

Renewing Your Logbook of The World Certificate

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 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: search for *.tq5, *.tq6 and *.tq8) Once you submit a request file (.tq5) and load the signed certificate file (.tq6) you will not need these files. If you accidentally submit the wrong one, your certificate processing could be delayed.

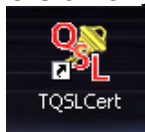
Should I renew certificates for old call sign signs?

If you have obtained certificates for old call signs, 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 call sign, however, you will need to have a current certificate for that old call sign. If you don't renew the certificate now, you can easily obtain a new one later. All data stays in the system, whether or not you have a current certificate or not.

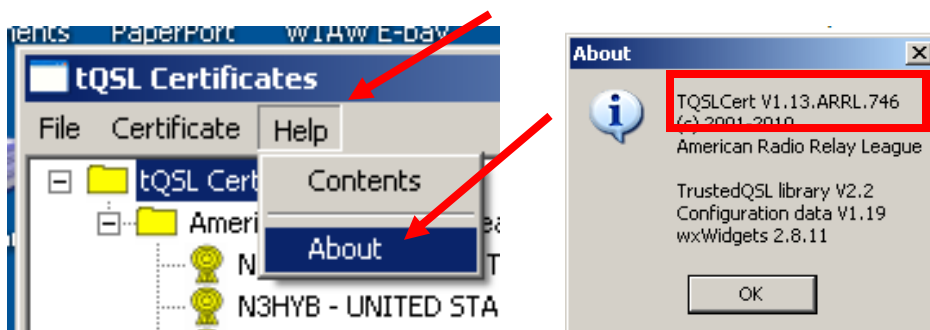
In order to renew your certificate, follow these easy steps:

1. You must have version 1.13 of Trusted QSL.

To check the version of your software open **TQSL CERT** by double clicking the

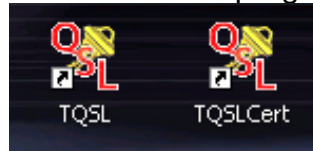


desktop icon then select **HELP > ABOUT**. The software version is on the first line in the information box.



- If you do not have version 1.13, then download the current software from the Web at << <http://www.arrl.org/instructions> >>
 - Do not uninstall old software.
 - New files will overwrite old files.
 - Note: Windows 7 (64 bit) and Vista users may have to run tqsl_113.exe as administrator.

- When the software is installed you should have two program icons on your



desktop – TQSL and TQSL CERT.

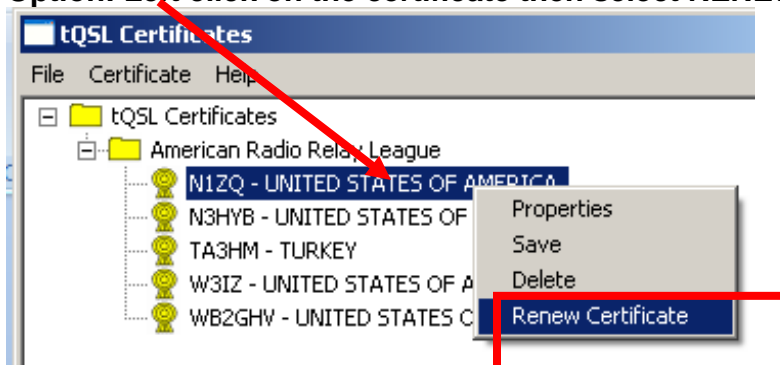
Open the program **TQSL CERTIFICATES** by double clicking the icon on your desktop [TQSL CERT]



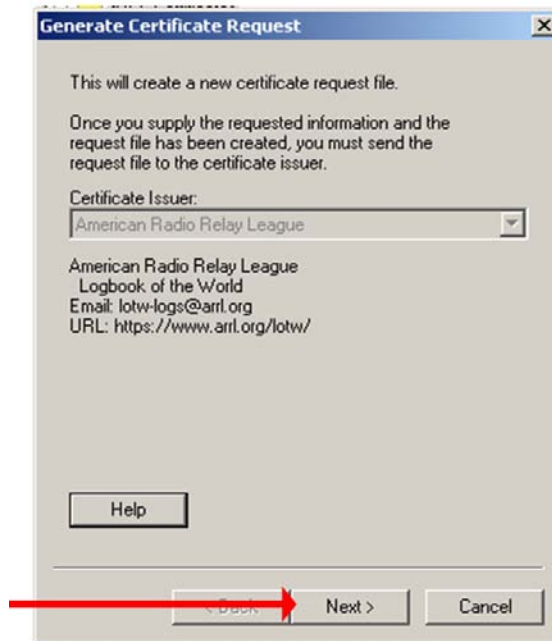
- Highlight the certificate want to renew by clicking on it.



- On the menu bar select **CERTIFICATE –RENEW CERTIFICATE**
Option: Left click on the certificate then select RENEW.

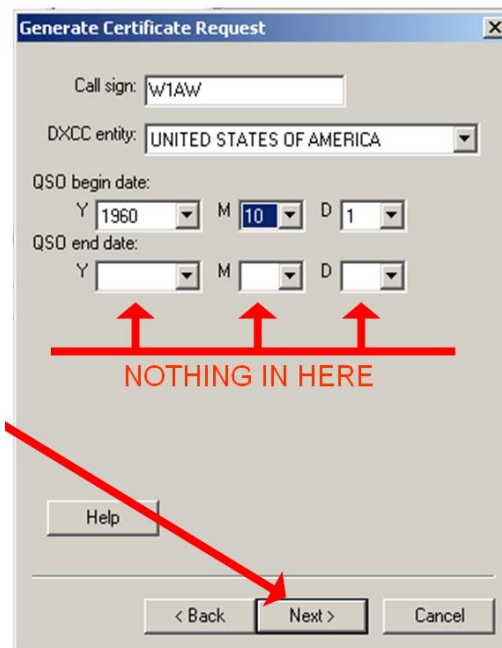


- On the following window click NEXT



7. On the "Generate Certificate Request" page the date boxes should be populated with the original QSO begin date. If this date was entered incorrectly when the original certificate request was made you may change it now.

For current call sign signs, leave the end date blank. This will give you a full three-year term. Click "Next."



Note: This is only for current call sign signs

8. Enter your address information and e-mail address on the next two pages and

proceed.

9. **PASSWORD** - On the next page, you will have 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 LoTW passwords are 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 cannot recall sign 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, because you will need it to email it or upload it to Logbook.

***Note: If you used a private key password on your original certificate, you must use this password when prompted to complete the renewal.**

11. Submit your renewal request. You can either send the renewal request as an e-mail 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.

At this point your TQSL CERT window will look like the illustration above. There will be two lines with your call sign. One will show a gold ribbon and the other a red slashed circle. The red slashed circle contains a unique private key and is waiting for a TQ6 response file from the LoTW administrator. If this request/key is not present when the .tq6 file is returned, you will not be able to load the TQ6 file. **Do not delete or attempt to modify any request once you have submitted it to Logbook.**

Renewal requests are automatically approved, but they must be signed by ARRL in the same manner as all other requests. Certificate signing will be done during normal business hours. (Monday through Friday 8-5 EST)

- US 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. If you have loaded your original certificate into any other computer(s), you must also load the .p12 file you saved (not the .tq6 file!) into the other computer. See www.arrl.org/advanced-lotw for more information about using LoTW on more than one computer

