

Installing your certificate on Windows 7 or Vista

- **Certificates must be downloaded in Internet Explorer**
- In order to install the certificate, the following settings need to be enabled on your Internet Explorer Settings by clicking on Tools, Internet Options, then the Security Tab.
 - Click Trusted Sites (green checkmark), the Sites button, and add security.nasdaq.com, *.actworkstation.com, and *.nasdaqworkstation.com
 - Click on "Custom Level" under the Security level for the Trusted Sites Zone and configure the following settings.
 - "Automatic Prompting for ActiveX controls" = "Enable"
 - "Download unsigned ActiveX controls" = "Prompt"
 - "Initialize and script ActiveX controls not marked as safe for scripting" = "Prompt"
- Go to <https://security.nasdaq.com>.
- Login with your User Name and Password. (case sensitive)
- You may be prompted to set your 2nd level Password. (This is an additional security question used for downloading and activating your certificate, or resetting your primary password.) Choose one of the 4 questions and answer it in the fields next to "2nd level password" and Confirm your answer. (answer is Case Sensitive).
 - Within a few seconds, you will be redirected to the Enrollment Home Page.
- Choose "Get My Digital Certificate". At this point, please keep an eye on the top of your Internet Explorer to see if there are any pop-ups being blocked – you may get a message asking if you want to run an add-on called "ActiveX". Please allow it to run, otherwise the certificate will not install successfully.
- Click on the link "Install The NASDAQ OMX Certificate Authority (CA) Certificates".
 - Click "Open" in the pop up window, then click "Install Certificate" in the next window, which will bring you to the Certificate Import Wizard Window – Click "Next".
 - Select "Place all certificates in the following store" and click Browse
 - Select "Trusted Root Certification Authorities" and click OK
 - Click "Next, and "Finish". Click OK when you see "The import was successful."
- Back on the User Information page (screenshot on last page), fill out any empty fields (If there is any information that is incorrect in the Name or Email fields, please notify Subscriber Services.), making sure to provide an answer for the last field (your 2nd level password - case sensitive).
- Click "Submit Request".
- Click "OK" to the warning that clicking "Submit Request" will invalidate your current certificate, Yes to allow the Active X controls, and Yes to allow the digital certificate operation.
- You will be redirected to a page requesting your 2nd level password (case sensitive) and a PIN number.
 - The PIN Number will be emailed to both addresses listed for the ID within 5 minutes.
 - When you get the email, copy and paste the PIN Number into the field, and click "Submit Pin".
 - Click "Yes" to any warnings.
 - You will get a message that your certificate has been successfully installed.

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