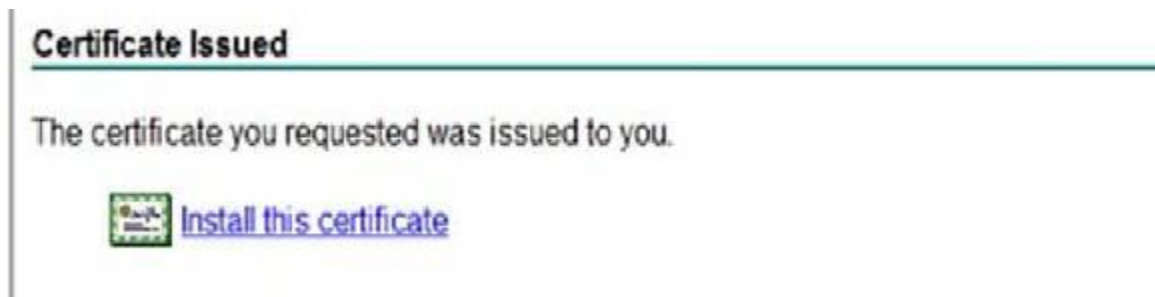# *The Process of Installation of Digital Certificate*

Please follow the following process for DC installation

1. For Requesting Certificate , please Go to https://www.sanimaxpress.com/certsrv

2. Please log in into the system with the provided username, password and access code. After successful login, you will see *Request a Certificate and View the status of pending certificate* link. Please click on *Request a Certificate.*

3. Click **yes** and Fill up Blank option and click on *Submit Button*

4. After submission, *Request ID* will be generated by the system.

5. The Request ID will be then passed to Sanima Bank Limited, Remittance department. So Upon receipt your request ID , should Inform display requested id by   email (remittance@sanimabank.com) or call (+977-1-4428977 , 4428979 , 4428980 Ext. 422, 427, 428, 433, 440, 443)to the Remittance Department on Sanima Bank Head Office about your request ID Number for approval.

6. Click on View the Status of pending certificate.
    Or again please go to **https://www.sanimaxpress.com/certsrv** and login with their user name and password for install the certificate.

7. Then the system will display client (Date & time and requested ID)

8. Click **CA certificate**. Click open and click allow

9. click install certificate

10. click next

11. click place all certificate and click browse (select trusted root certification) click ok

12. click next , finish

13. click yes and ok

14. close that certificate

15. Again go to previous page and Click on Install the Certificate. If any message box appears asking about confirmation on installation then always click on "Yes" option.

16. Finally system will display **"YOUR *NEW CERTIFICATE HAS SUCCESSFULLY INSTALLED."***

17. Close the browser (Internet Explorer) and restart it again

18. Please note your Receiving site **https://www.sanimaxpress.com/agent** for remittance collection and payment.

Thanks and Best Regards, ...✍

|Sanima Bank Limited | Remittance Department|

"Alakapuri " , Naxal – 1 , Kathmandu , G.P.O. Box: 20394|

|Telephone: (+977-1-4428977, 4428979 , 4428980 Ext. 422, 427, 428, 433, 440, 443

| Fax: +977-1-4428969 **|**

Email: remittance@sanimabank.com

Save a 🌳 ! Go Green!!!!