

Step 2

Requesting Your Certificate

Logbook of The World uses private key – public key encryption. The Trusted QSL software that you downloaded and installed on your computer contains two programs – Trusted QSL (TQSL) and Trusted QSL Certificates (TQSL CERT). All certificates are managed in the TQSL CERT program.

A certificate request (TQ5 file) is sent to ARRL and is answered with a TQ6 file. When the TQ6 file is loaded into TQSL CERT you will have your certificate, as indicated by the gold ribbon next to your call sign, which you will use to electronically sign your log files.

The TQ5 and TQ6 files contain unique digital signatures and must match each other like two halves of a torn ticket. Any previous certificate request is nullified when a new request is made so do not delete or alter any files after making a certificate request.

Because the request and response must match the entire process must be completed from the same computer. Once you have a complete certificate moving it to a new or second computer is only matter of a few clicks with your mouse. (see <http://www.arrl.org/advanced-lotw>)

Requesting a certificate is not difficult. It is simply a matter of entering some basic information about you and your call sign then saving a file – TQ5 and sending the file to LoTW.

In this procedure we are going to request a certificate for your current call sign.

The procedure below will guide you through each screen of the process. Let's begin.

After you have installed the Trusted QSL software you will have two program icons on your desktop.

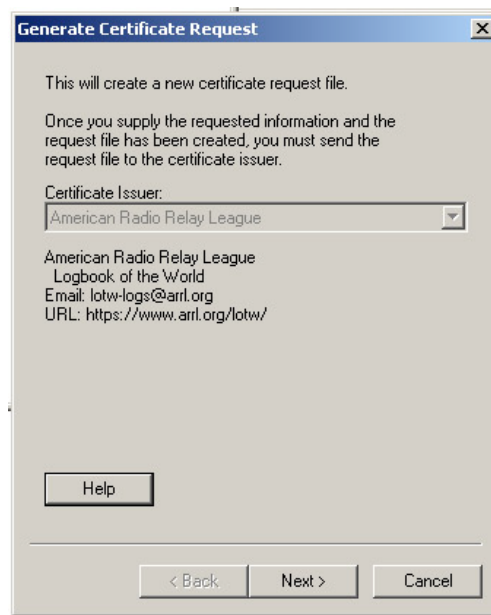
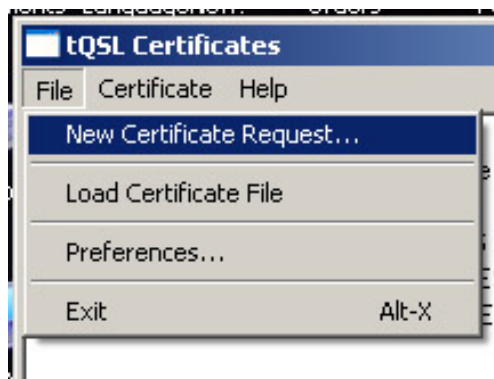
1. Open the **TQSL CERT** program by double clicking the icon on your



When opening the **TQSL CERT** for the first time you will get a message saying that you have no certificates and asks if you would like to request a certificate.

Click **YES**.

- If you inadvertently answered NO to the above question Select FILE > NEW CERTIFICATE REQUEST...



2. This first box is informational and indicates that the issuer of the certificate is ARRL. You do not have to do anything. Click **NEXT**.

The screenshot shows a dialog box titled "Generate Certificate Request". It contains the following fields and controls:

- Call sign:** A text input field containing "W1AW". A red arrow labeled "3." points to this field.
- DXCC entity:** A dropdown menu showing "UNITED STATES OF AMERICA". A red arrow labeled "4." points to this dropdown.
- QSO begin date:** Three dropdown menus for Year (Y), Month (M), and Day (D). The Year is set to "1945", Month to "11", and Day to "1". A red arrow labeled "5." points to the Year dropdown.
- QSO end date:** Three empty dropdown menus for Year (Y), Month (M), and Day (D).
- Buttons:** A "Help" button at the bottom left, and "< Back", "Next >", and "Cancel" buttons at the bottom right.

3. Enter your **CURRENT CALL SIGN** without any portable identifiers
4. Use the drop down menu to select the DXCC entity that matches your call and where you are operating.

If you hold a **KH6 or KL7** call sign and

- Your FCC address is Hawaii or Alaska then your DXCC entity will be Hawaii or Alaska.
- Your FCC address is in the continental United States then your DXCC entity will be United States of America.

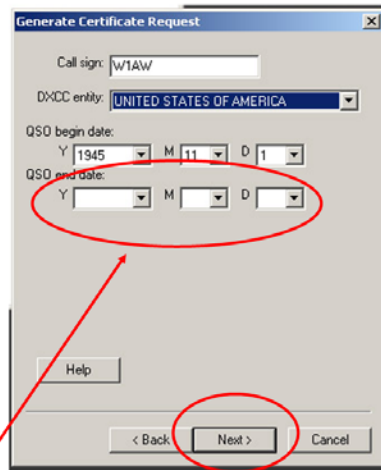
The QSO Date Range will determine which QSOs in your log can be uploaded to Logbook of The World.

It is important that you enter correct information. The QSO date range cannot be changed once the certificate is issued.

5. QSO **BEGIN** date should be the date that this call sign was first issued to you. If you are unsure of this date then use the earliest date in your log for QSOs using this call sign.
 - Do not use today's date.

- This may not necessarily be the date you were first licensed if you held another call prior to your current call sign.
- Do not use your birthday or any other date.

Currently active calls will not have a QSO END DATE. Entering a QSO END DATE for a current call will limit the QSOs that can be uploaded for this call.



The screenshot shows a 'Generate Certificate Request' window. It has a 'Call sign' field with 'W1AW', a 'DXCC entity' dropdown menu showing 'UNITED STATES OF AMERICA', and two date selection sections. The 'QSO begin date' is set to Year 1945, Month 11, and Day 1. The 'QSO end date' section has empty Year, Month, and Day dropdowns, which are circled in red. A red arrow points from the text below to these empty fields. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is also circled in red.

Leave blank for currently active call signs.

The image displays two sequential screenshots of a 'Generate Certificate Request' dialog box.

Left Screenshot: The dialog box contains the following fields:

- Name: Hiram Percy Maxim
- Address: 225 Main St.
- City: Newington
- State: CT
- Zip/Postal: 06111
- Country: USA

At the bottom, there is a 'Help' button and navigation buttons: '< Back', 'Next >', and 'Cancel'.

Right Screenshot: The dialog box shows the next step with the following field:

- Your e-mail address: w1am@arrl.org

A note below the field states: 'Note: The e-mail address you provide here is the address to which the issued certificate will be sent. Make sure it's the correct address!'. At the bottom, there is a 'Help' button and navigation buttons: '< Back', 'Next >', and 'Cancel'.

6. Enter your name and address. For U.S licensees this must match your FCC address. Click **NEXT**.

7. Enter your e-mail address.

- Make sure that your e-mail provider allows attachments. You will receive your TQ6 certificate file, username and website password in an e-mail.

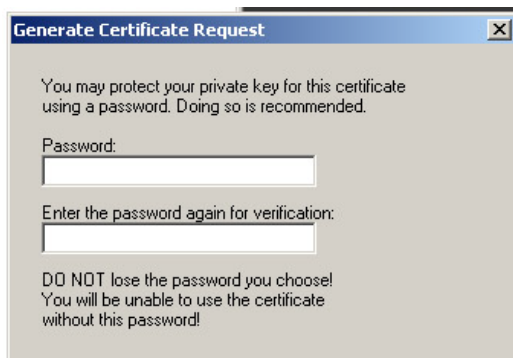
This next step is optional.

A password is recommended if you use a public computer or run LoTW/TQSL with a portable computer.

If you choose to use a private key password please write it down so you do not forget it.

If you lose or forget this password ARRL cannot help you.

To fix a lost private key password, you will need to apply for a new certificate.

A screenshot of a Windows-style dialog box titled "Generate Certificate Request". The dialog has a blue title bar with a close button (X) in the top right corner. The main area has a light gray background. It contains the following text: "You may protect your private key for this certificate using a password. Doing so is recommended." followed by a "Password:" label and a text input field. Below that is the label "Enter the password again for verification:" followed by another text input field. At the bottom, it says "DO NOT lose the password you choose! You will be unable to use the certificate without this password!".

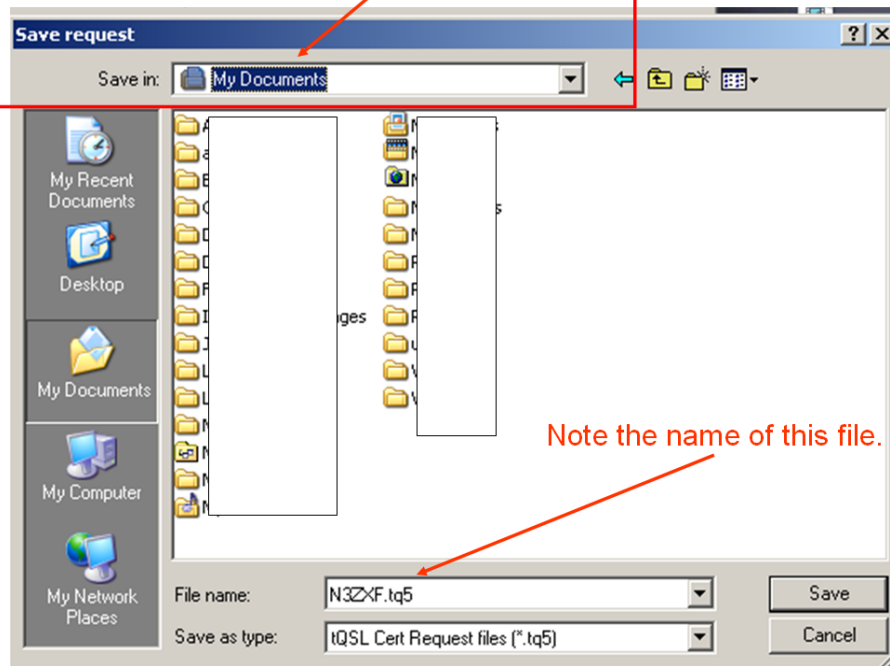
8. Enter a password if you choose this option.
 - You may leave this blank for no password. (Recommended)



9. Be sure that your request is **UNSIGNED**.

- Because this is your first certificate request your only choice should be **UNSIGNED**.

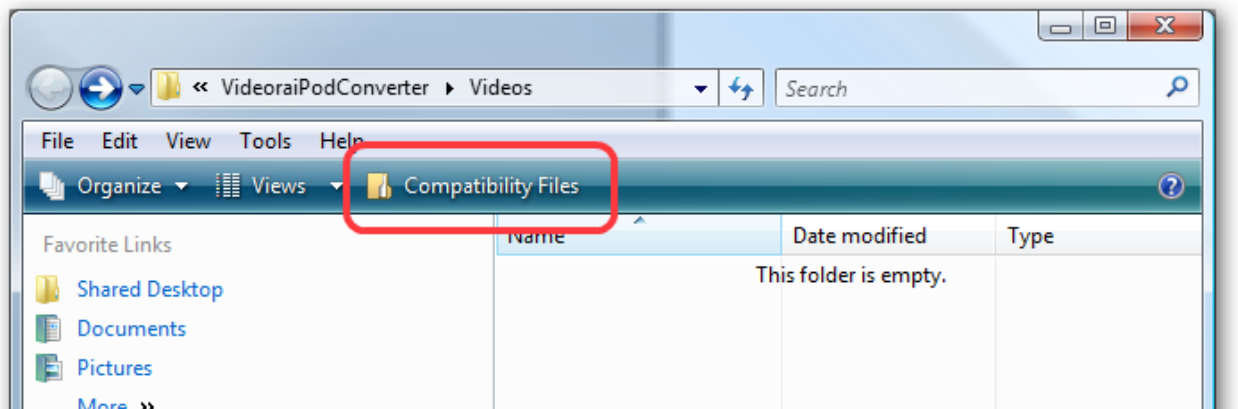
Take notice of where you will be saving the TQ5 file.
In this example the file will be "My Documents"



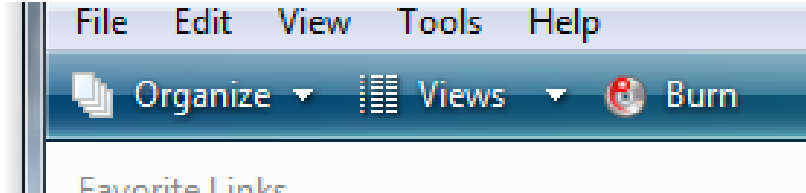
You should now have a TQ5 file saved in your folder.

Windows Vista Users

You must have compatibility files permissions checked. If you see this folder click on it to allow compatibility files otherwise you will not be able to see the TQ5 file that you saved.

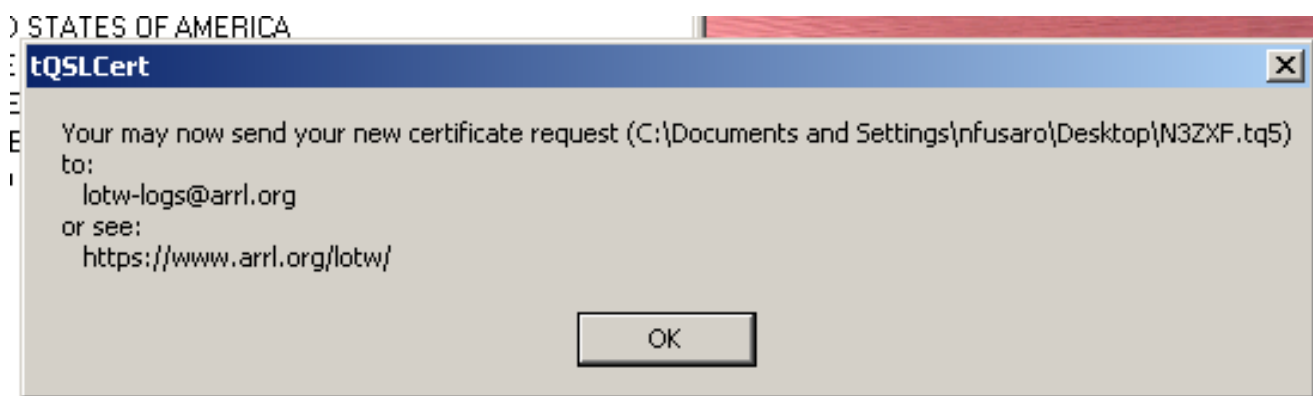


After clicking the compatibility files folder it will change to an icon that says BURN



Please note that the upload is not automatic.

You must continue to the next step to upload the TQ5 file you just saved or e-mail the TQ5 file to lotw-logs@arrl.org



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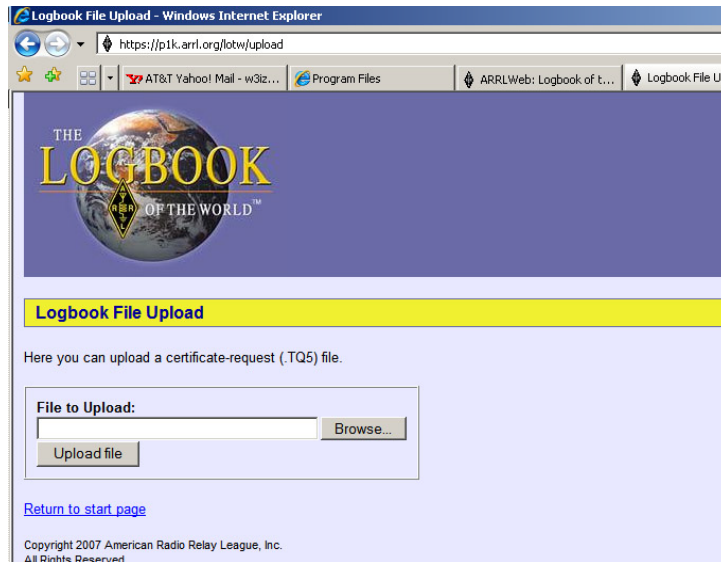


When done correctly your TQSL CERT window should look like this with a slashed red circle "Do Not Enter" sign, your call sign and your DXCC entity.

It is important that you do not delete or move or rename the TQ5 file or delete the red slashed circle.

Option to upload the certificate request file (TQ5)

1. Go to the LoTW file upload webpage: <https://p1k.arrl.org/lotw/upload>



2. Use the browse button to locate and select the TQ5 file that you created in the previous section. [your call sign].TQ5
3. Upload the file.
4. Sit back and wait for your postcard to arrive in the mail.

* If you are submitting a cert request for a **non-US call sign**, you will have to submit proof of license (a copy) and a copy of one other official document that shows your name, like a driver's license. See <https://www.arrl.org/lotw/docreq> for details.

Postcards and documents are used only during the initial account set up and are not required for once you have established your LoTW account.