

For a number of reasons, Logbook certificates have terms of three years, and must be renewed. If they are renewed *before* the end of the certificate term, the process is very simple. A renewal is automatically signed by the old certificate, so there is no need for additional verification (postcards/documents, etc.).

Before you start creating your renewal requests, please take a few minutes to read and understand the simple steps below.

This is also a good time to find any old .tq5 and .tq6 files in your computer and delete them. (Suggestion: use search for *.tq5, *.tq6 and *.tq8) Once you have submitted a request file (.tq5) and loaded the signed certificate file (.tq6) you do not need these files. If you accidentally submit the wrong one, your certificate processing could be delayed.

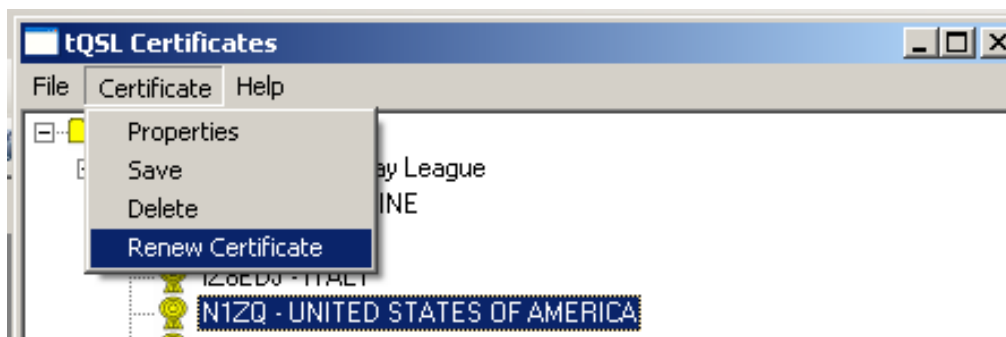
Should I renew certificates for old calls?

If you have obtained certificates for old calls, you may or may not need to renew them. If all of your old logs have been submitted, and you never plan to make another submission with one of these certificates, you don't need to renew it. If you ever need to submit a correction to a log (perhaps because of a busted callsign), however, you will need to have a current certificate for that old call. If you don't renew the certificate now, you can easily obtain a new one later. All data stays in the system, regardless of whether you have a current certificate or not.

If you have difficulties, visit the FAQ page (<https://www.arrl.org/lotw/faq>) or write lotw-help@arrl.org

In order to renew your certificate, just follow these easy steps:

1. Delete any and all **TQ5, TQ6** and **TQ8** files in your folders.
2. Download the most current Trusted QSL software.
<http://www.arrl.org/lotw/download.html>
3. Open **TQSL CERT**
4. Highlight the certificate want to renew by clicking on it.
5. On the menu bar select **CERTIFICATE - RENEW**



6. On the following window click NEXT
7. On the "Generate Certificate Request" page, fill out the date boxes. You should use the same start and end dates that you had on your old cert unless it was incorrect. **For current callsigns, leave the end date blank. This will give you a full three-year term. Click "Next."**
8. Enter your address information and email address on the next two pages and proceed.
9. **PASSWORD - On the next page, you are given the opportunity to enter a password to protect your private key.**
 - **This password is optional.**
 - **If you do elect to enter a password, keep in mind that the password is case sensitive.**
 - **Note that you must be able to enter this password when signing a log or using your certificate for any other purpose.**
 - **If you can not recall your password, you will need to obtain a new certificate.**
10. At this point, you will be prompted to indicate where you wish to save your certificate request. Remember where you save it, as you will need to find it in order to email it or upload it to Logbook.
11. Submit your renewal request. You can either send the renewal request as an email attachment to lotw-logs@arrl.org or upload it via the [Upload File](#) area on The Logbook Web site.

When your renewal request is complete, you will see an additional line on your **TQSLCert** program screen. This will look the same as your existing certificate except that it will have a red circle/bar over the seal.



This is your renewal request. When your renewal .tq6 file is returned and loaded, the red circle/bar will change to a gold ribbon.

*** NOTE: You will have to manually delete the original certificate, leaving only your renewed certificate. Highlight the old certificate by clicking on it and from the menu bar select CERTIFICATE – DELETE.**

As always, understand that any request (with red circle/bar) contains a unique private key. If this request/key is not present when the .tq6 file is returned, you will not be able to load it. ***Do not delete or attempt to modify any request once you have submitted it to Logbook.***

Renewing a certificate is an *almost* automatic process. Renewals are automatically approved, but they must be signed by ARRL in the same manner as all other requests. Certificate signing will be done within hours during normal working hours.

- USA operators will NOT receive a postcard.
- DX operators DO NOT have to send documents

IMPORTANT! Once you have renewed your certificate and loaded the new .tq6 file, **save** your certificate into a .p12 file using the **TQSLCert** "Certificate" menu's "Save" command. Copy the saved .p12 file to an off-line medium (floppy disk, CD-R or other permanent storage) for safekeeping. Then, if you have loaded your original certificate into any other computers, you must also load that .p12 file (*not* the .tq6 file!) into each of the other computers using **TQSLCERT**