



# Brazos Valley Council of Governments HIV Administrative Services



## Installing ARIES Certificates

These instructions are to be used after BVCOG has requested ARIES certificates for your agency. DSHS must approve certificates before they are issued, which means that staff at your agency will need to install them in the days following the request. For further information or help, contact BVCOG Data Manager Betsy Goodnight at 979-595-2801 x2227 or [bgoodnight@bvcog.org](mailto:bgoodnight@bvcog.org).

All certificates must be installed within 10 days of being requested, otherwise they will expire.

1. Type the following address in the address bar of Internet Explorer on the computer the certificate was requested for: <https://160.42.237.57/certsrv> (be sure to include the s after http)
2. Select Check on a Pending Certificate and Next
3. Select the desired certificate timestamp from the list box and press Next
4. If the certificate was approved, you will be shown a link to install the certificate. Click on the link to install the certificate.
5. The system will indicate if the certificate has not yet been approved – DSHS has up to 10 days to approve certificates, but contact BVCOG if your certificate is not approved within 5 days.