

Installing Certificates

To access Taxpayer Administration Portal, you will need to install RCA, ICA, and Developer Authentication (.pfx) certificates that you received in the email from the Tax Authority after finishing the [registration](#) process.

Guides for installing certificates

1. [Installing Developer authentication certificate](#)
You received the Developer Authentication certificate in an email from the Tax Authority after finishing the [registration](#) process.
2. [Installing RCA and ICA certificates](#)
To install RCA and ICA certificates, follow these steps:

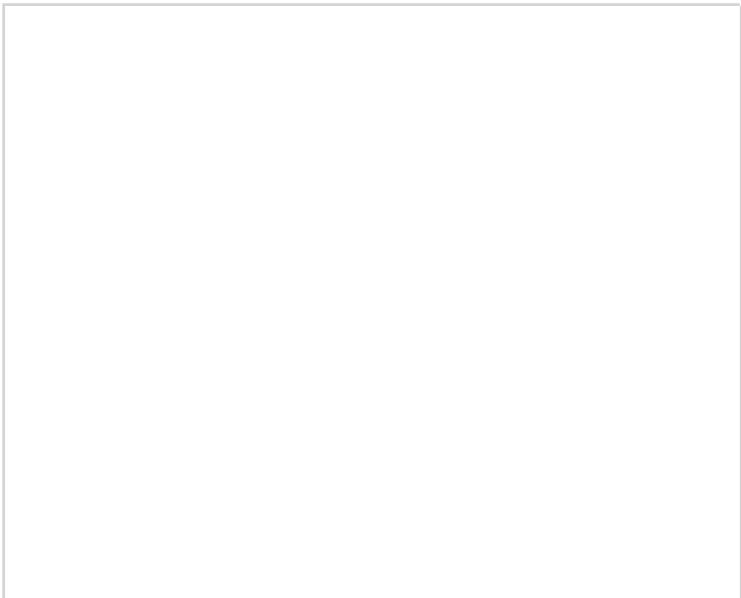
Installing Developer authentication certificate

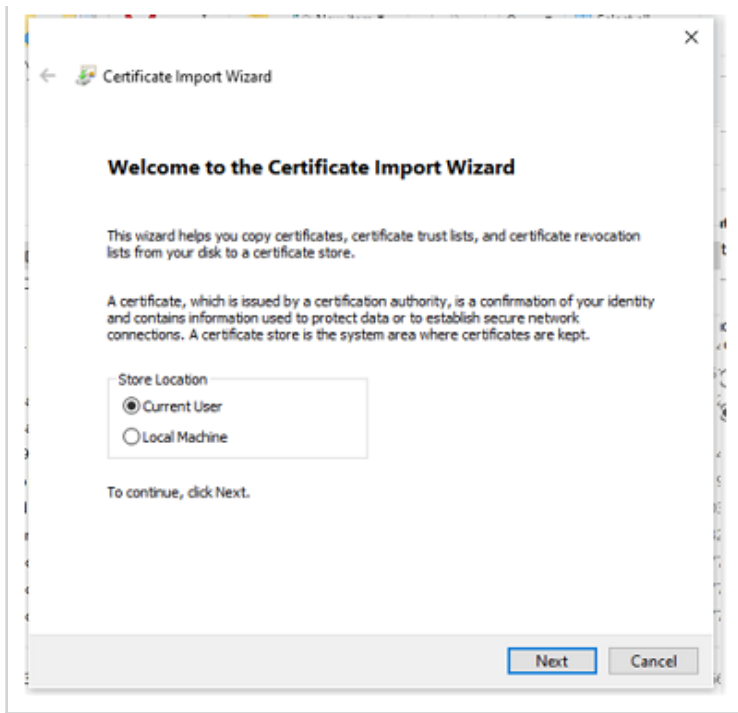
You received the Developer Authentication certificate in an email from the Tax Authority after finishing the [registration](#) process.

Installing certificates for Windows users

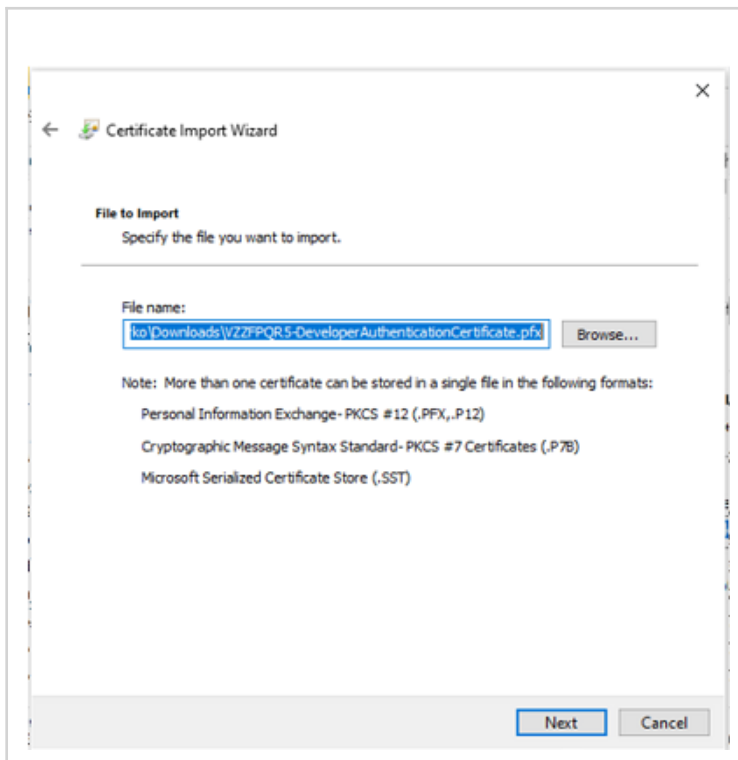
To install the certificate, follow these steps:

1. When you begin the installation process, you need to select a location for the certificate installation. For the Developer Authentication certificate you need to select **Current User**.

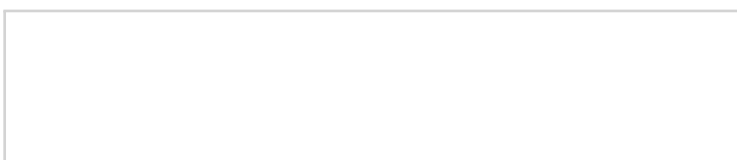


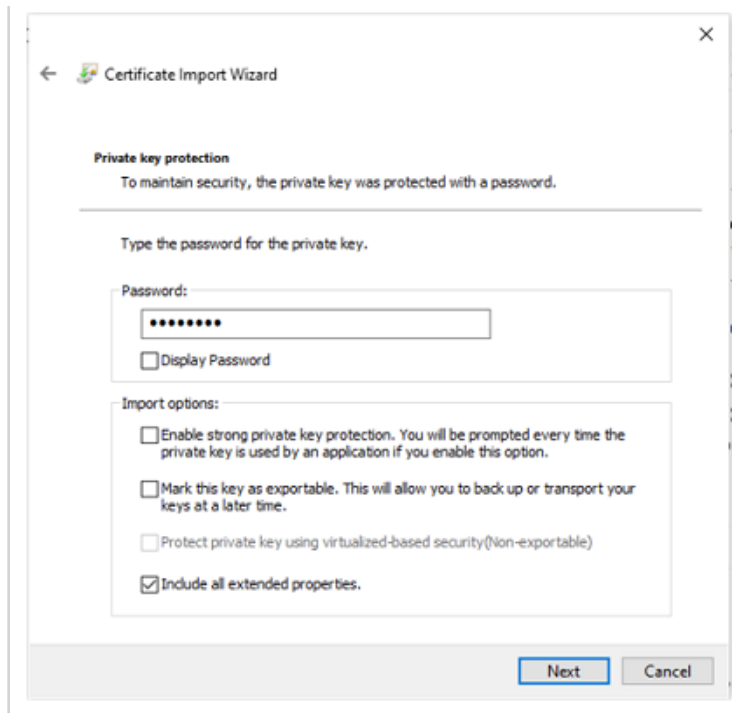


You can use the **Browse** option to specify the exact file you want to import (however, the wizard will automatically select the right certificate file). When you decide, just click **Next**.

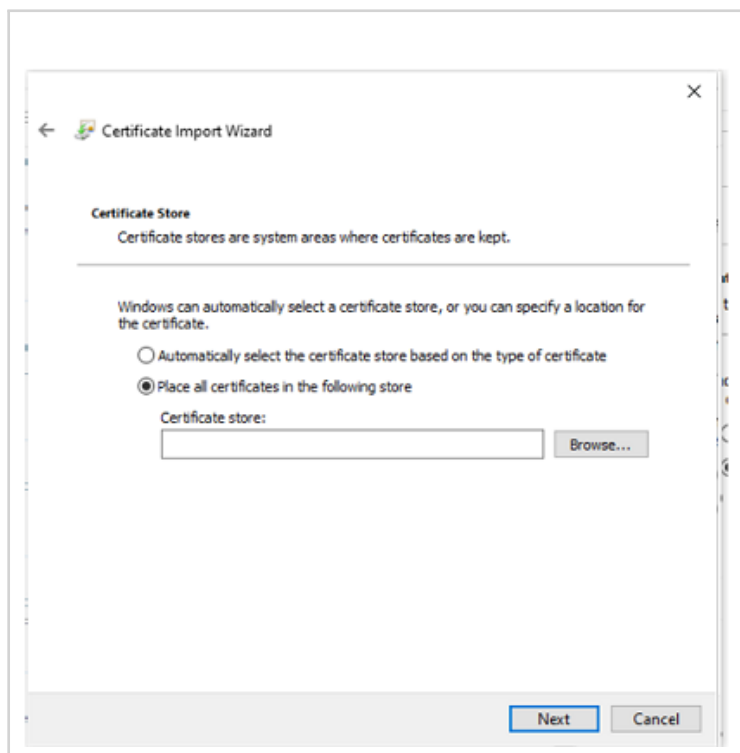


2. In the next window, you need to enter the password that you received in the approval email from the Tax Authority.

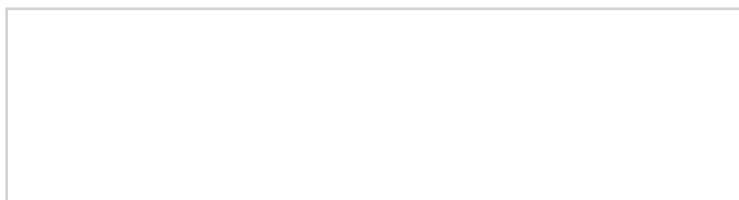


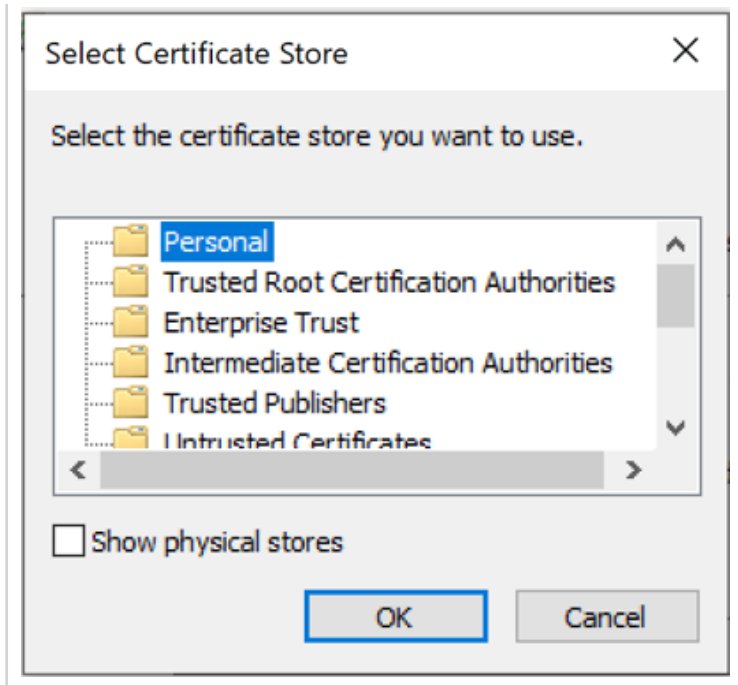


3. After that, you need to select the store where the certificate will be saved. Select **Place all certificates in the following store** and click **Browse**.



In the pop-up box select the **Personal** store



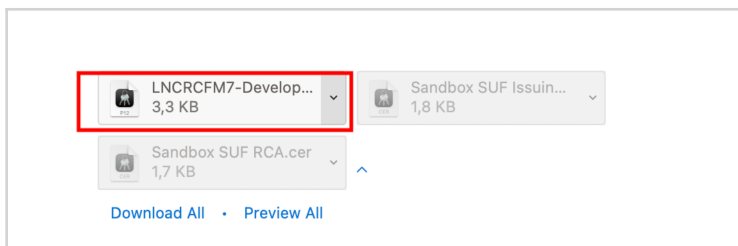


4. Follow the installation wizard to complete the certificate installation.
5. When everything is finished, you will see the message **The import was successful**.

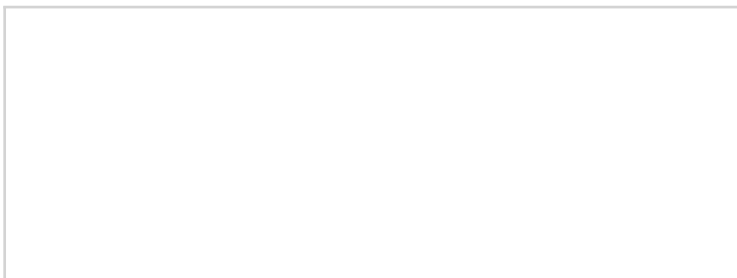
Installing certificates for iOS users

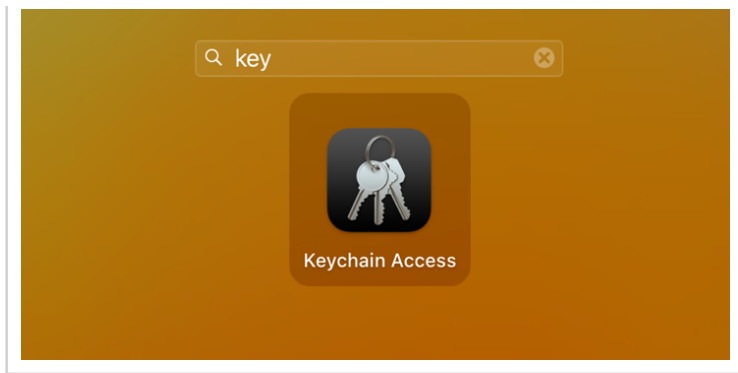
To install the certificates, follow these steps:

1. Download the certificates you have received from the Tax Authority.

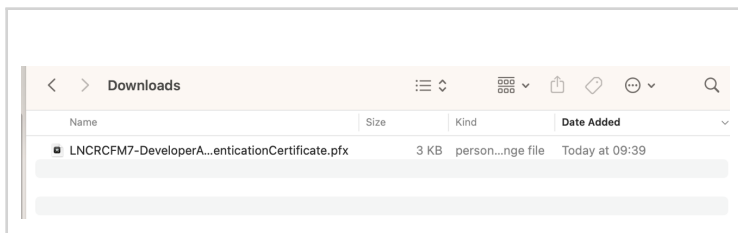


2. Find your keychain access and open it.

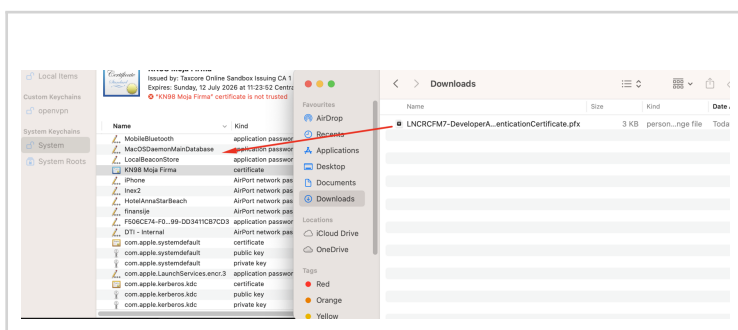




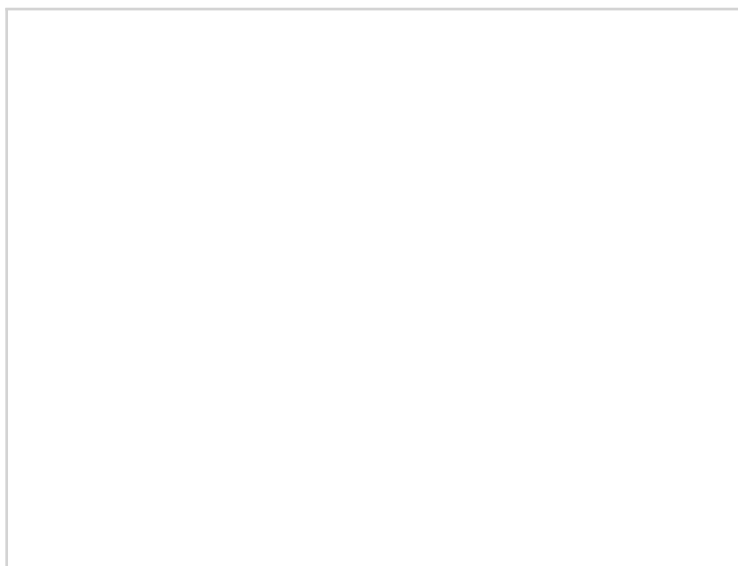
3. Once there, proceed to locate the file that you have downloaded.

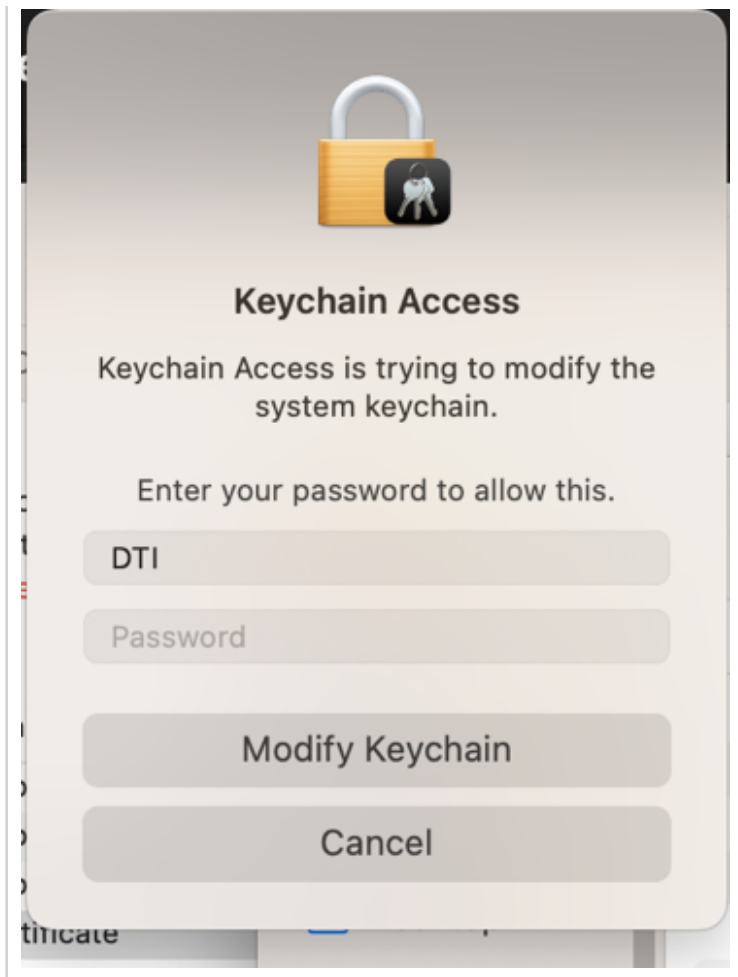


4. Drag and drop the file into the keychain access.

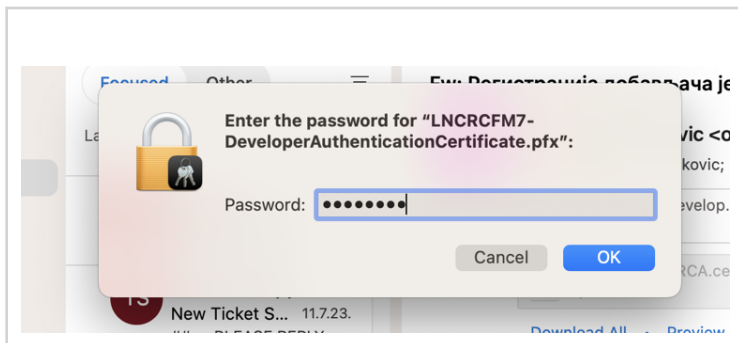


5. Enter your admin password (for your iOS device) and press **Modify Keychain**.





6. Finally, enter the certificate password you have received by email and your certificates will be installed.



Installing RCA and ICA certificates

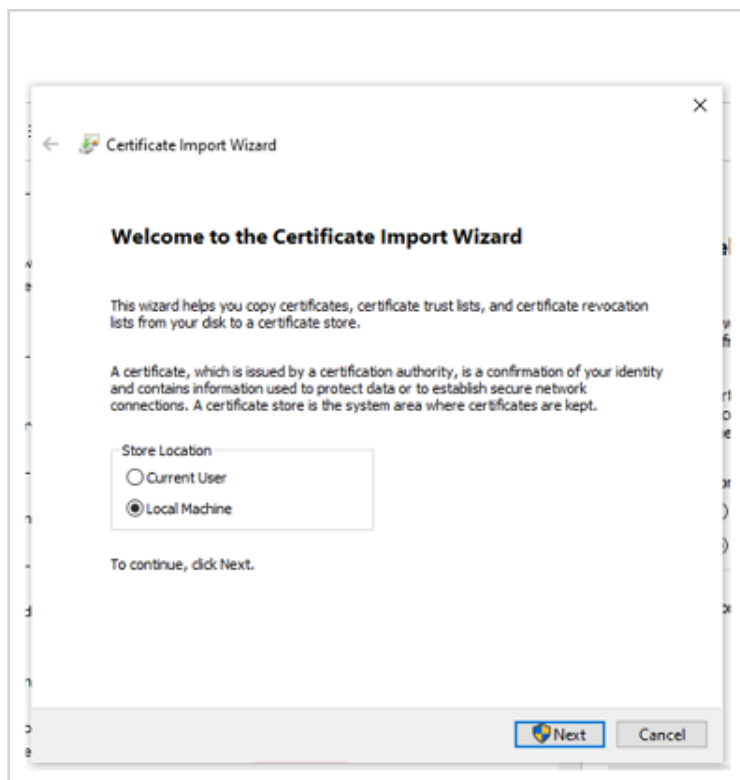
- RCA certificate can be downloaded from here:
<https://tap.vms.frscs.org.fj/Download/DownloadRcaCertificate>
- ICA certificate can be downloaded from here:

NOTE:

Alternatively, you can obtain RCA and ICA certificates through your Developer Authentication (.pfx) certificate. For more information, see Obtaining RCA and ICA Certificates From a PFX Certificate.

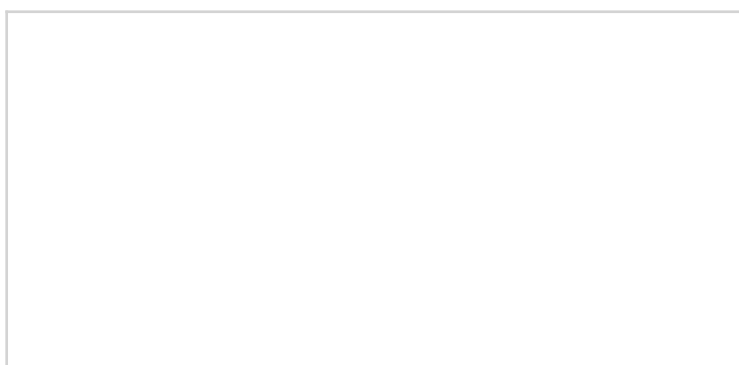
To install RCA and ICA certificates, follow these steps:

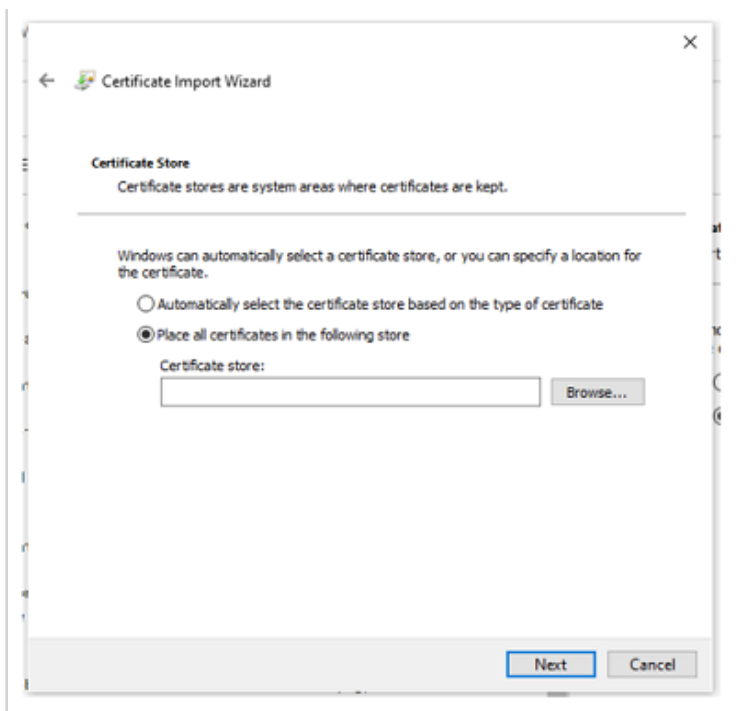
1. When you begin the installation process, you need to select a location for the certificate installation. For both RCA and ICA certificates, you need to select **Local Machine**.



Installing Certificates – Image of the Welcome to the Certificate Import Wizard page (local machine)

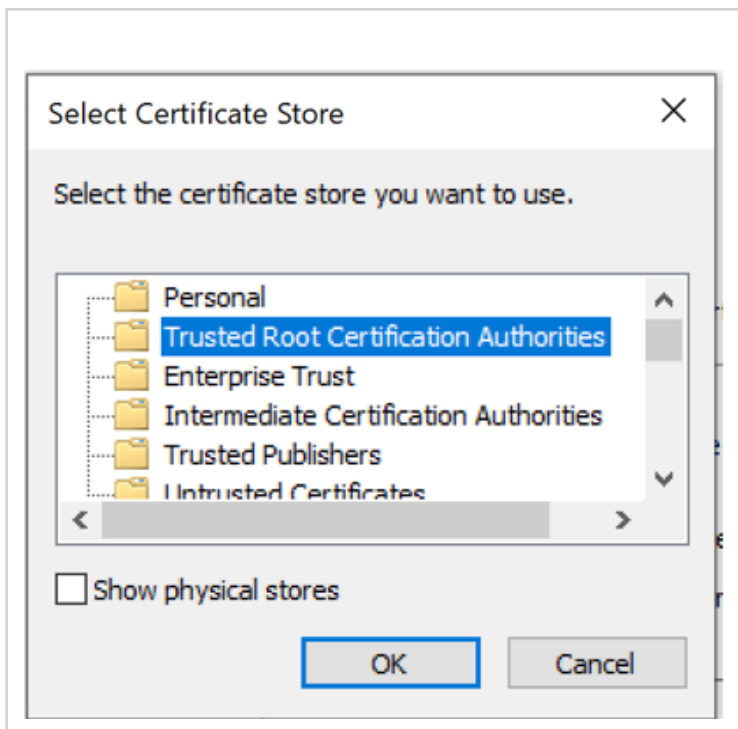
2. During the installation, you will be asked to select under which store a certificate will be installed. Select **Place all certificates in the following store** and click the **Browse** button.





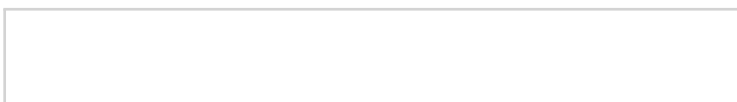
Installing Certificates – Image of the certificate store

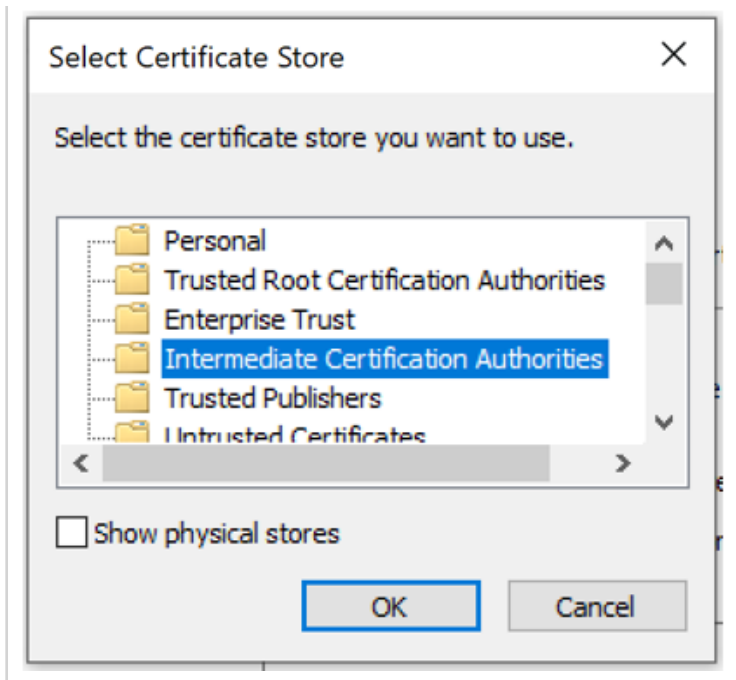
- For **RCA** certificate - select Trusted Root Certification Authorities



Installing Certificates – Image of the trusted root certification authorities

- For **ICA** certificate - select Intermediate Certification Authorities





Installing Certificates – Image of the intermediate certification authorities

3. Follow the installation wizard to complete the installation.