

EDconnect 8.6.1 Plain Language Certificate Import Guide

Guide for the annual runtime certificate import

ISIR recipients who use **EDconnect 8.6.1** to transmit with **Federal Tax Information Student Aid Internet Gateway (FTI-SAIG)** are required to update their expired certificates annually. To support our partners to continue their services, we are providing this guide that summarizes the steps for importing the new certificate in EDconnect.

In addition to the steps provided in this guide, EDconnect 8.6.1 users can reference the training video posted on FSA Training Website, [\(Video\) EDconnect 8.6.1 Plain Language Installation Guide](#). Begin watching the video at **5:09** to for a detailed walkthrough of the required steps.

Expected time to complete the steps described in this guide: 30 minutes

Requirements and considerations

These instructions are written for organizations currently using EDconnect and wish to update their certificates to ensure uninterrupted receipt of ISIRs. We anticipate that most institutions reviewing this guidance fall within this category. If you are a new EDconnect user or require more detailed instructions, please refer to the [EDconnect Installation and User Guide](#).

Terms used in this document:

FT number: Used to identify an organization's newly assigned FTI-SAIG mailbox. The FT number is unique and always begins with "FT" followed by five alphanumeric characters. "FTxxxxx" is used as an example FT number throughout this document; it should be replaced with an organizations actual FT number when following instructions.

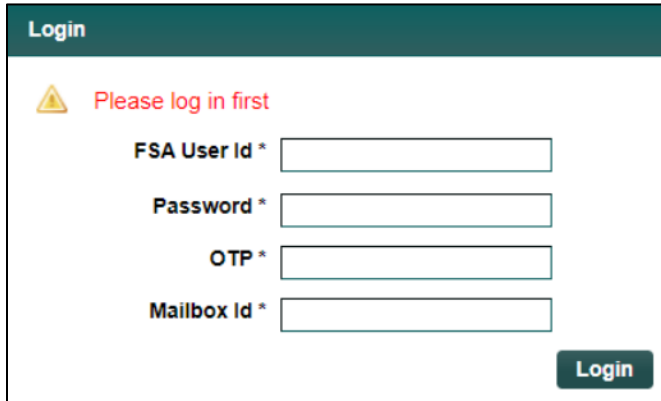
Security Code: This is a six-digit code generated from your physical (or software) Security Token.

Instructions:

Section 1: Checking the Certificate Expiration in FTI-TDCM

The purpose of this section is to help you verify the expiration date of your current certificate. All FTI-SAIG registered mailbox users with an **FSA User ID** linked to an **FT mailbox** can check the expiration date of their FT Mailbox certificate by logging into their **FTI-TDCM** account. Please follow the steps outlined below to complete the process.

Step 1: In your web browser, enter the URL <https://ftisaigportal.ed.gov/tdcm> in the address bar and press **Enter**. This will take you to the login screen shown below.



Step 2: Enter your **FSA User ID** in the **FSA User ID** field.

Step 3: Enter your **FSA User ID Password** in the **Password** field.

Step 4: Enter the **six-digit Security Code** from your Security Token in the **OTP** field.

Step 5: Enter your **FT Number** (e.g., FTxxxxx) in the **Mailbox Id** field.

Step 6: Click the **Login** button. All FTI-TDCM users will see the **FSA Security Banner** screen after logging in.

Step 7: Navigate to the **Participants** view and select the **Security** tab. Here, you can check the status of your certificate, including its expiration date, any expired certificates, your current certificate, and/or a pending certificate.

Example of Current and Pending Certificates:

You will see both "**Current**" and "**Pending**" certificates if your current certificate is still valid but set to expire within the next 30 days. . If you see this option in your Security tab, clicking on the "**Export Runtime**" button will download the new runtime file. You can then proceed to the next sections, which will guide you through downloading and importing the file.

Contact	Enabling	Security	ISA Fields	Key Exchange				
Type	Status	Start Time		End Time		Issuer		
X509	Current	Aug 24, 2023 08:53:03 PM		Aug 24, 2025 08:53:03 PM				
X509	Pending	Aug 25, 2025 12:53:03 AM		Aug 25, 2027 12:53:03 AM				
						Export Runtime	Export INI	

Section 2: Downloading the New Certificate from FTI-TDCM

The purpose of this section is to help you download the new certificate by logging into your **FTI-TDCM** account and placing it in the correct folder. Please follow the steps outlined below to complete the process.

Step 1: Follow **Steps 1-7** outlined in **Section 1** to prepare for the next steps.

Step 2: Click the **Export Runtime** button to download the **runtime** file. You should now have a runtime file (certificate) associated with your institution's name and FT number (E.g.: "School Name FTXXXXX.rtm"). For most users, the downloaded file will be located in the Windows **Downloads** folder.

PARTICIPANTS

Name: *

User Logon/Mailbox: *

EDI Name: *

EDI Qualifier: *

[Change Password](#)

Server Name * FTISAIGPORTAL (EAFTP)

Approval Code:

AS2 Name

Approval Status

Primary URL: *

Secondary URL:

Save

Contact

Enabling

Security

ISA Fields

Key Exchange

Type	Status	Start Time	End Time	Issuer
X509	Current	Aug 16, 2024 02:00:01 AM	Aug 16, 2025 02:00:01 AM	

Export Runtime

Export INI

Step 3: Record the **Approval Code** displayed on this screen. You will need it when importing the **runtime** file in **EDconnect** in **Section 3-Step 5**.

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FTI-SAIG Mailbox

[Welcome](#) It is Sep 24, 2024 02:49:57 PM [Logout](#)

[Participants](#) [Relationships](#) [Messages](#) [Archive](#) [Help](#)

SEARCH

EDI Name

Name

Only pending ☐

Go Expand

No Records

Name

Organization

EDI Name

PARTICIPANTS

Name: *

User Logon/Mailbox: *

EDI Name: *

EDI Qualifier: *

[Change Password](#)

Server Name * FTISAIGPORTAL (EAFTP)

Approval Code:

AS2 Name

Approval Status

Primary URL: *

Secondary URL:

Save

Contact

Enabling

Security

ISA Fields

Key Exchange

Type	Status	Start Time	End Time	Issuer
X509	Current	Aug 16, 2024 02:00:01 AM	Aug 16, 2025 02:00:01 AM	

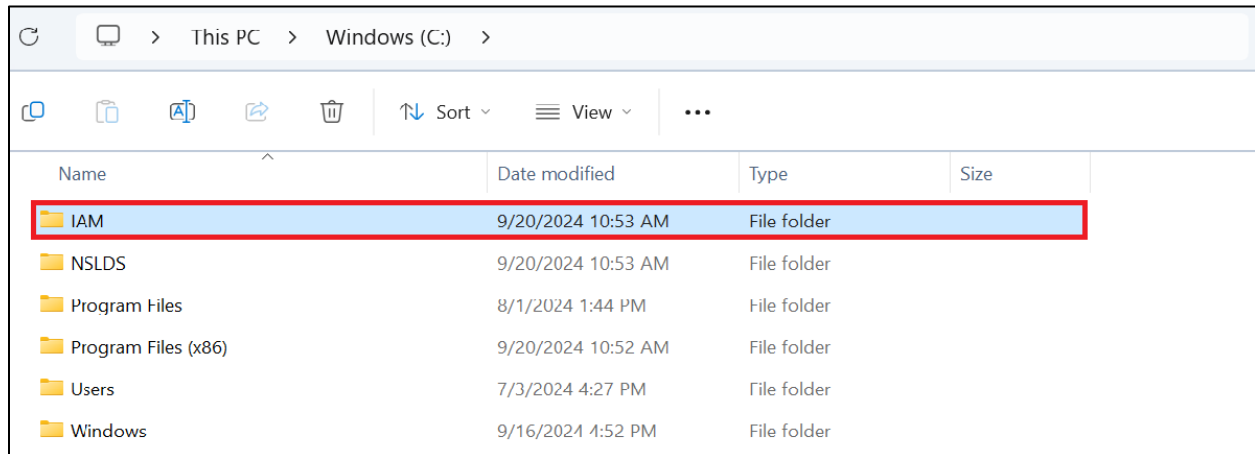
Export Runtime

Export INI

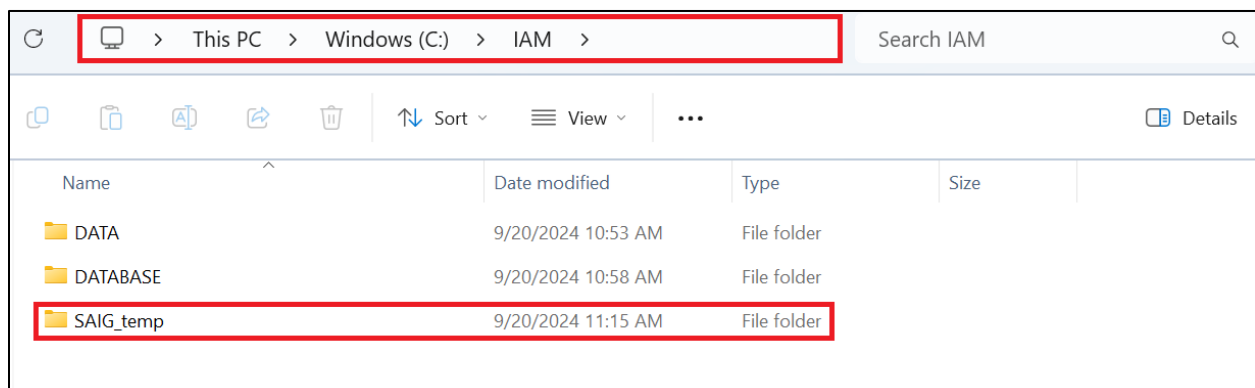
Step 4: Press the **Windows** key on your keyboard or click the **Start** button. Type **File Explorer** into the search bar and press **Enter** or select **File Explorer** from the search results. Navigate to **This PC > Windows (C:)**.

Note: You may use the search feature specific to your PC to locate the file management application on your device. The goal is to navigate to the main system drive (often labeled as '**This PC**' or the **C: drive**).

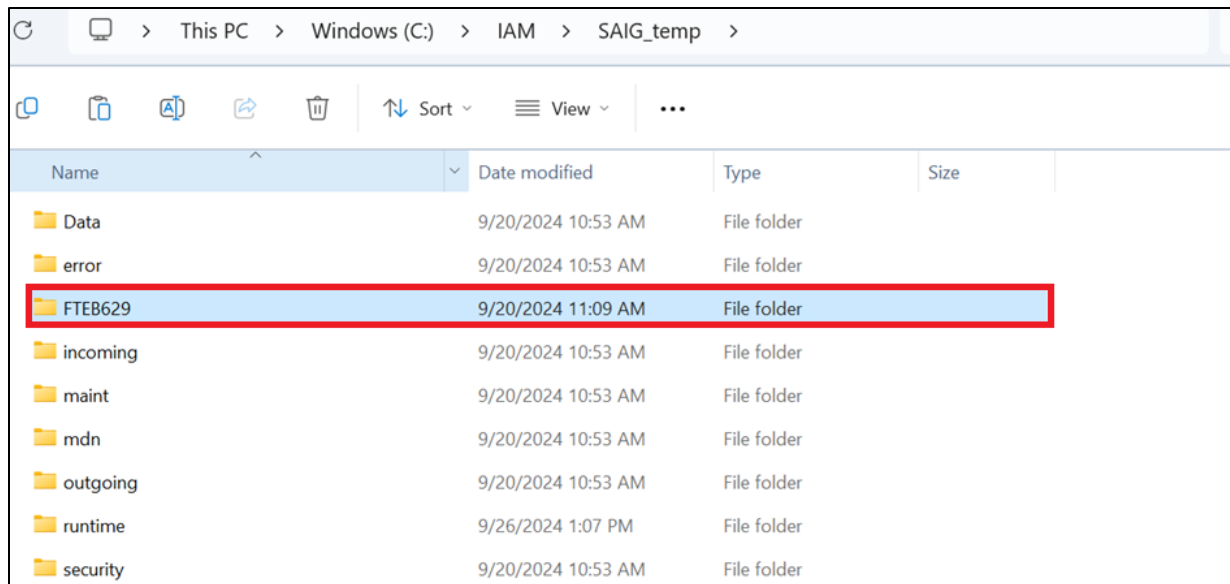
Step 5: Navigate to the **IAM** folder.



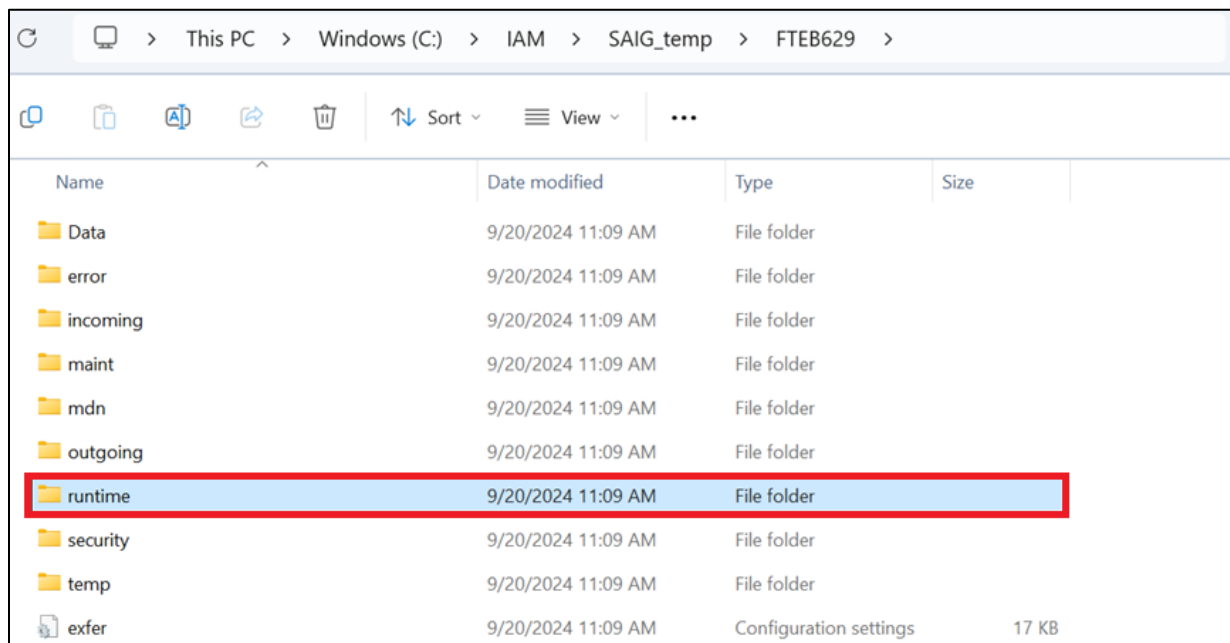
Step 6: Within the **IAM** folder, locate and open the **SAIG_temp** folder.



Step 7: Inside the **SAIG_temp** folder, open the folder that corresponds to your specific FT number (e.g., C:\IAM\SAIG_temp\FTxxxxx).



Step 8: Navigate to where you downloaded the new runtime file in **Step 2**. (For most users, this file will be located in the Windows **Downloads** folder.) Right-click the file and select **Copy**, then navigate to the **FTxxxxx** folder and open the **runtime** folder.



Step 9: Right-click inside the **runtime** folder and choose **Paste**. The new runtime file will now be visible in the folder. **Note:** the new runtime file will have the name of your organization associated with the mailbox and the mailbox number as shown in the screenshot below:

This PC > Windows (C:) > IAM > SAIG_temp > FTEB629 > runtime >				
Sort View ...				
Name		Date modified	Type	Size
ign		9/20/2024 11:09 AM	File folder	
SAIG SUPPORT	FTEB629.rtm	9/26/2024 12:36 PM	RTM File	6 KB
FTEB629.rtm		9/26/2024 12:36 PM	RTM File	6 KB


Step 10: Now that you have the new runtime file pasted in the folder, delete the old runtime file if one exists in this folder. See highlighted example below:

This PC > Windows (C:) > IAM > SAIG_temp > FTEB629 > runtime >				
Sort View ...				
Name		Date modified	Type	Size
ign		9/20/2024 11:09 AM	File folder	
SAIG SUPPORT	FTEB629.rtm	9/26/2024 12:36 PM	RTM File	6 KB
FTEB629.rtm		9/26/2024 12:36 PM	RTM File	6 KB

Step 11: Right-click on the new runtime file you have pasted in the folder, select **Rename**, and rename the file to match your FT number (e.g., FTxxxxx.rtm) as shown in the example below.

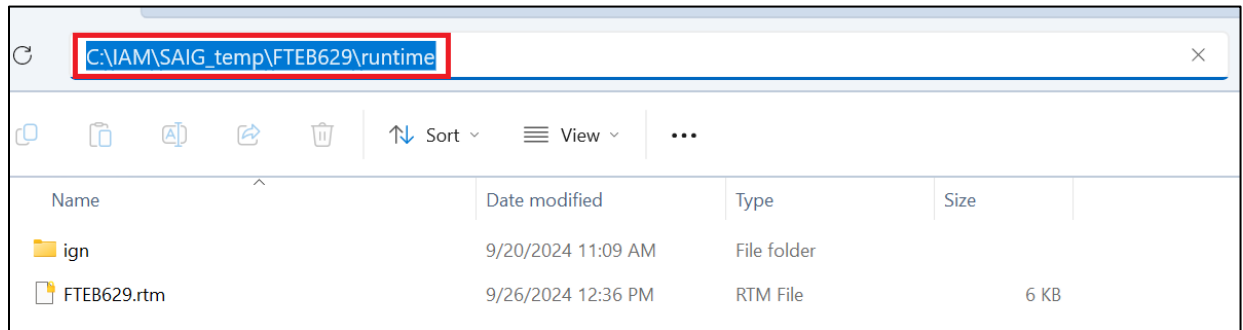
Important Note: Make sure there are **no spaces** when renaming the file.

SAIG SUPPORT	FTEB629.rtm	9/26/2024 12:36 PM	RTM File	6 KB
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 **Renaming the runtime file to the correct format**

FTEB629.rtm		9/26/2024 12:36 PM	RTM File	6 KB
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Step 12: Now that you have successfully placed the runtime file in the correct folder, **Click** on the address bar at the top of folder, which will display the full folder path and record the location as highlighted below. You will use this path in **Section 3-Step 3-4** and **Section 4-Step 2**.

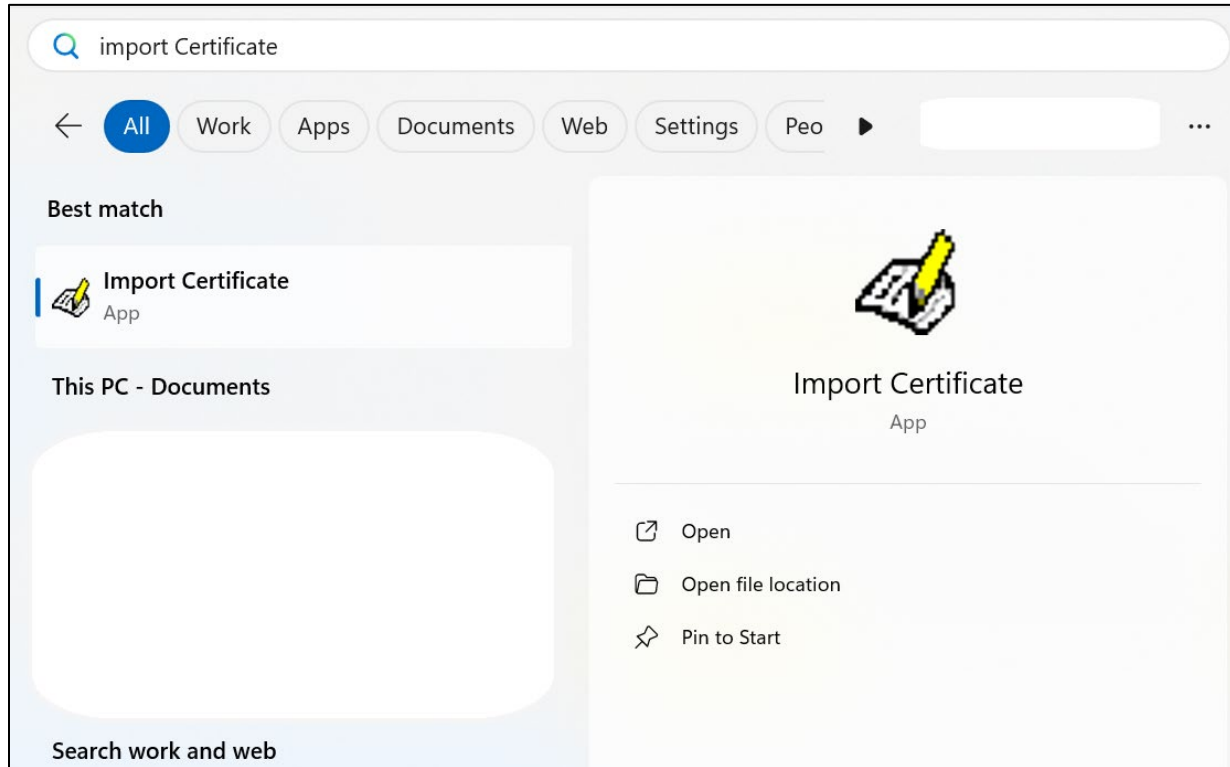


Section 3: Importing the New Certificate

The purpose of this section is to help you import the new certificate in EDconnect. Please follow the steps outlined below to complete the process.

Note: Please ensure you have completed all the Steps in **Section 1** and **Section 2** before proceeding.

Step 1: Open the **Windows Start** menu and locate the **Import Certificate** icon by simply typing “import certificate” in the search bar.



Step 2: Click on the **Import Certificate** icon to open the command-line interface.



Step 3: Type the full path name to the downloaded runtime file and press **Enter**. This is the path you recorded in **Section 2-Step 12** with the addition of the actual runtime file name.

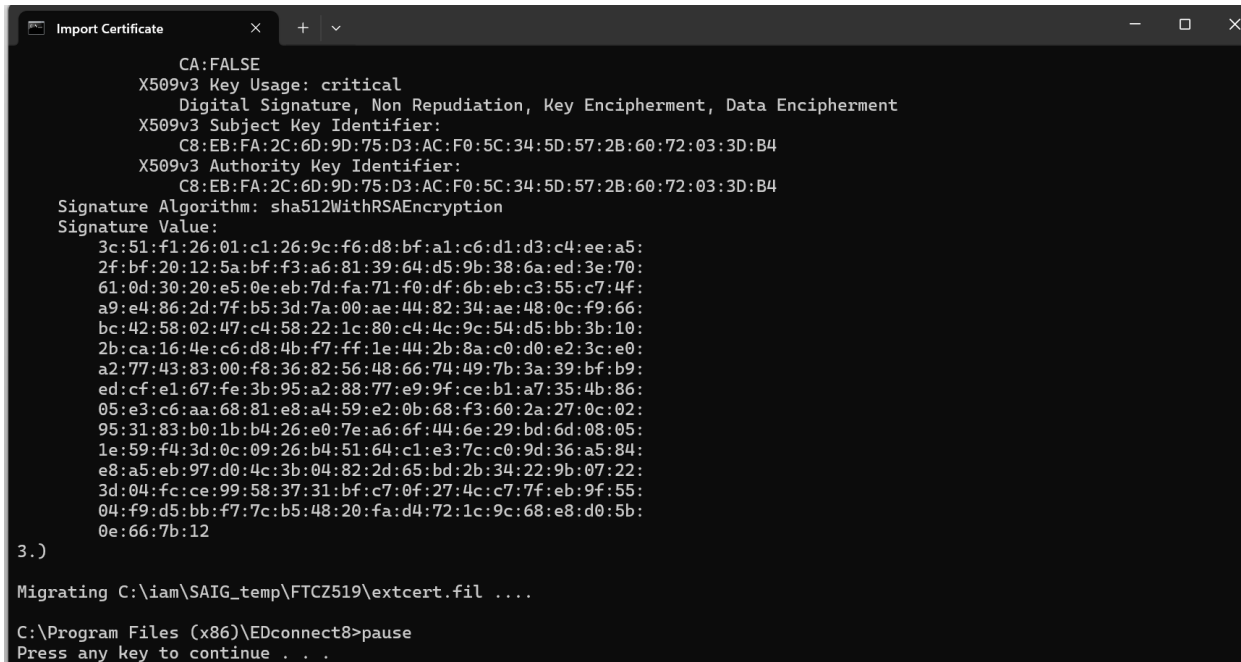
For example, if your runtime file is named **FTxxxxx.rtm**, the full path would be:
C:\IAM\SAIG_temp\FTxxxxx\runtime\FTxxxxx.rtm

Step 4: Once you have completed **Step 3**; you will be prompted to "**Enter output path for runtime files**". Type the path recorded in **Section 2-Step 12** then hit **Enter**:

C:\IAM\SAIG_temp\FTxxxx\runtime

Step 5: You will be prompted to enter the **Approval Code**, enter the code that you saved from **Section 2-Step 3**, then press **Enter**.

Step 6: The runtime certificate will now be installed. You may see multiple lines of code scroll by; this is normal. Here is an example of what the output may look like:



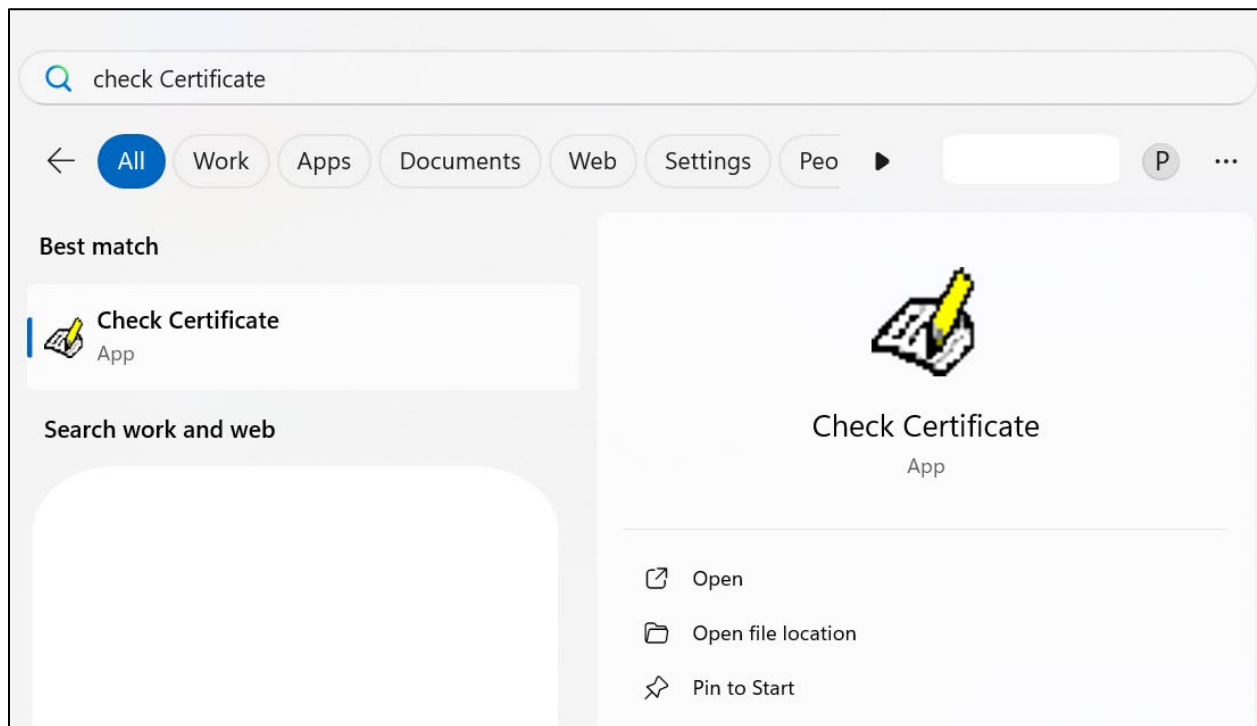
```
CA:FALSE
X509v3 Key Usage: critical
    Digital Signature, Non Repudiation, Key Encipherment, Data Encipherment
X509v3 Subject Key Identifier:
    C8:EB:FA:2C:6D:9D:75:D3:AC:F0:5C:34:5D:57:2B:60:72:03:3D:B4
X509v3 Authority Key Identifier:
    C8:EB:FA:2C:6D:9D:75:D3:AC:F0:5C:34:5D:57:2B:60:72:03:3D:B4
Signature Algorithm: sha512WithRSAEncryption
Signature Value:
    3c:51:f1:26:01:c1:26:9c:f6:d8:bf:a1:c6:d1:d3:c4:ee:a5:
    2f:bf:20:12:5a:bf:f3:a6:81:39:64:d5:9b:38:6a:ed:3e:70:
    61:0d:30:20:e5:0e:eb:7d:fa:71:f0:df:6b:eb:c3:55:c7:4f:
    a9:e4:86:2d:7f:b5:3d:7a:00:ae:44:82:34:ae:48:0c:f9:66:
    bc:42:58:02:47:c4:58:22:1c:80:c4:4c:9c:54:d5:bb:3b:10:
    2b:ca:16:4e:c6:d8:4b:f7:ff:1e:44:2b:8a:c0:d0:e2:3c:e0:
    a2:77:43:83:00:f8:36:82:56:48:66:74:49:7b:3a:39:bf:b9:
    ed:cf:e1:67:fe:3b:95:a2:88:77:e9:9f:ce:b1:a7:35:4b:86:
    05:e3:c6:aa:68:81:e8:a4:59:e2:0b:68:f3:60:2a:27:0c:02:
    95:31:83:b0:1b:b4:26:e0:7e:a6:6f:44:6e:29:bd:6d:08:05:
    1e:59:f4:3d:0c:09:26:b4:51:64:c1:e3:7c:c0:9d:36:a5:84:
    e8:a5:eb:97:d0:4c:3b:04:82:2d:65:bd:2b:34:22:9b:07:22:
    3d:04:fc:ce:99:58:37:31:bf:c7:0f:27:4c:c7:7f:eb:9f:55:
    04:f9:d5:bb:f7:7c:b5:48:20:fa:d4:72:1c:9c:68:e8:d0:5b:
    0e:66:7b:12
3.)
Migrating C:\iam\SAIG_temp\FTCZ519\extcert.fil ....
C:\Program Files (x86)\EDconnect8>pause
Press any key to continue . . .
```

Step 7: Press any key to continue when prompted. Your certificate is now imported and ready to be used by **EDconnect**.

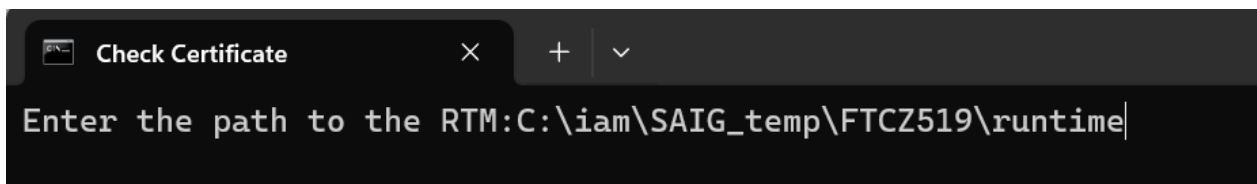
Section 4: Checking the Status of the Imported Certificate

The purpose of this section is to help you verify whether the installation of the runtime certificate was successful.

Step 1: Open the **Windows Start** menu and locate the **Check Certificate** icon by simply typing “**check certificate**” in the search bar.



Step 2: At the prompt, enter the path to the “**runtime**” folder. This is the path you recorded in **Section 2-Step 12**, then hit **Enter**. See example below:



Step 3: You should see the details of the certificate as shown below.

```
Check Certificate
:c3:9c:d9:fc:8f:65:e2:50:03:88:15:8a:0d:94:21:1f:92:e1:a2:56:5a:78:25:20:23:16:59:a1:fc:c0:7c:1f:f4:7a:a0:0c:61:98:d4:42
:22:84:03:dd:a2:52:de:10:6e:72:36:df:b6:ad:dd:dc:fd:db:3a:11:6e:6a:c3:f0:89:31:3a:12:2d:01:23:e1:9c:19:87:b9:46:13:81:10
:40:8f:5f:7f:e8:a8:a5:8e:41:73:9b:0e:55:52:da:11:fd:4e:e5:1c:ac:49:9d:84:61:9b:6f:83:f7:65:33:19:68:2c:92:b8:09:87:79:1f
:17:f6:a3:af:1f:f5:e2:4f:af:5f:fd:fa:26:00:02:ba:0b:d5:ae:4f:1f
rsa(e): 01:00:01
X509 EXTENSIONS:
X509v3 Basic Constraints: (critical)
CA:FALSE
X509v3 Key Usage: (critical)
DigitalSignature,NonRepudiation,KeyEncipherment,DataEncipherment
X509v3 Subject Key Identifier:
C8:EB:FA:2C:6D:9D:75:D3:AC:F0:5C:34:5D:57:2B:60:72:03:3D:B4
X509v3 Authority Key Identifier:
C8:EB:FA:2C:6D:9D:75:D3:AC:F0:5C:34:5D:57:2B:60:72:03:3D:B4
SIGNATURE:
3c:51:f1:26:01:c1:26:9c:f6:d8:bf:a1:c6:d1:d3:c4:ee:a5:2f:bf:20:12:5a:bf:f3:a6:81:39:64:d5:9b:38:
6a:ed:3e:70:61:0d:30:20:e5:0e:eb:7d:fa:71:f0:df:6b:eb:c3:55:c7:4f:a9:e4:86:2d:7f:b5:3d:7a:00:ae:44:82:34:ae:48:0c:f9:66:
bc:42:58:02:47:c4:58:22:1c:80:c4:4c:9c:54:d5:bb:3b:10:2b:ca:16:4e:c6:d8:4b:f7:ff:1e:44:2b:8a:c0:d0:e2:3c:e0:a2:77:43:83:
00:f8:36:82:56:48:66:74:49:7b:3a:39:bf:b9:ed:cf:e1:67:fe:3b:95:a2:88:77:e9:9f:ce:b1:a7:35:4b:86:05:e3:c6:aa:68:81:e8:a4:
59:e2:0b:68:f3:60:2a:27:0c:02:95:31:83:b0:1b:b4:26:e0:7e:a6:6f:44:6e:29:bd:6d:08:05:1e:59:f4:3d:0c:09:26:b4:51:64:c1:e3:
7c:c0:9d:36:a5:84:e8:a5:eb:97:d0:4c:3b:04:82:2d:65:bd:2b:34:22:9b:07:22:3d:04:fc:ce:99:58:37:31:bf:c7:0f:27:4c:c7:7f:eb:
9f:55:04:f9:d5:bb:f7:7c:b5:48:20:fa:d4:72:1c:9c:68:e8:d0:5b:0e:66:7b:12:
SHA1 THUMBPRINT: D5:9E:8B:2A:9F:51:A5:A1:A9:78:1F:45:73:50:EE:52:5F:3D:AC:5F
MD5 THUMBPRINT: 0D:87:99:B6:14:3F:26:ED:60:1F:30:EF:76:F1:AD:A6
START DATE: Oct 5 01:18:26 2023 GMT
END DATE: Oct 5 01:18:26 2038 GMT

*****
Listing Symmetric Keys
*****
Press any key to continue . . .
```

Step 4: Use the scroll bar to the right and scroll up to locate the “EDINAME” and “STATUS”. If “EDINAME” shows your **FT number** and the “STATUS” shows “Current,” then the certificate import was successful.

```
Check Certificate
Enter the path to the RTM:C:\iam\SAIG_temp\FTCZ519\runtime
RUNTIMEPATH = C:\iam\SAIG_temp\FTCZ519\runtime

*****
Listing Certificates
*****
-----
CERT INDEX: 1
EDINAME: FTCZ519
SUBJECT NAME HASH: 98:6A:CE:88:83:DE:B2:52:46:1F:EE:E9:93:3A:91:BA
ISSUER NAME HASH: 57:FF:EB:03:88:DB:98:32:26:76:22:DA:69:83:8E:7D
ISSUER+SERIAL HASH: 1C:50:40:DE:51:06:5C:BF:33:D6:82:F5:25:8F:CB:9A (calculated from certificate)
ISSUER+SERIAL HASH: 1C:50:40:DE:51:06:5C:BF:33:D6:82:F5:25:8F:CB:9A (stored in runtime db)
STATUS: Current
PRIVATE KEY: Yes
PASSPHRASE LOC: RUNTIME
VERSION: V3 (0x2)
SERIAL NUMBER: 03:A2
SIGNATURE ALG: sha512WithRSAEncryption
```

Possible Certificate related Errors:

'Invalid argument' error message

If you encounter the 'Invalid argument' error message, it typically indicates an issue with the RTM file name. The error occurs when there is a space in the file name or the name entered does not match the file name, which prevents the import from being completed. To resolve this, please check the RTM file name and ensure there are no spaces. Removing the space should allow the import to proceed successfully. If the problem persists, please contact the FPS Help Desk.

```
Error opening C:\iam\SAIG_temp\FTCZ519\FTCZ519 - Copy.rtm"
: Invalid argument
```

'Decompression error' error message

If you encounter the 'Decompression error' message, it typically indicates that you entered an invalid Approval Code. To resolve this, please verify that you have entered the correct approval code and re-run the import process. If the problem persists, please contact the FPS Help Desk.

```
Decompressing C:\iam\SAIG_temp\FTCZ519\runtime\cert.fil
Decompression error: rc=55
```

No information shown by "Check Certificate"

If you run the "Check Certificate" command from the EDconnect 8.6.1 folder in the Start menu and receive no information about the certificate (see screenshot), it is an indication that at least one of the files extracted from the .RTM is corrupt. If this happens, try re-importing the certificate. If that fails, re-download the .RTM file, and importing it may resolve it. If the problem persists, please contact the FPS Help Desk.

```
Enter the path to the RTM:C:\iam\SAIG_temp\FTCZ519\runtime
RUNTIMEPATH = C:\iam\SAIG_temp\FTCZ519\runtime

*****
Listing Certificates
*****

*****
Listing Symmetric Keys
*****
Press any key to continue . . . |
```

Error 422

If you encounter Error 422 when trying to transmit in EDconnect (as shown in the screenshot of the Activity Log below), it indicates that you do not have the necessary access, which could be due to an expired certificate. To resolve this issue, check if your certificate has expired. If it has, you must download and import a new certificate to regain access. If the problem persists, please contact the FPS Help Desk.

Activity	Project	Cycle	Description
Transmit			Start of Transmission
Error			Error 422. Please see the EDconnect error codes listed in the EDconnect Installation and User Guide for further information.

Additional Questions

If you have questions, please contact the FPS Help Desk (formerly CPS/SAIG Technical Support) at 1-800-330-5947 or by email at support@fps.ed.gov.