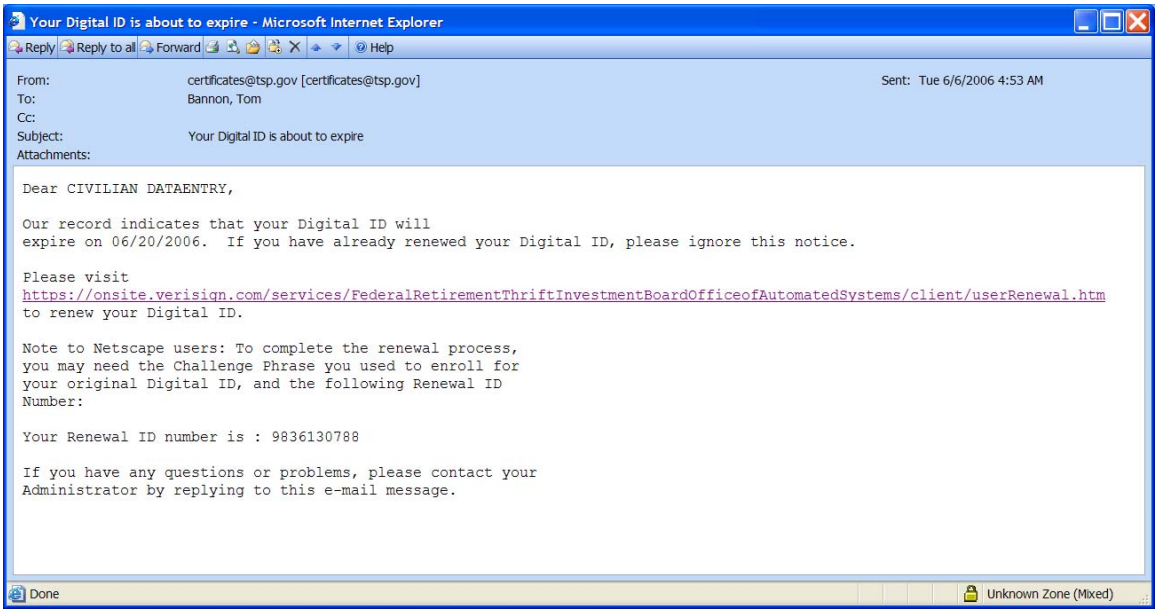
Renewing a TSP/VeriSign-Issued User Certificate For Data Entry

1. You will receive an e-mail like the one below. Click on the link to begin the renewal process.



Your Digital ID is about to expire - Microsoft Internet Explorer

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From: certificates@tsp.gov [certificates@tsp.gov] Sent: Tue 6/6/2006 4:53 AM
To: Bannon, Tom
Cc:
Subject: Your Digital ID is about to expire
Attachments:

Dear CIVILIAN DATAENTRY,

Our record indicates that your Digital ID will
expire on 06/20/2006. If you have already renewed your Digital ID, please ignore this notice.

Please visit
https://onsite.verisign.com/services/FederalRetirementThriftInvestmentBoardOfficeofAutomatedSystems/client/userRenewal.htm
to renew your Digital ID.

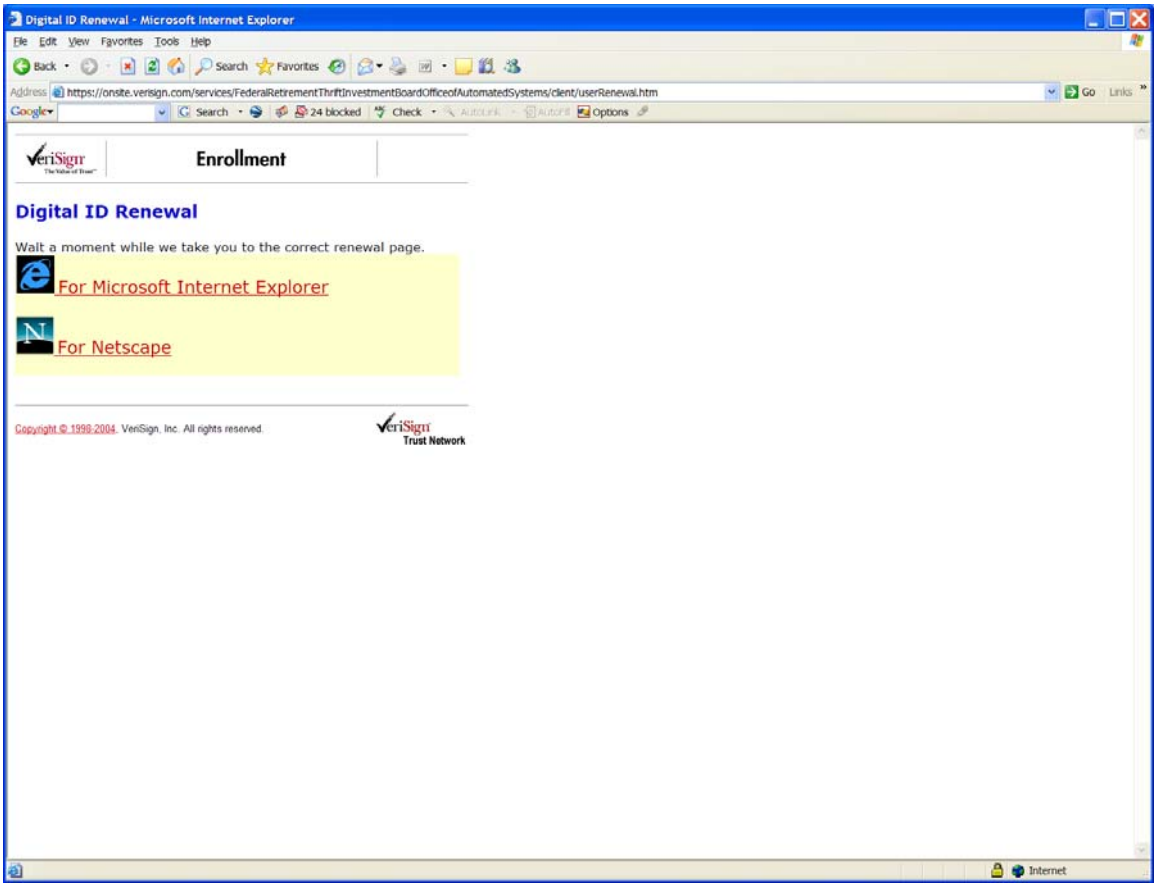
Note to Netscape users: To complete the renewal process,
you may need the Challenge Phrase you used to enroll for
your original Digital ID, and the following Renewal ID
Number:

Your Renewal ID number is : 9836130788

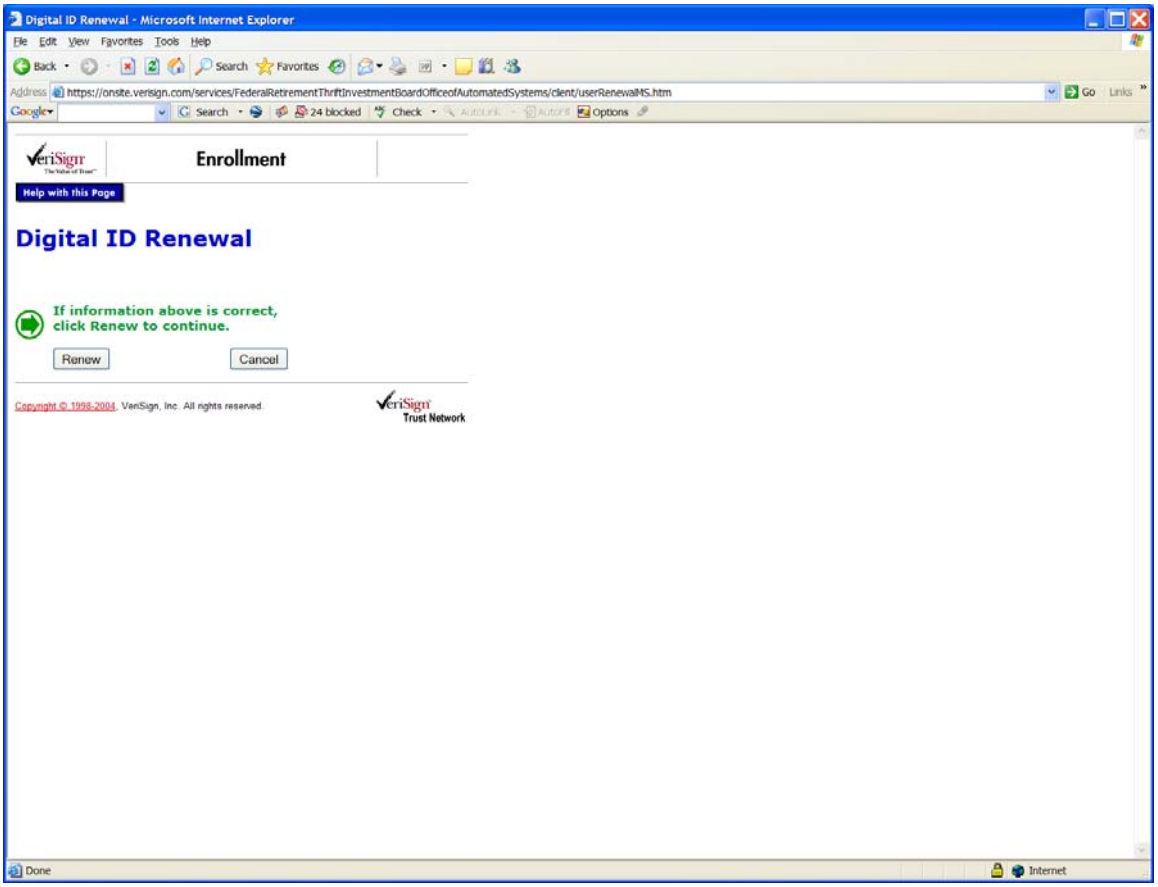
If you have any questions or problems, please contact your
Administrator by replying to this e-mail message.

Done | Unknown Zone (Mixed)

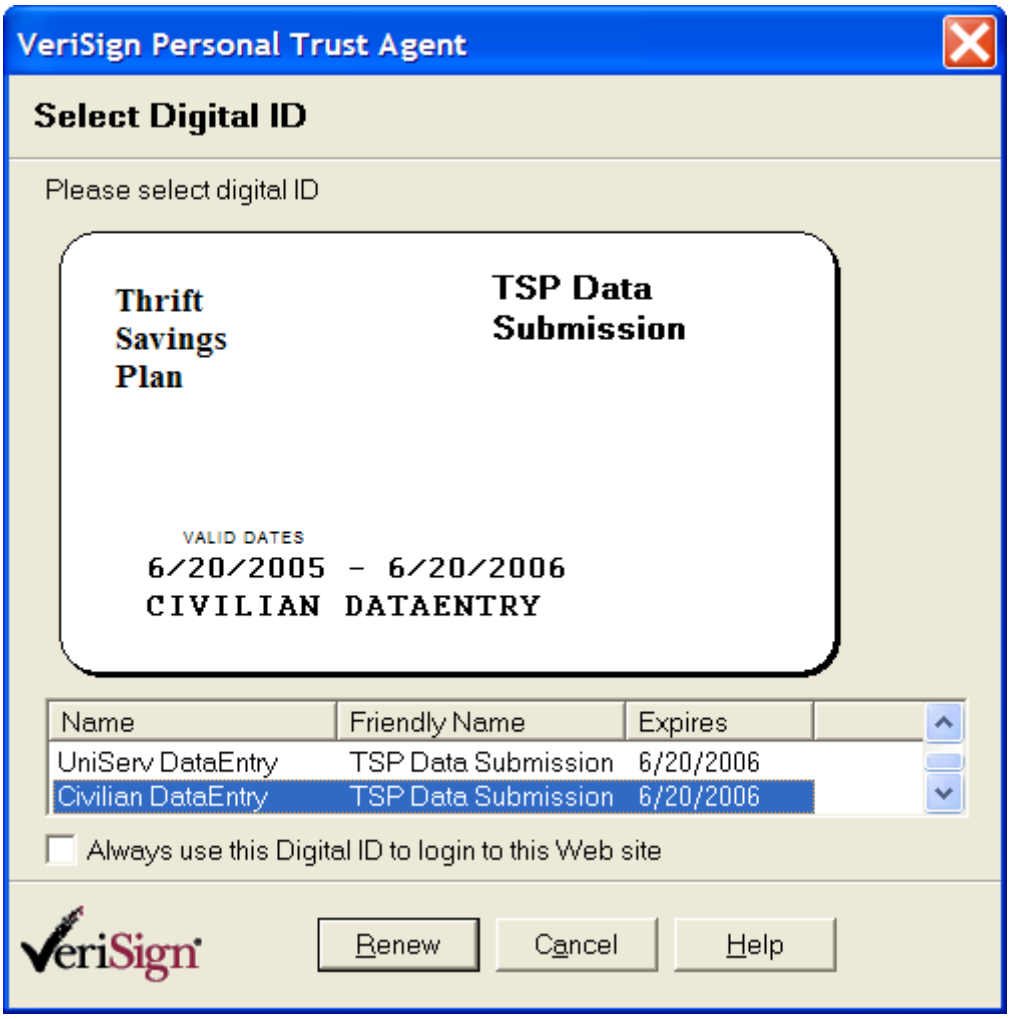
2. Your browser window will open and display the page seen below. Please ensure you are using Microsoft Internet Explorer. Click on “For Microsoft Internet Explorer”.



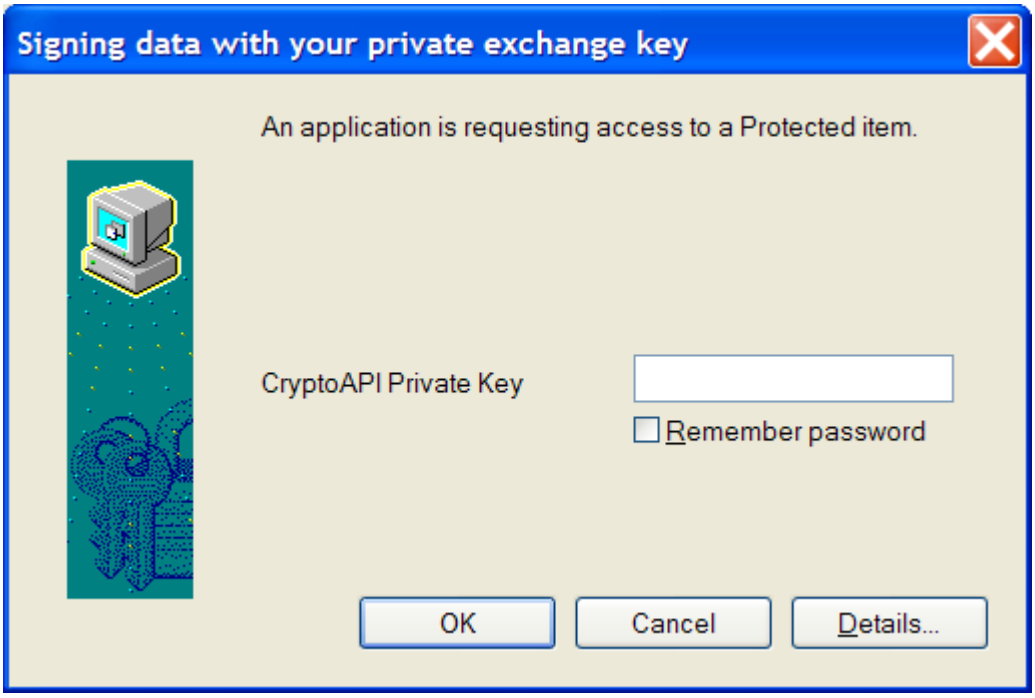
3. Click on the Renew button.



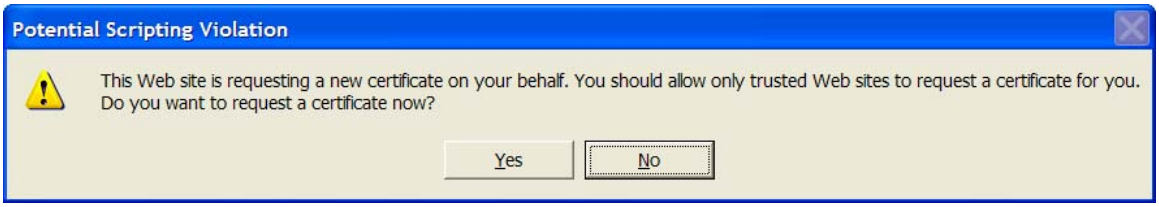
4. The VeriSign Personal Trust Agent pop-up will appear. Select the certificate from the list that you are attempting to renew. Click the Renew button.



5. Enter your password for your certificate. Click the OK button.



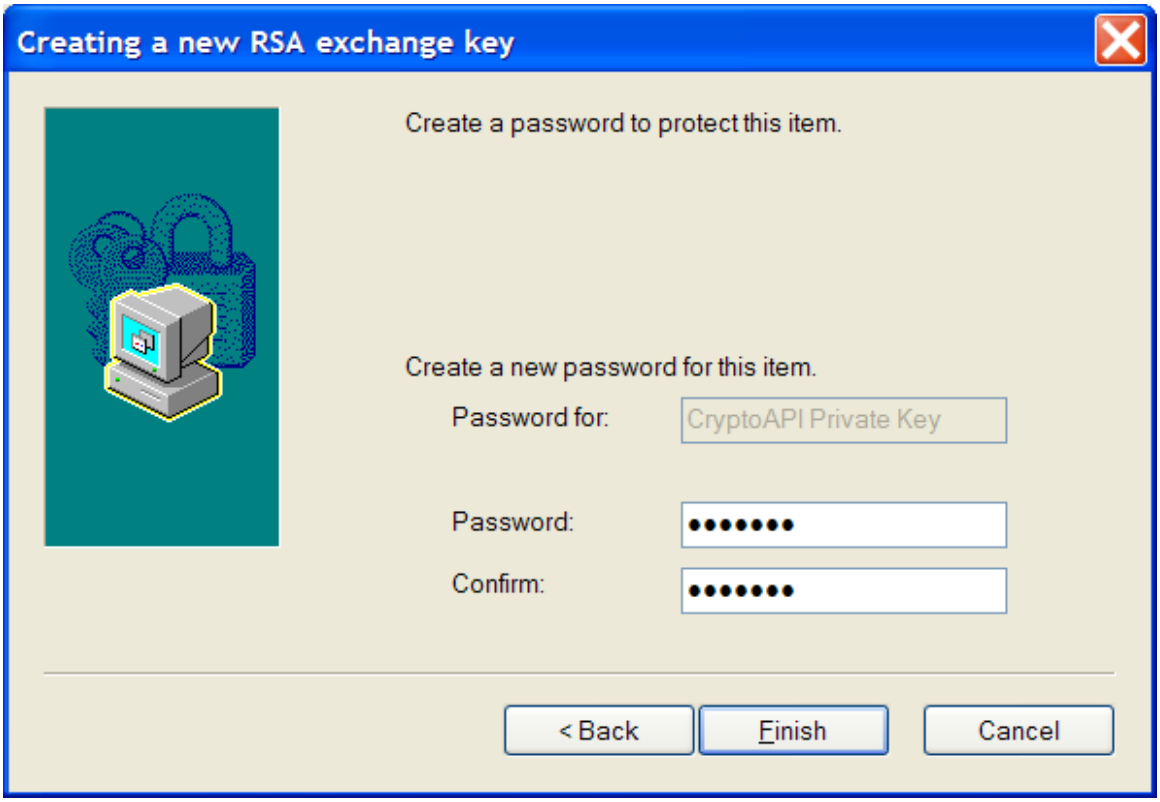
6. The following pop-up will appear. Click on the Yes button.



7. Click on the Set Security Level button.

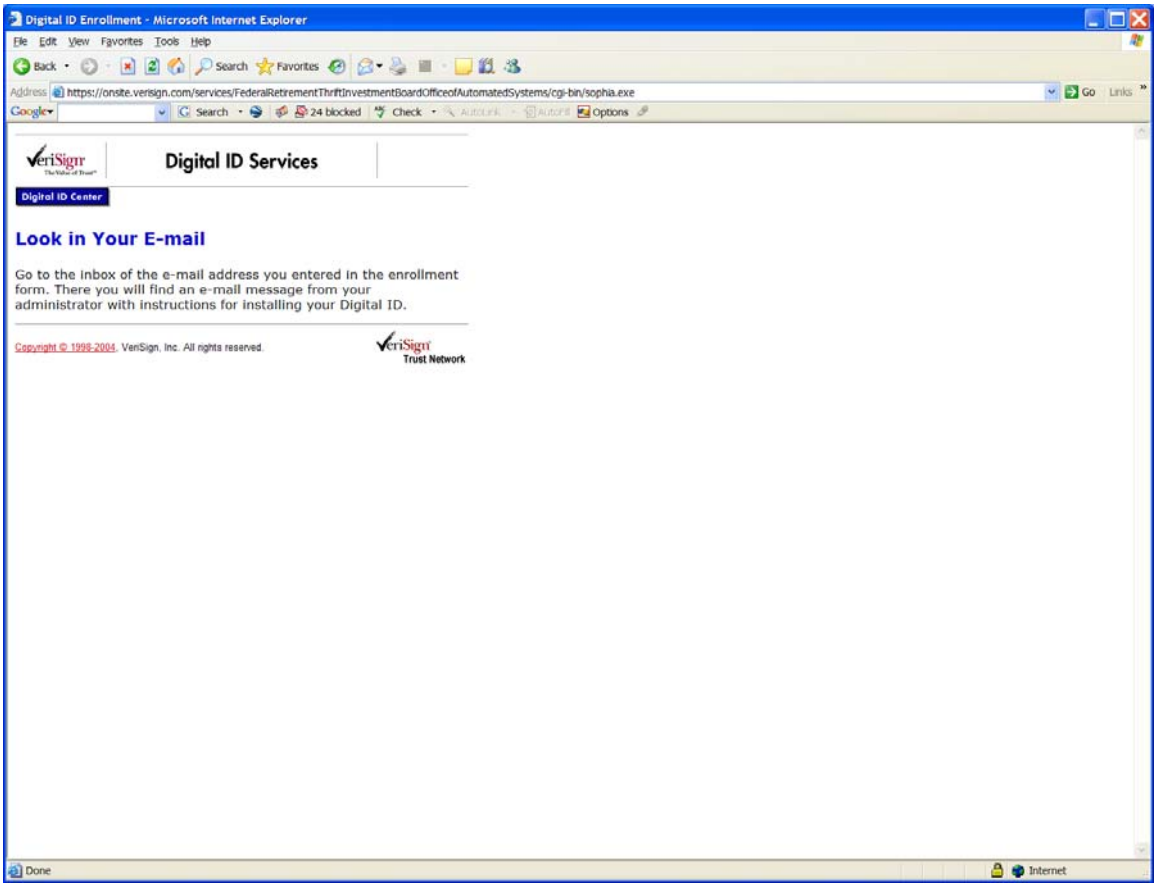
8. Select a security level of High and click the Next button.

9. Enter your password to protect your renewed certificate. Note: You may use the same password for your renewed certificate as your current one. Click the Finish button after you enter and confirm your password.

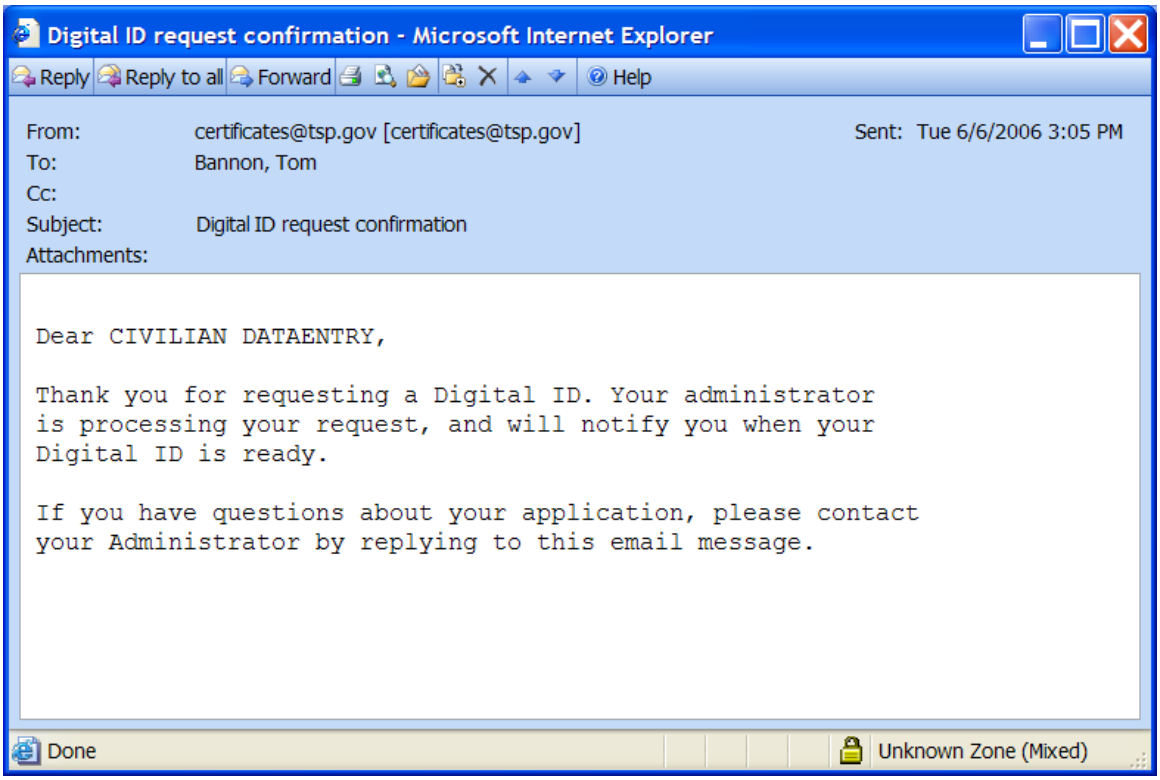


10. Click the OK button.

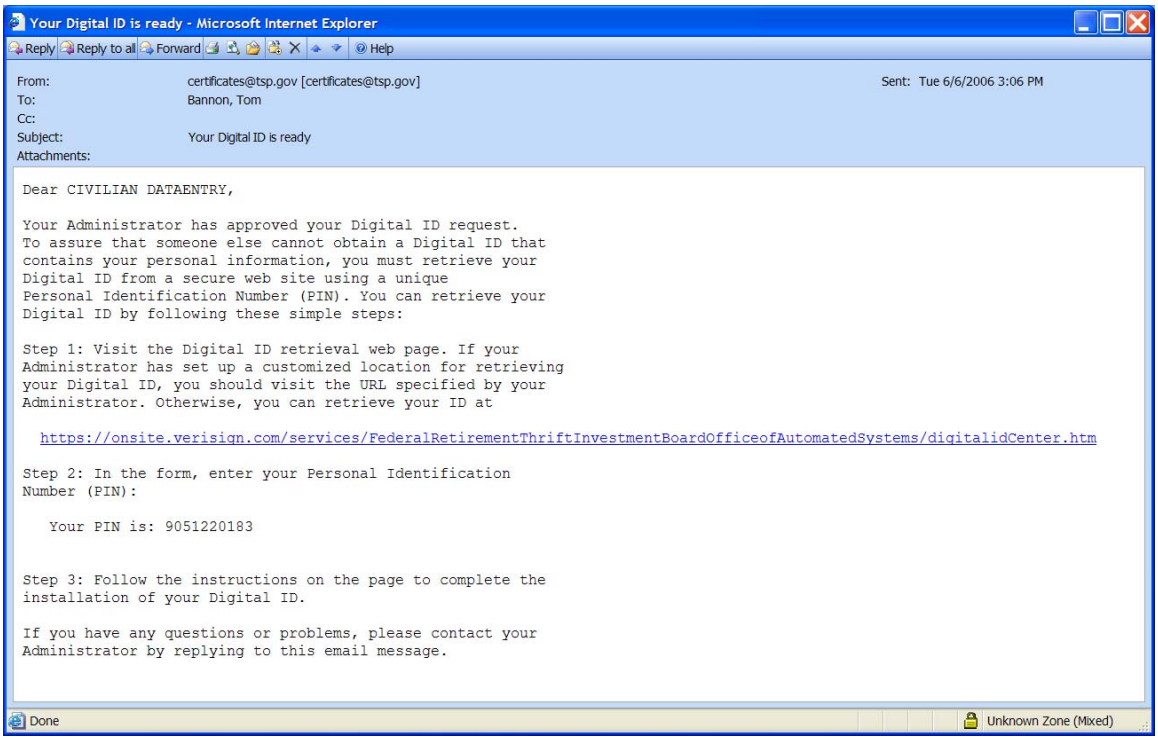
11. When this page is displayed, your renewal request has been successfully entered.



12. After you complete your renewal request, you will receive an e-mail similar to the one below.



13. Once the Certificate Administrator has approved your request, you will receive an e-mail similar to the one below. Click on the link to begin the Pick Up ID process.



Your Digital ID is ready - Microsoft Internet Explorer

Reply | Reply to all | Forward | Help

From: certificates@tsp.gov [certificates@tsp.gov] Sent: Tue 6/6/2006 3:06 PM
To: Bannon, Tom
Cc:
Subject: Your Digital ID is ready
Attachments:

Dear CIVILIAN DATAENTRY,

Your Administrator has approved your Digital ID request.
To assure that someone else cannot obtain a Digital ID that
contains your personal information, you must retrieve your
Digital ID from a secure web site using a unique
Personal Identification Number (PIN). You can retrieve your
Digital ID by following these simple steps:

Step 1: Visit the Digital ID retrieval web page. If your
Administrator has set up a customized location for retrieving
your Digital ID, you should visit the URL specified by your
Administrator. Otherwise, you can retrieve your ID at

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

Step 2: In the form, enter your Personal Identification
Number (PIN):

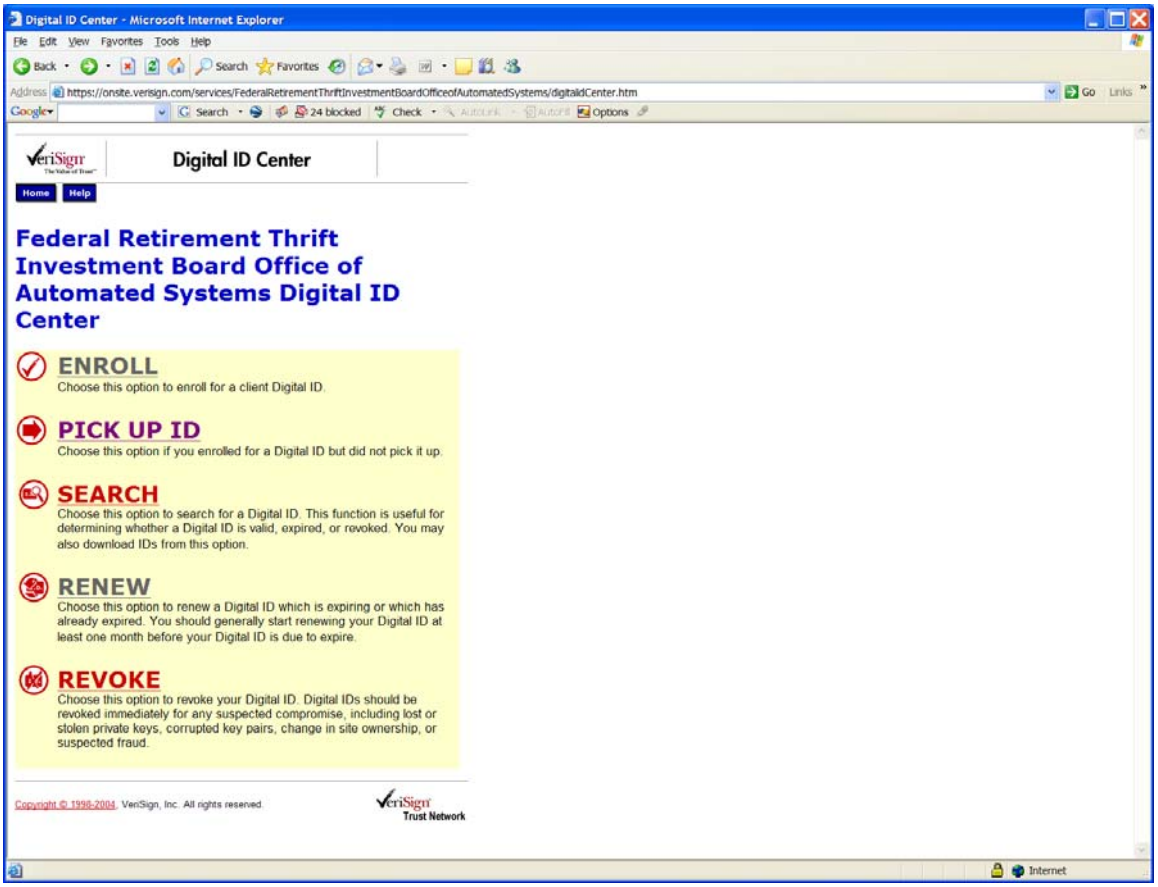
Your PIN is: 9051220183

Step 3: Follow the instructions on the page to complete the
installation of your Digital ID.

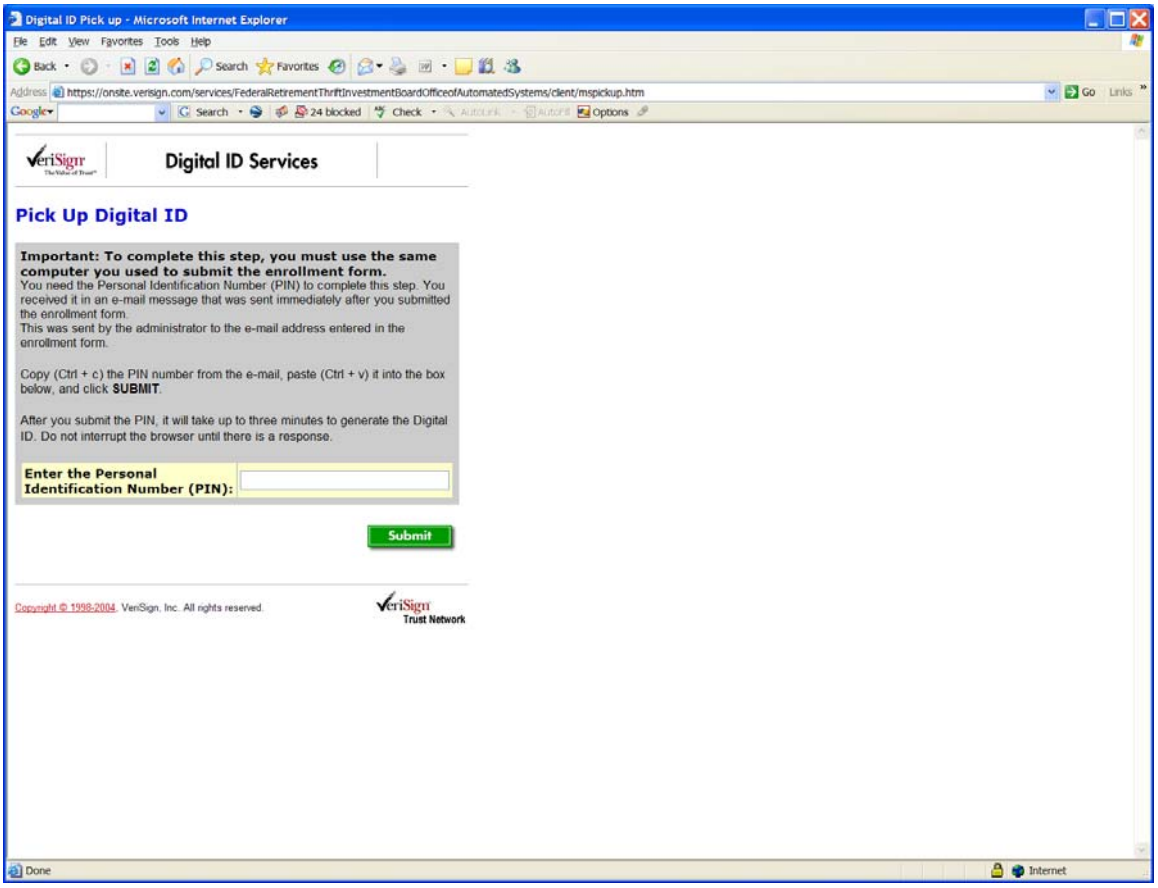
If you have any questions or problems, please contact your
Administrator by replying to this email message.

Done | Unknown Zone (Mixed)

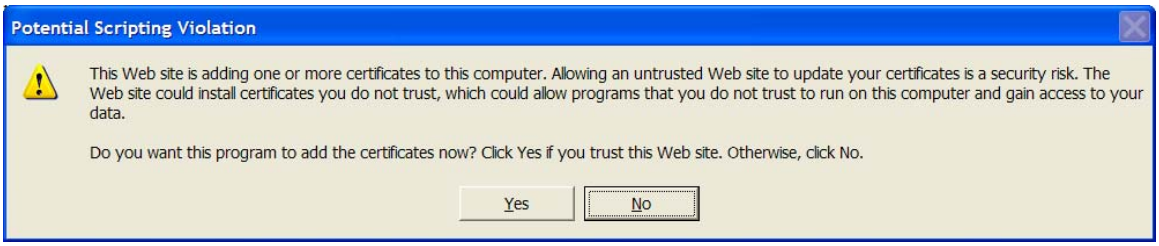
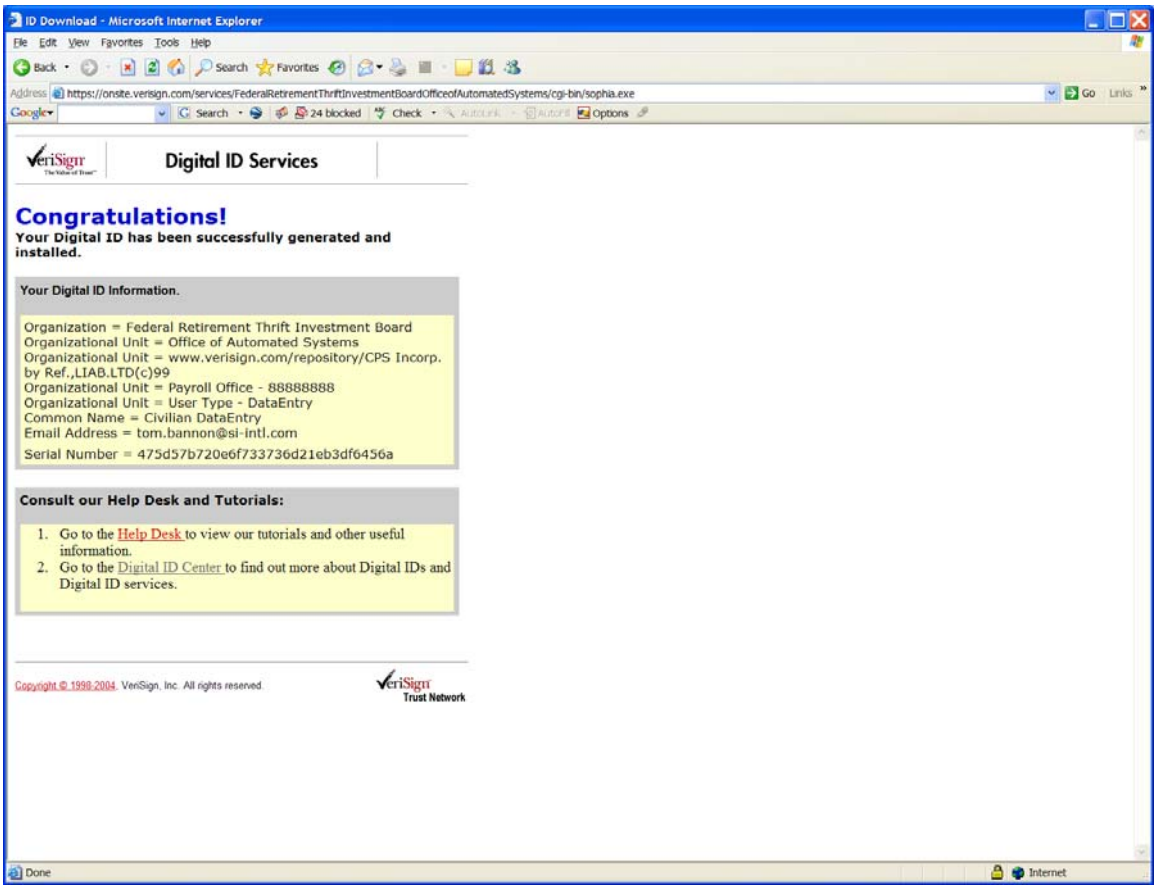
14. Click on the PICK UP ID link.



15. Enter the PIN from the e-mail. Click on the Submit button.



16. Click the Yes button.



17. Your renewal is now completed. Note: Your expiring certificate will still appear in your Internet Explorer certificate list. You can remove the expiring certificate by selecting Internet Options from the Tools menu. Go to the "Content" tab and click on the Certificates button. Select the older certificate, based on the Expiration Date, and click the Remove button.