

USER MANUAL

CREATING A KEY IN THE MEMBER PORTAL

Содержание

Requirements To The Workplace	3
Introduction To The Key.....	4
Initial Creation Of Certificate	6
Creating A Request For The Certificate	7
Setting The Certificate	16
Scheduled Certificate Replacement	24
Creating A Request For The Certificate	25
Setting The Certificate	31
Changing Owner's Details In The Certificate	34
Setting Actual Partner's Certificates.....	40
FAQ	43

Requirements To The Workplace

The follow applications should be installed:

- MOEX EDI CryptoPS
- Moex Browser Plugin

Information:

<https://www.moex.com/a2718>

Software :

<https://www.moex.com/a2722>

Introduction to the private key

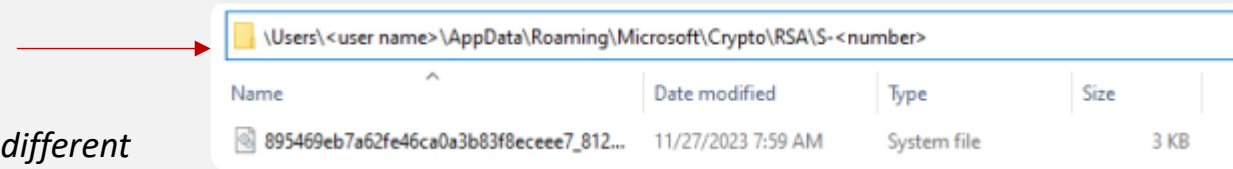
All certificates require a private key to work

⚠ *The absence of a private key is a dangerous event and requires the user to revoke the certificate*

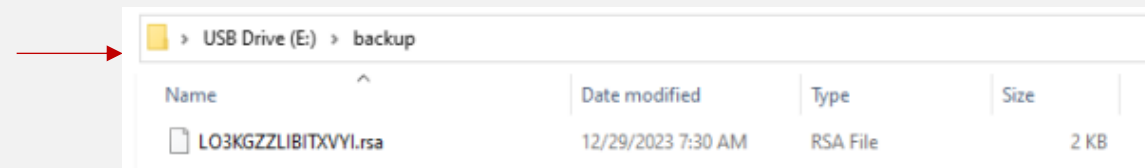
Private key (KEY) – it is stored the user's computer:

1. A system file of user's store

⚠ *Don't move the file from this folder to different computer or different user's account, the key won't work at a new location*



2. A backup file is a file with the extension **“.rsa”**. Export private key and setting private key are only through the Certificate store x64



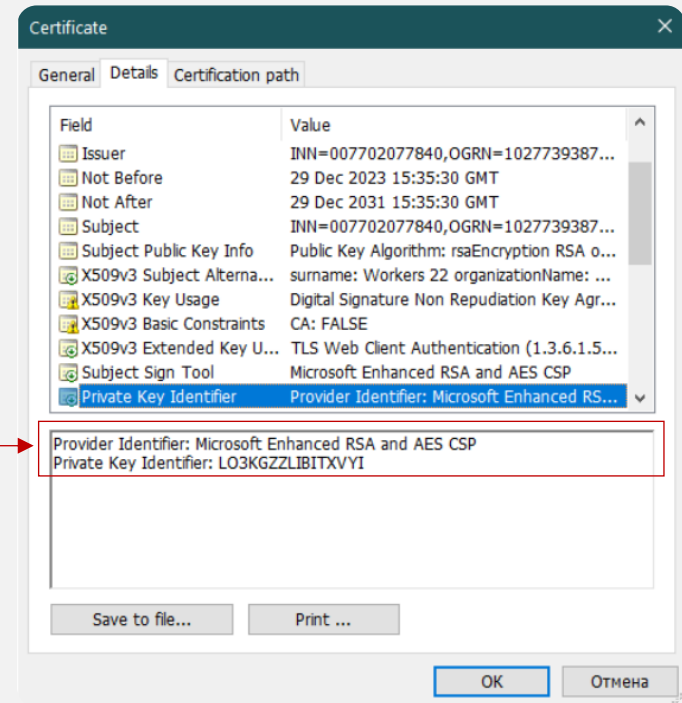
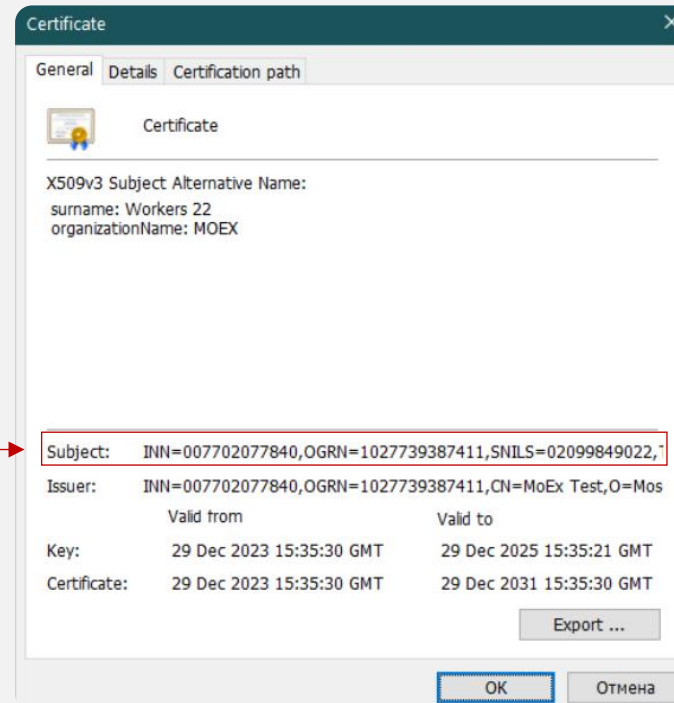
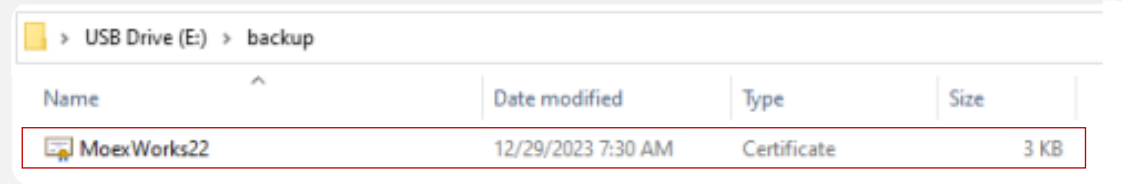
Introduction to the certificate

Certificate is a file with extension “.cer”. It contains information about expiration date of private key, owner’s details, private key identifier and other useful information

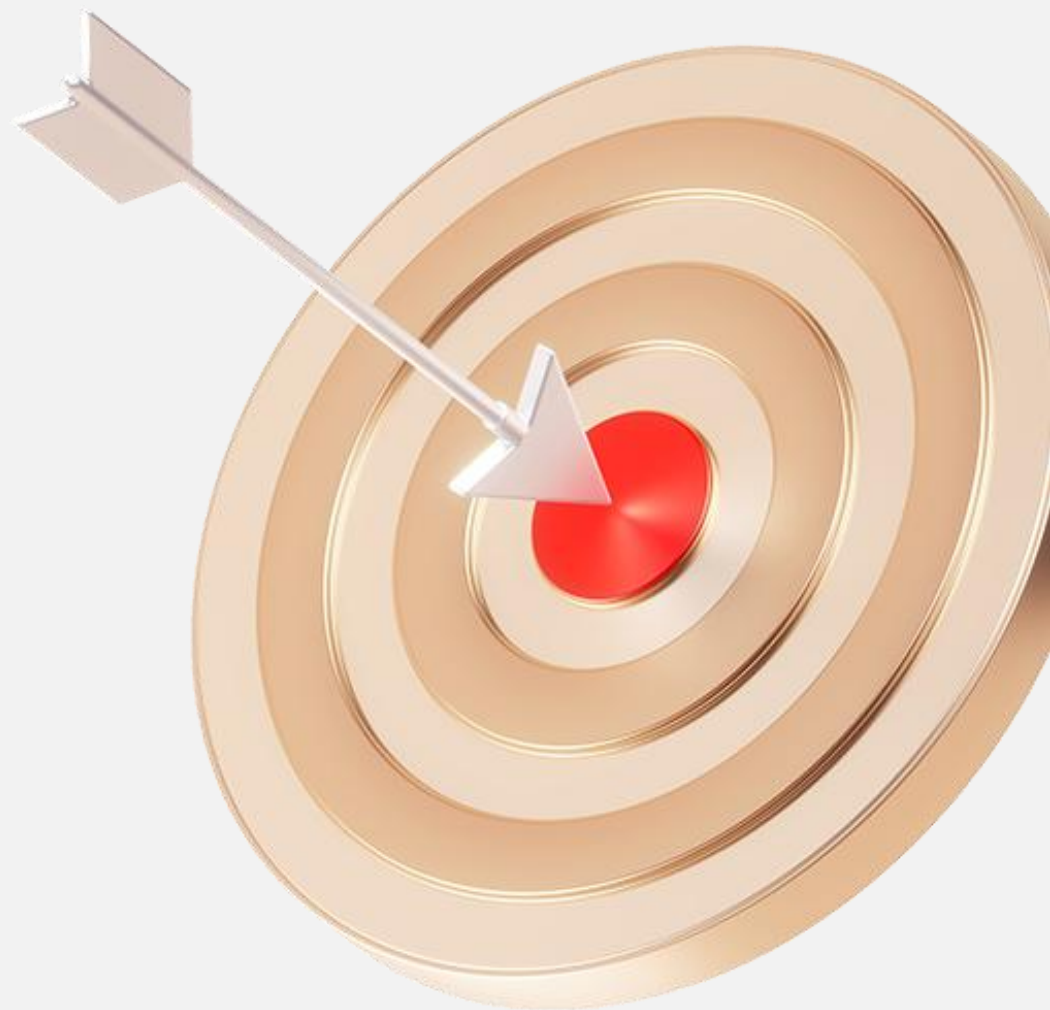
The details of the certificate can be received in “*Certificate store x64*”. Select the certain certificate and click left button of mouse

Certificate’s name is Subject

Each certificate contains private key identifier



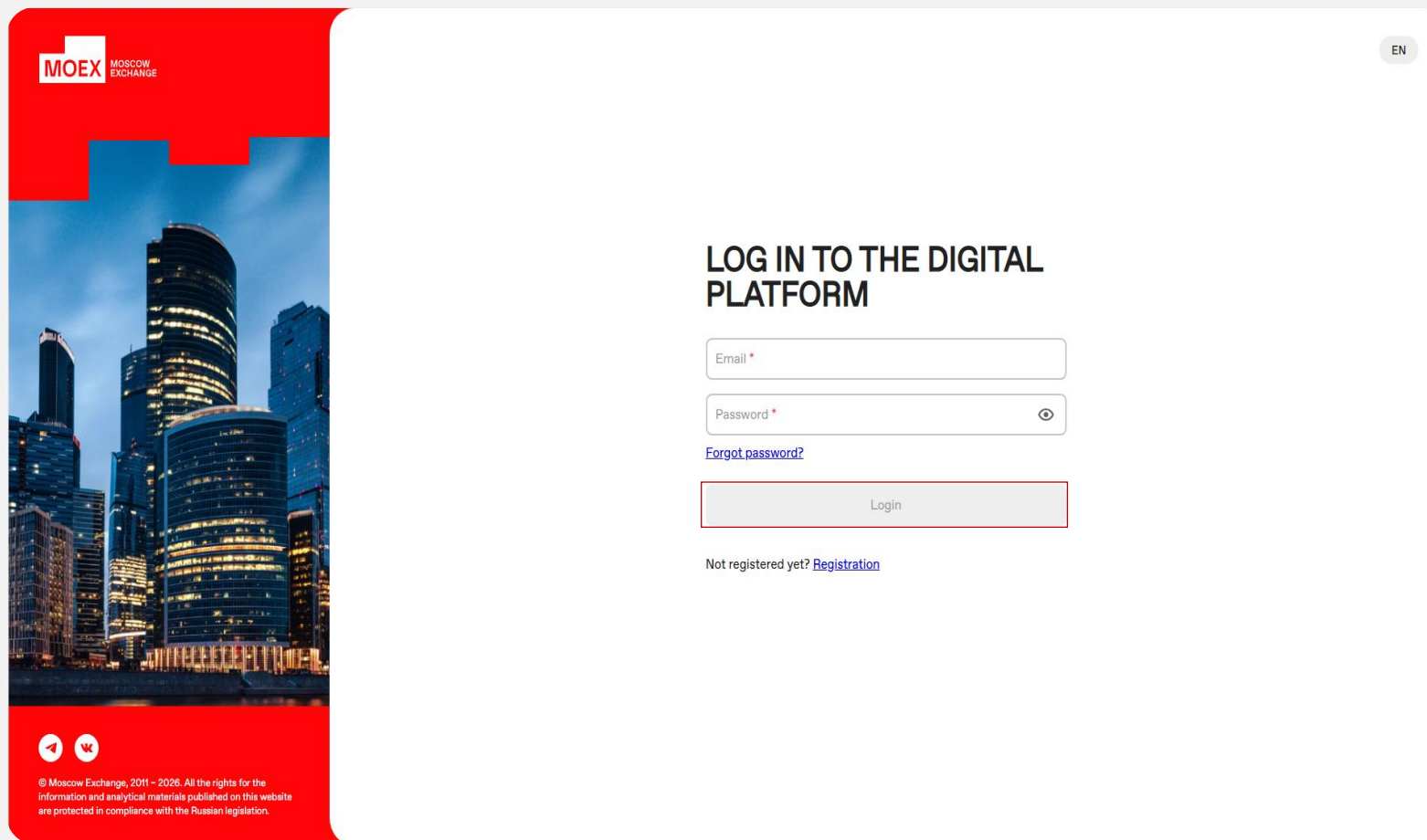
Initial Creation Of Certificate



Start at platform.moex.com

Log in to the [DIGITAL PLATFORM](#)

Fill the form by your email, password and **Login** the Member Portal



The screenshot shows the login interface of the MOEX Digital Platform. On the left is a vertical banner with the MOEX logo at the top, a night cityscape image, and a red footer containing social media icons and copyright text. The main content area is white and contains the following elements:

- Language selector: "EN" in a grey circle at the top right.
- Section header: "LOG IN TO THE DIGITAL PLATFORM" in bold black text.
- Form fields: "Email *" and "Password *" with red asterisks indicating required fields. The password field includes a toggle icon.
- Link: "[Forgot password?](#)" in blue text.
- Login button: A grey button with a red border labeled "Login".
- Registration link: "Not registered yet? [Registration](#)" in blue text.

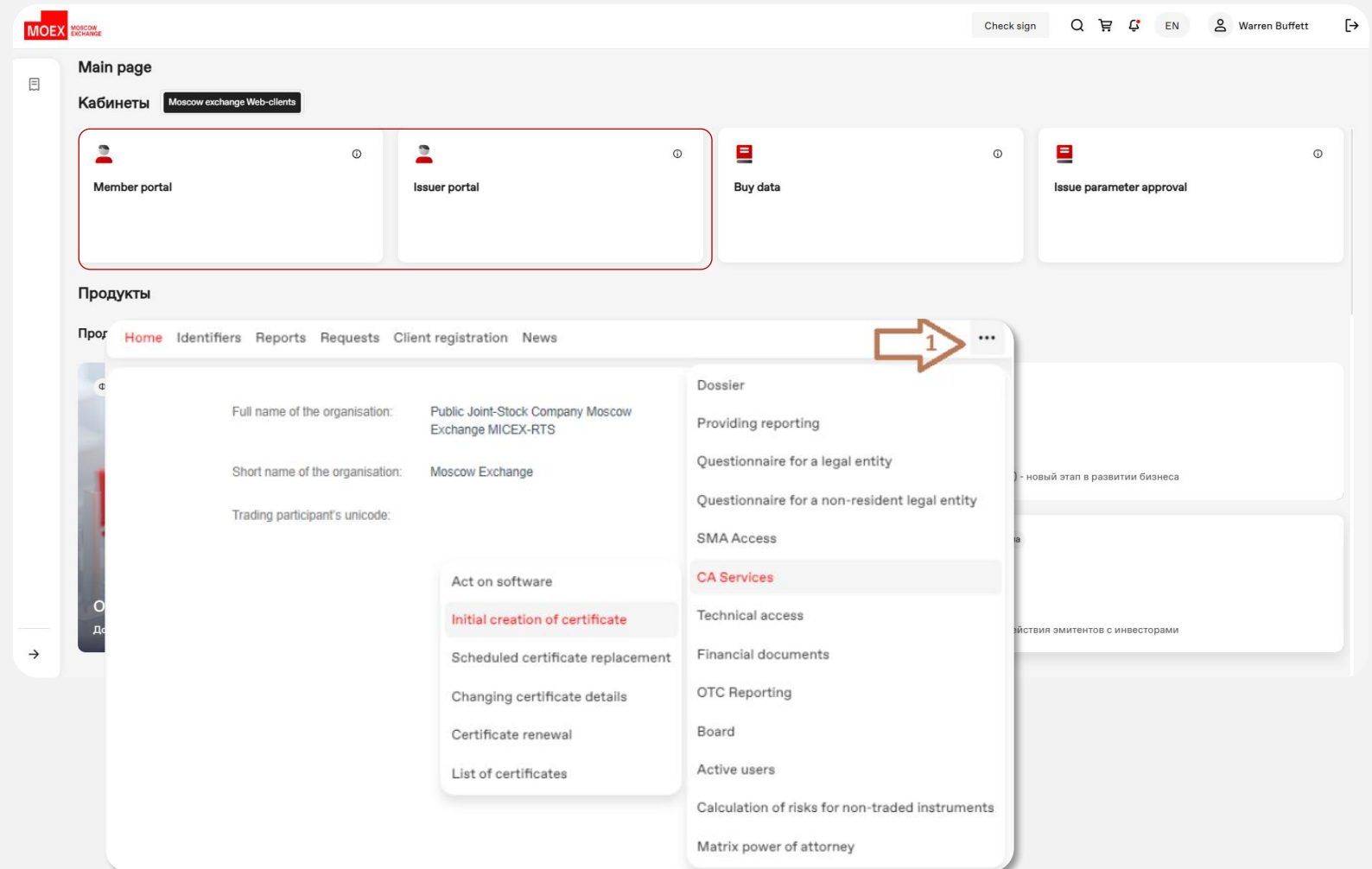
Footer text in the banner: © Moscow Exchange, 2011 – 2026. All the rights for the information and analytical materials published on this website are protected in compliance with the Russian legislation.

Creating a Request for the Certificate

Navigate to CA Services

Enter the Member portal

Select the item of the menu “CA Services”
→ “Initial creation of certificate”



Creating a Request for the Certificate

Find the Record

Find the user's record with status
Application received. Request for creation of CESVK is pending

⚠ If you don't find the user's record, or the key type isn't RSA, please contact us:
8(495) 363-3232 int. 1110
e-mail: pki@moex.com

Act on software
Initial creation of certificate
Scheduled certificate replacement
Changing certificate details
Certificate renewal
List of certificates

Creation of a new certificate in case of initial production, loss or expiry of a working key

[Guide to create a key](#)

Applications for the initial creation of a CESVK from 06.03.2022 to 06.03.2026 **Find** ?

Certificate owner	Date of receiving the application to the CA	Key type	Application processing status
Smith John	06.03.2026	RSA	Application received. Request for creation of CESVK is pending +

Creating a Request for the Certificate

Creating a Request

Press the icon **+** to generate a request to create a new CESVK

Check certificate attributes. In case of detection any mistakes, please contact us:
8(495) 363-3232 int. 1110
e-mail: pki@moex.com

If the attributes are correct, press the button *“Generate request file”*

Certificate owner	Date of receiving the application to the CA	Key type	Application processing status
Smith John	06.03.2026	RSA	Application pending

Generate a request to create a new CESVK

+

CESVKAttributes

×

CESVK owner: - Smith John

Organisation: - Test Company LLC

INN (Taxpayer Identification Number) of the organization: - 7703465919

OGRN (Primary State Registration Number) of the organization: - 1187746857770

CESVK owner position: - Specialist

CESVK owner division: - Report department

SNILS (Individual Insurance Account Number) of the CESVK owner: - 00000312501

Human settlement: - Moscow

Constituent entity: - 77 Moscow

Comment

0/200

If you find errors, please report to the EDMS CA

Generate request file

Download request file

Cancel

Creating a Request for the Certificate

Creating a Request

Check the certificate's attributes again and press the button *"Submit request to CA"*

CESVKAttributes

CESVK owner: - Smith John
 Organisation: - Test Company LLC
 INN (Taxpayer Identification Number) of the organization: - 7703465919
 OGRN (Primary State Registration Number) of the organization: - 1187746857770
 CESVK owner position: - Specialist
 CESVK owner division: - Report department
 SNILS (Individual Insurance Account Number) of the CESVK owner: - 00000312501
 Human settlement: - Moscow
 Constituent entity: - 77 Moscow
 Owner's Electronic Signature Verification Key: -
 06:02:00:00:00:A4:00:00:52:53:41:31:00:0C:00:00:01:00:01:00:F9:E9:BD:81:E5:06:7A:68:2A:92:22:96:CB:AB:EF:BC:5E:57:01:2D:26:52:12:7D:5D:FF:F2:02:77:3B:5D:12:2B:E6:CF:6E:DB:41:6D:A8:4B:B7:69:09:E9:F6:1C:9D:9C:EF:B0:9D:0A:C3:AC:1B:E1:24:0E:7F:8B:BB:DB:A3:ED:5B:72:B8:35:6E:96:C7:48:E1:C1:D8:20:60:38:01:CF:A5:50:4F:C6:DE:70:84:D3:29:C3:30:15:1B:91:5F:9B:40:A9:1B:9A:27:30:24:88:8C:DE:C2:AD:3E:C4:22:B0:17:BE:69:CF:8D:AC:26:45:F2:20:8C:A0:CC:52:68:E3:81:B2:E1:FD:6D:EA:1E:FC:3B:F8:E9:6D:C1:3F:34:E6:3B:9B:D4:8C:31:8D:88:1F:F2:6A:40:A4:B5:6D:CB:DE:5E:02:64:B7:84:0B:29:61:E2:15:4B:B9:08:B1:30:BD:B6:DA:2E:8D:AE:44:9C:73:7B:99:5E:39:3A:26:8E:E1:C4:FF:85:40:86:E9:8B:55:A5:77:CC:EE:9D:4F:55:DD:B0:00:CC:2D:80:E8:6B:C6:F1:08:BB:BC:17:33:FD:35:03:D6:A5:41:7D:6C:9F:68:BD:08:BC:DC:BA:F2:D5:3D:DD:E9:9B:F6:21:33:E9:EA:D2:D3:EF:8E:24:B3:7C:39:CC:7D:16:A6:36:3D:82:96:C2:2A:5F:AA:FA:9B:EA:22:57:B2:D6:5B:3C:0C:66:17:12:D3:F2:71:3E:3E:FA:03:56:57:10:6B:5F:D3:3C:6A:A2:B2:28:2D:B2:C7:30:97:D4:42:FD:D3:12:10:03:D3:BD:6D:A8:0A:9D:C7:49:40:6C:AF:71:25:3B:E2:37:06:B4:62:05:BF:43:6B:18:F1:CE:41:1E:12:BC:9D:7E:D2:B8:4B:8B:EF:DF:BF:BA:7A:1E:A2:B4:AD:C0:B4:42:25:BD:47:76:C7:57:79:D7:27:08:AE:3C:8C:F1:9D:AA:5D:69:C7:8B:40:F6:D9:B8

No comments

Send your application electronically by clicking Send application to CA.

Back

Submit request to CA

Cancel

Press the button *"Print"*. Print and sign the application.
 Scan of signed application send to pki@moex.com.
 The hard copy should be sent to the following address:
125009, Moscow, Bolshoy Kislovsky Lane, 13

Print and sign the application

Your application has been received by Moscow Exchange Certification Authority. It will be processed upon receipt of the original application for the production of an ESVKC executed in hard copy and signed by the ESVKC owner / head of the company.

Print the application by clicking the Print button, sign and stamp it with your company's seal, send the original document to Electronic Document Management and Information Security Department, Moscow Exchange at 125009 Moscow 13 Bolshoi Kislovsky Pereulok.

The Moscow Exchange Certification Authority will issue your certificate only upon receipt of the original certificate production application signed by the ESVKC Owner. If the ESVKC is being produced without naming an individual, the printed application must be signed by a person acting on the basis of the company's constituent documents.

The progress of the application can be tracked in the current section.

Print

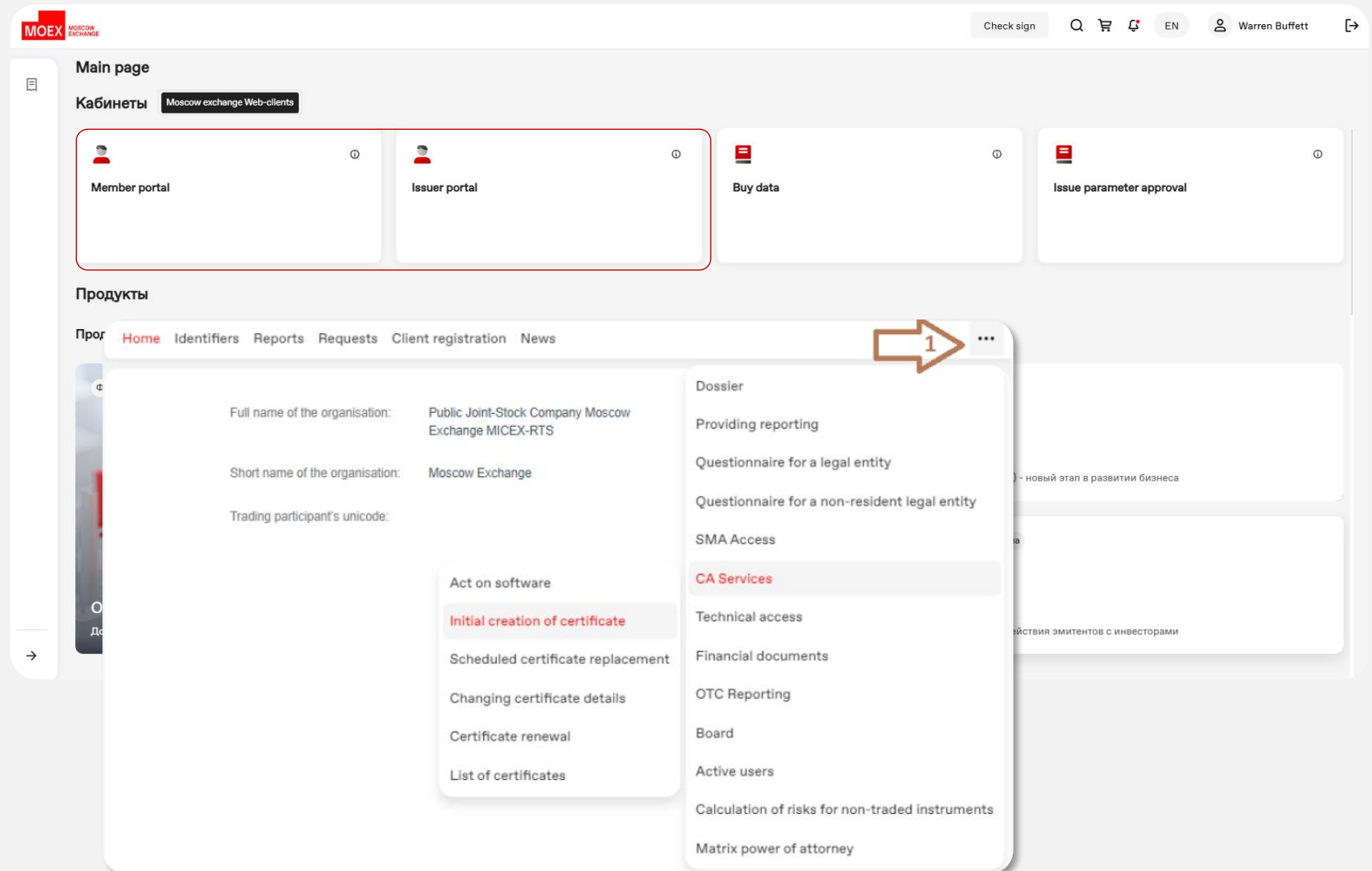
Ready

Setting The Certificate

Navigate to CA Services

Sign in with your account to
[Member Portal](#)

Select the item of the menu “CA Services”
→ “Initial creation of certificate”



Setting The Certificate

Find the Record

The application processing status of the user's record must be *"Certificate issued"*

Press the button
"Upload the archive to form the storeprofile"

Press the button
"Download certificate files"

Applications for the initial creation of a CESVK

from 06.03.2022 to 06.03.2026 Find ?

Certificate owner	Date of receiving the application to the CA	Key type	Application processing status
Smith John	06.03.2026	RSA	Certificate issued

Certificate owner	Date of receiving the application to the CA	Key type	Application processing status
Smith John	06.03.2026	RSA	Certificate issued

Upload the archive to form the storeprofile

Select the action

Download certificate files

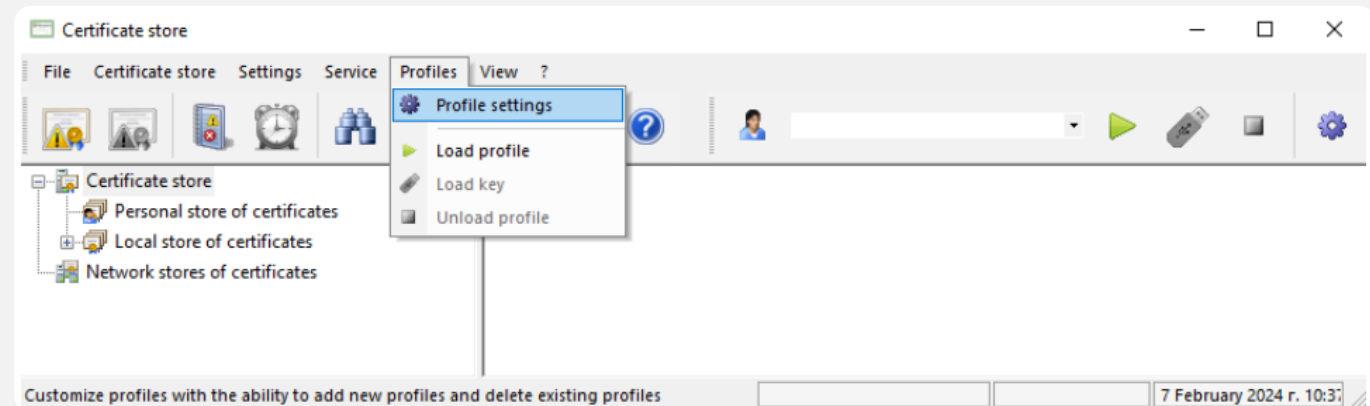
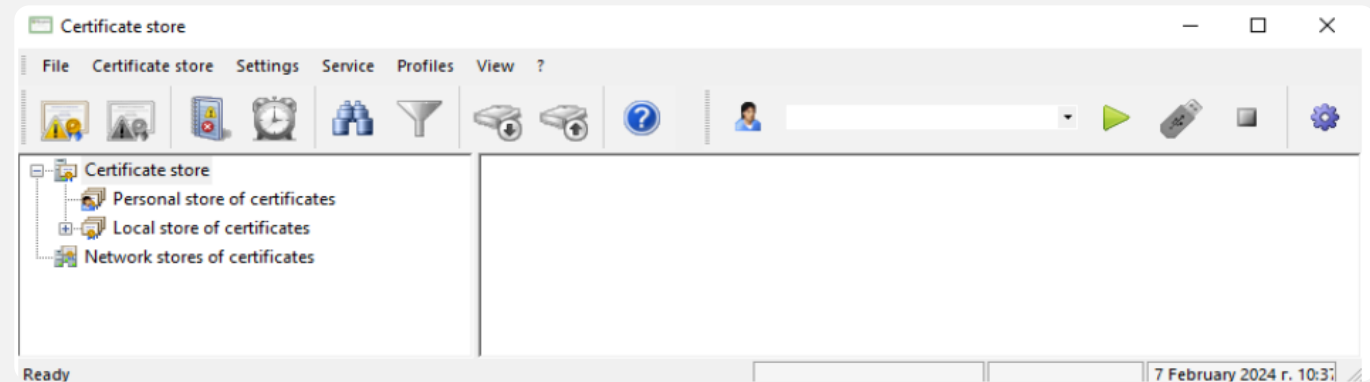
The file FilesForMakingLocalStore.zip will be downloaded in folder *"Downloads"*
 Unpack the file through context menu *"Extract all..."* to folder *"FilesForMakingLocalStore"*

Setting The Certificate

Certificate Store

Launch the application
“MOEX EDI CryptoPS” →
“Certificate store x64”

Press “Profiles” and select “Profile settings”

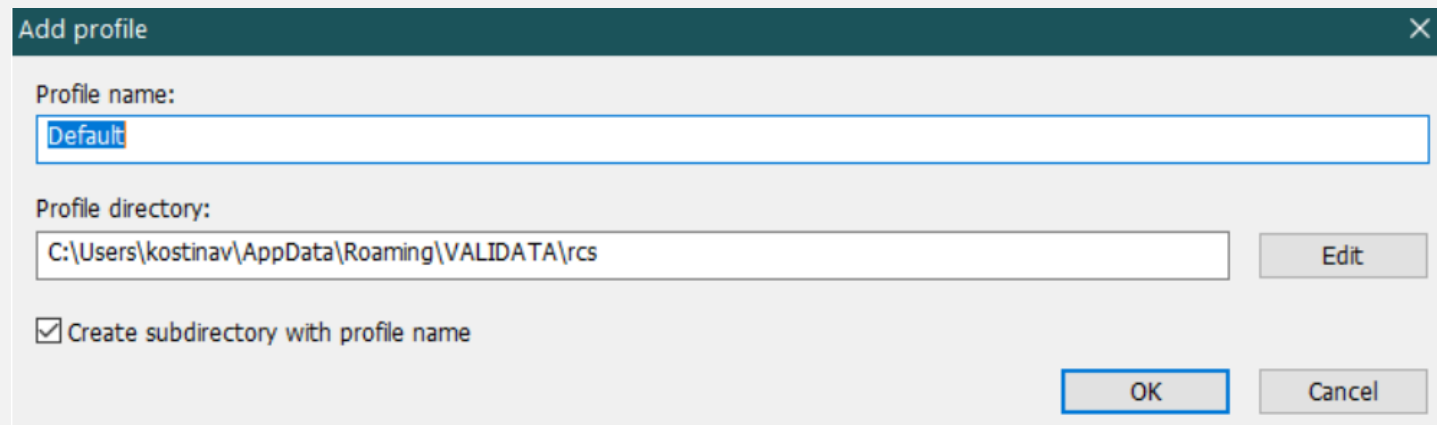
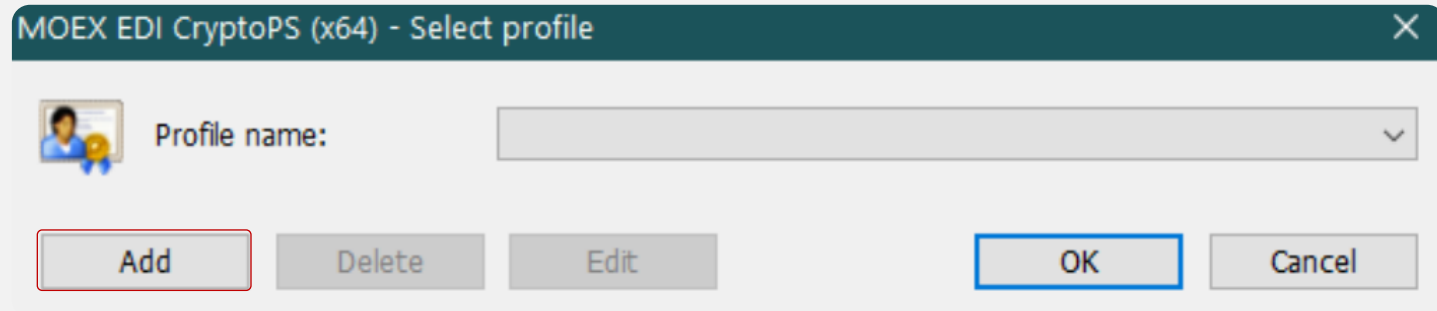


Setting The Certificate

Certificate Store

Press the button “Add”

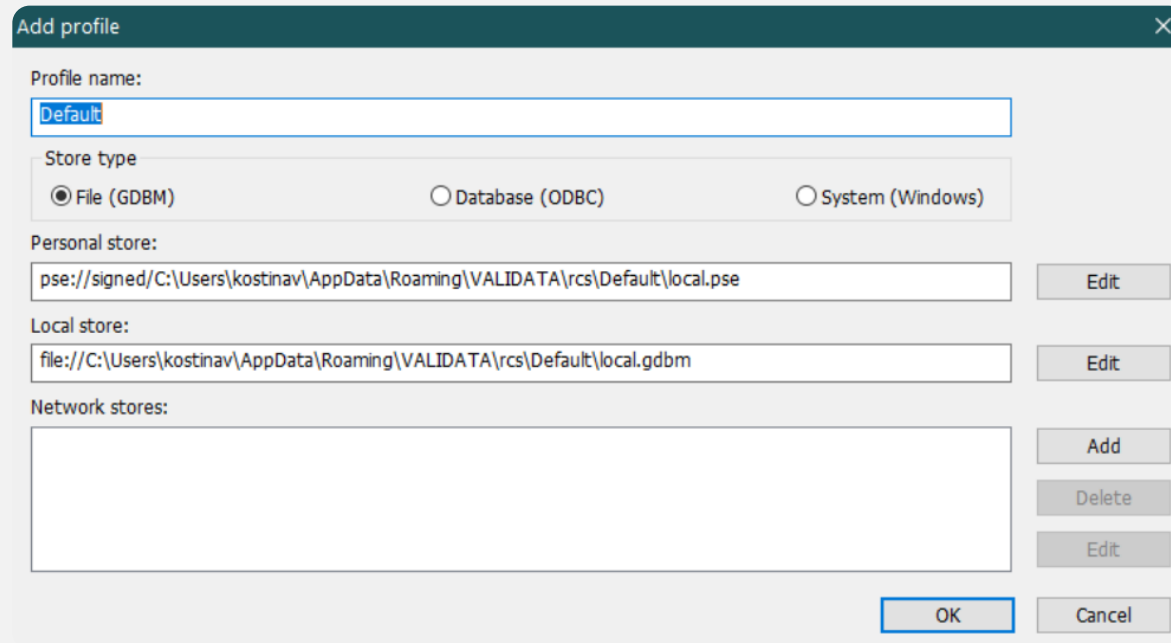
Input a profile name (for example: owner’s last name). Other settings have a default value



Setting The Certificate

Certificate Store

Press “OK”



Add profile

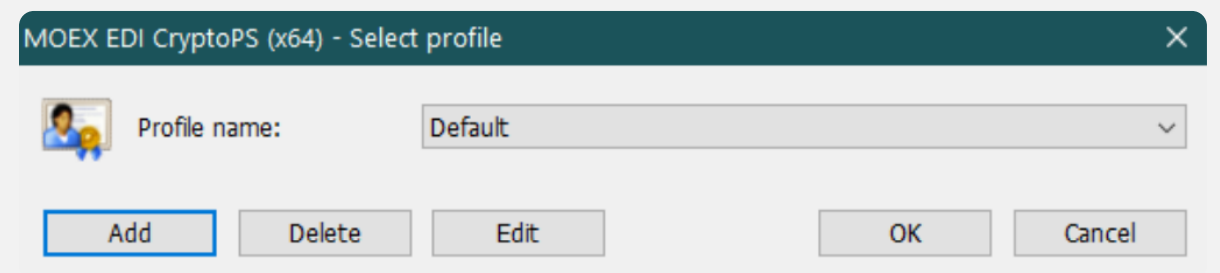
Profile name:

Store type
☒ File (GDBM) ☐ Database (ODBC) ☐ System (Windows)

Personal store:

Local store:

Network stores:



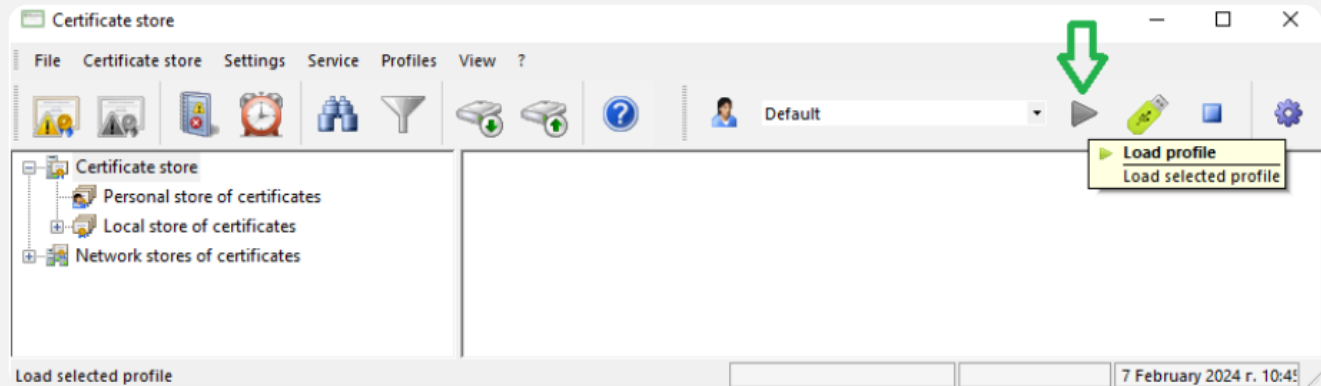
MOEX EDI CryptoPS (x64) - Select profile

 Profile name:

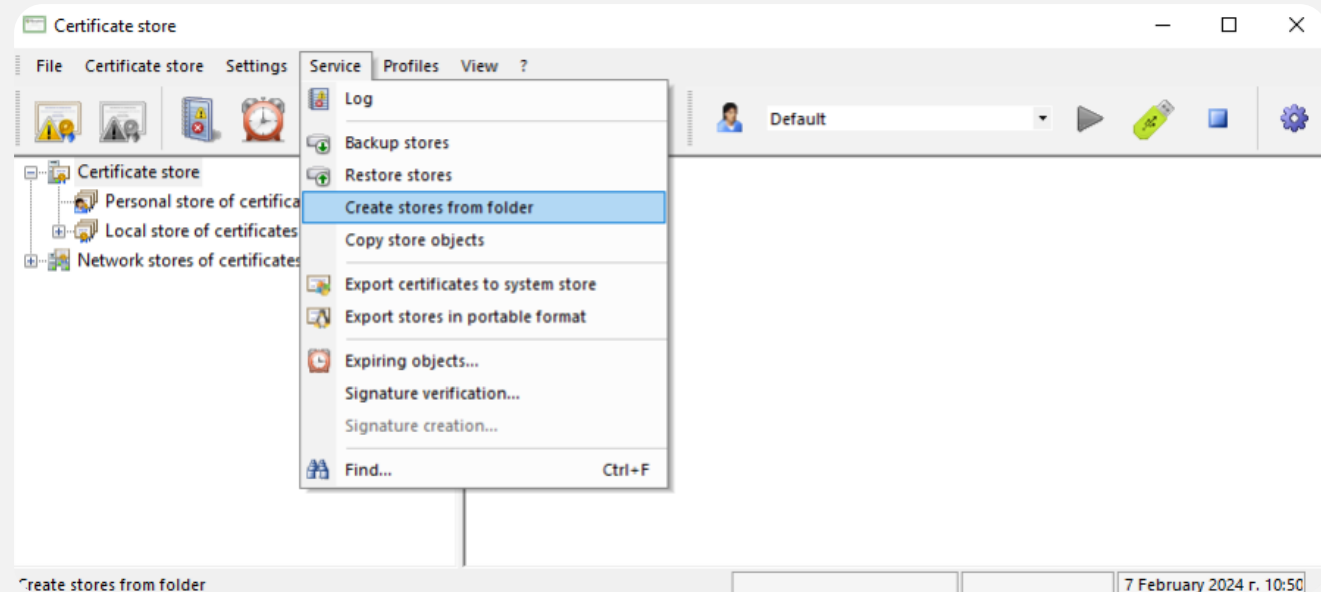
Setting The Certificate

Certificate Store

Press the button “Load profile” if it looks like 



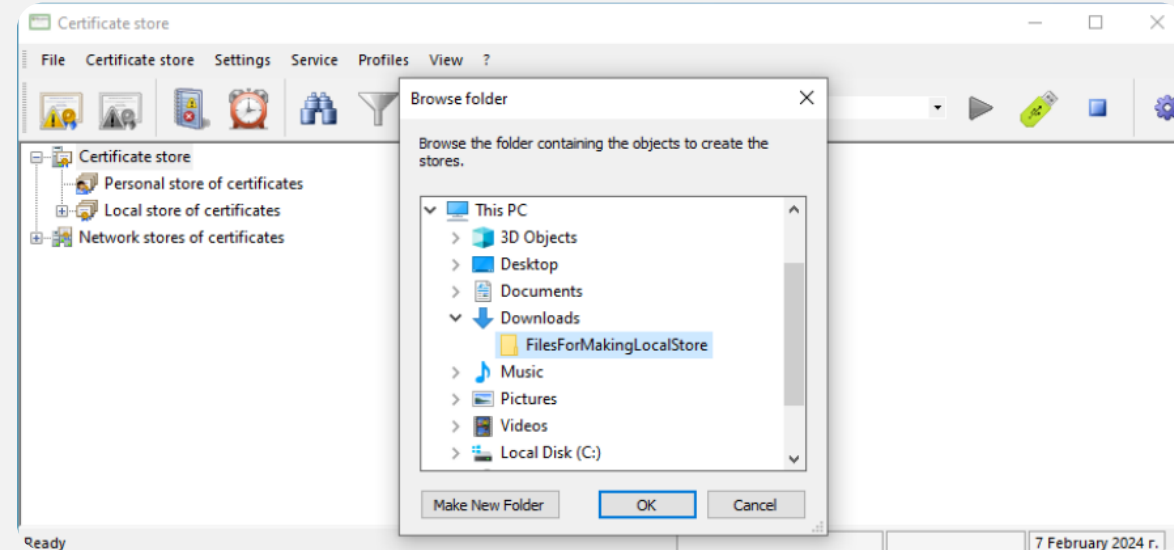
Press “Service” and select the item “Create stores from folder”



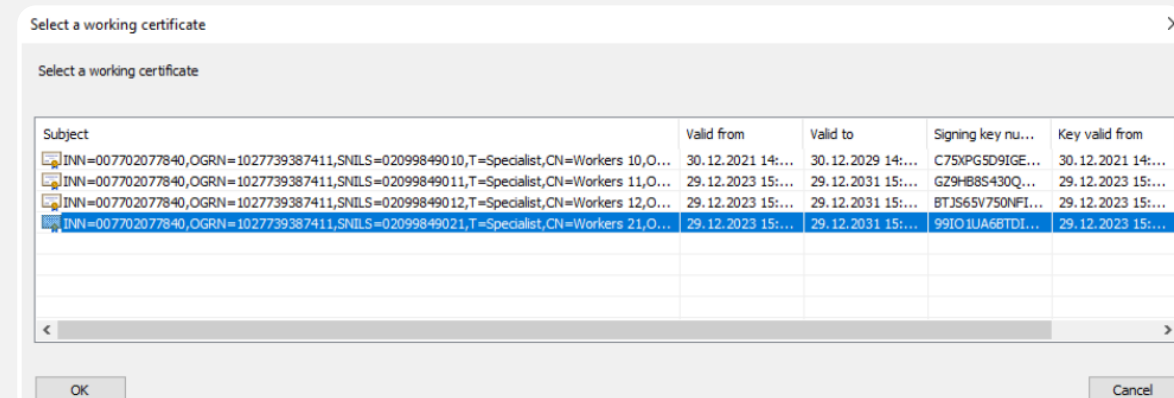
Setting The Certificate

Certificate Store

Direct the folder “*FileForMakingLocalStore*”
in the folder “*Downloads*”



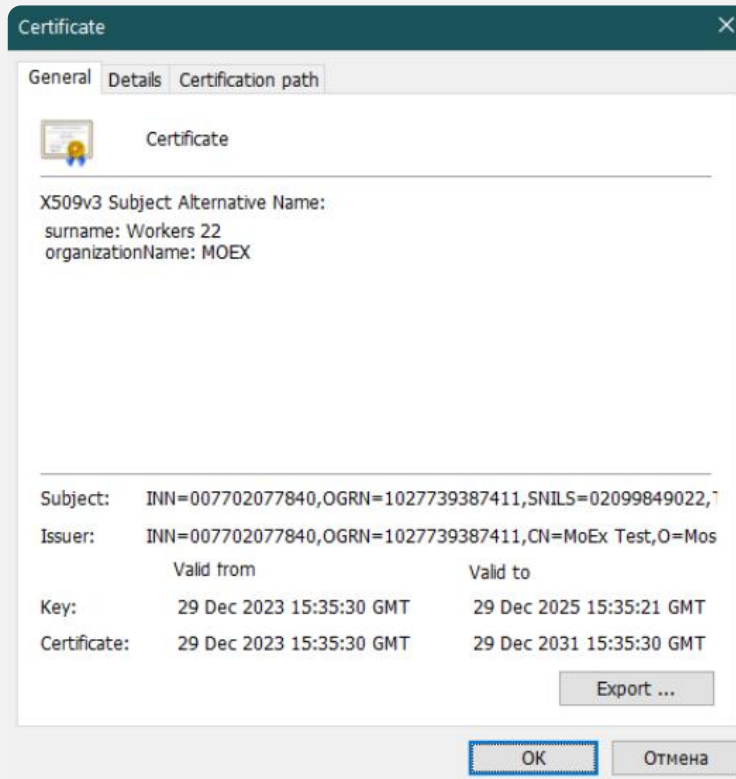
Select your certificate and press “OK”.
The width of the columns can be changed
for more comfortable searching the
certificate



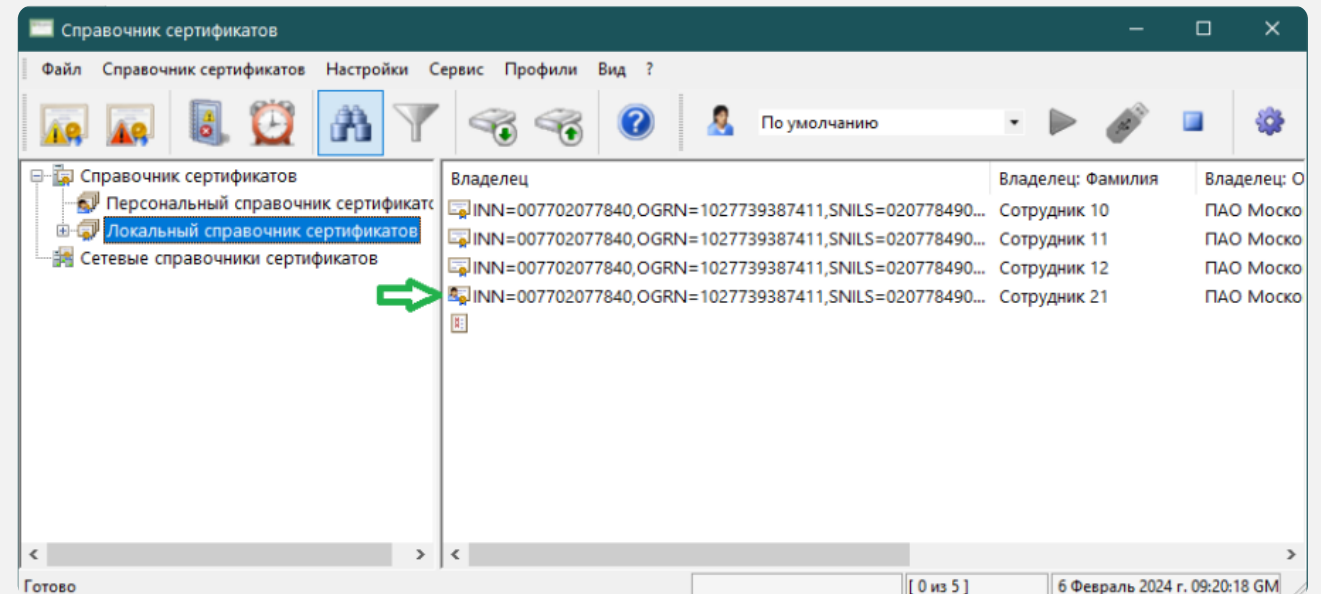
Setting The Certificate

Certificate Store

Press “OK”

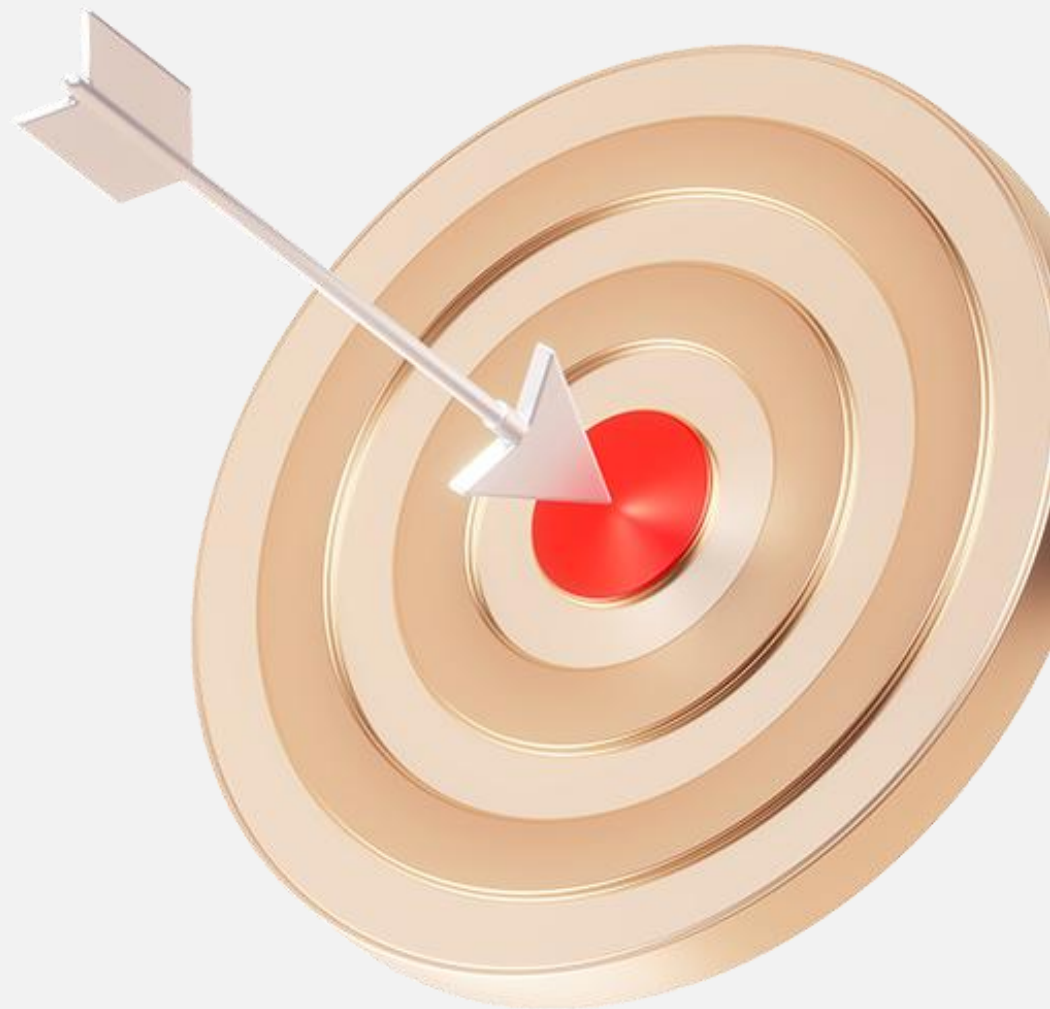


Press “*Local store of certificates*” and make sure, that list of certificate is displayed on the right part of the application. Your working certificate has icon with human



Terminate the application. Certificate is installed. The system is ready to work with the key.

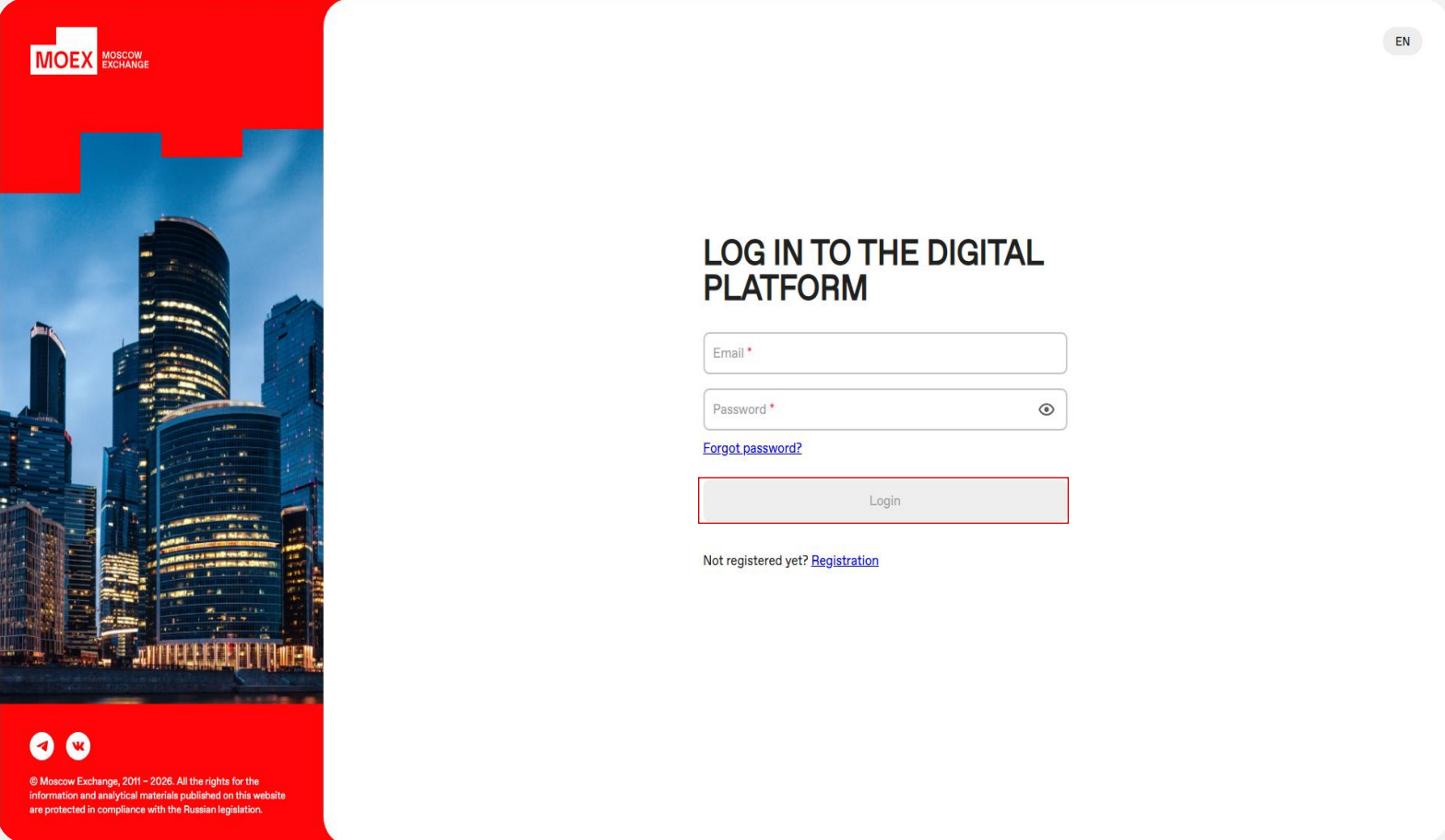
Scheduled Certificate Replacement



Start at platform.moex.com

Log in to the [DIGITAL PLATFORM](#)

Fill the form by your email, password



MOEX MOSCOW
EXCHANGE

EN

LOG IN TO THE DIGITAL PLATFORM

Email *

Password * 

[Forgot password?](#)

Login

Not registered yet? [Registration](#)

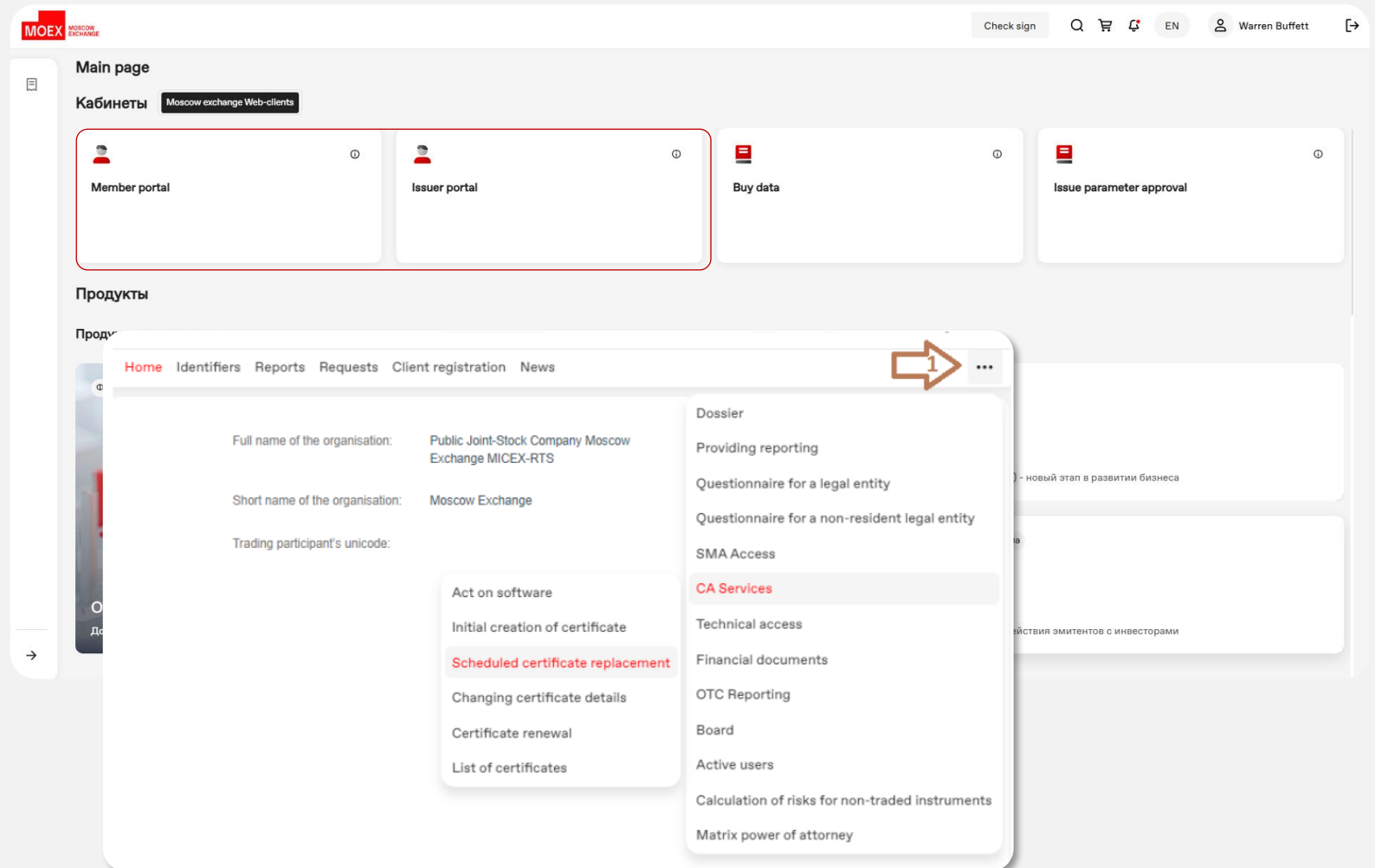
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Creating a Request for the Certificate

Navigate to CA Services

Enter the Member portal

Select the item of the menu “CA Services”
→ “Scheduled certificate replacement”



Creating a Request for the Certificate

Press the button

“Generate a request to create a new CESVK”

Creation of a new certificate in case of scheduled/unscheduled replacement of a valid certificate

[Guide to create a key](#)

Requests for the creation of a new CESVK
from
06.03.2026
to
06.03.2026
Find

Certificate owner	Date of receiving the application to the CA	Key type	Application processing status
No data			



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15

Generate a request to create a new CESVK
Download a request to create a new CESVK

Press *“Continue”*

Generation of a new key and a request for the creation of a CESVK

×

I hereby request to create a non-qualified certificate of the electronic signature verification key (CESVK) as part of the replacement of the CESVK in accordance with the data specified in the initial application for the creation of the CESVK. By clicking the “Continue” button, I confirm my consent to the creation of only non-qualified certificates in the certification centre of Moscow Exchange from 01.07.2021 in accordance with the Electronic Document Management Rules.

Continue
Cancel

Creating a Request for the Certificate

Press the icon  of the profile which key should be replaced.

If the profile is broken the field “Working certificate DN” contains error.
The broken profile can’t be updated.
Please follow the recommendations.

Generate a request to create a new CESVK

Launch the process	Profile name	Working certificate DN	Key type	Key is valid until	The power of attorney is valid until
		Generation of a new key and a request for the creation of a CESVK INN=007703465919,OGRN=1187746857770,SNILS=06238368065,T=Руководитель направления,OU=Отдел аттестации,O=ООО "МБ Защита информации",L=г.Москва,ST=77 г.Москва,C=RU	GOST	01.04.2027	31.10.2031
	Kostin_MBZI	INN=007703465919,OGRN=1187746857770,SNILS=06238368065,T=Руководитель направления,CN=Костин Алексей Владимирович,OU=Отдел аттестации,O=ООО "МБ Защита информации",L=г.Москва,ST=77 г.Москва,C=RU UAT 9, we hereby inform you that you do not hold a valid power of attorney for the owner of the Electronic Signature Verification Key Certificate. For questions regarding the issuance or submission of a power of attorney, please contact your account manager Clients@moex.com.	RSA	01.04.2027	31.10.2031
	По умолчанию	UAT 9, we hereby inform you that you do not hold a valid power of attorney for the owner of the Electronic Signature Verification Key Certificate. For questions regarding the issuance or submission of a power of attorney, please contact your account manager Clients@moex.com.	RSA	22.12.2028	Charter
	Admin_SED	Admin session, we hereby inform you that you do not hold a valid power of attorney for the owner of the Electronic Signature Verification Key Certificate. For questions regarding the issuance or submission of a power of attorney, please contact your account manager Clients@moex.com.	RSA	15.03.2027	Charter

Cancel

Creating a Request for the Certificate

Press the button “*Submit request to CA*”.

Generation of a new key and a request for the creation of a CESVK

×

Comment

0/200

To change the attributes of the new CESVK (attributes of the subject name, scope of the CESVK), write your preferences in the “Comments” field. If no changes are required, there is no need to fill in the “Comments” field.

Back

Submit request to CA

Cancel

Press the button “*Ready*”.

The request is sent

×

Your application has been received by Moscow Exchange Certification Authority.
The progress of the application can be tracked in the current section

Ready

A new order is displayed in the list. It has status “*Request received. Processing in progress*”.

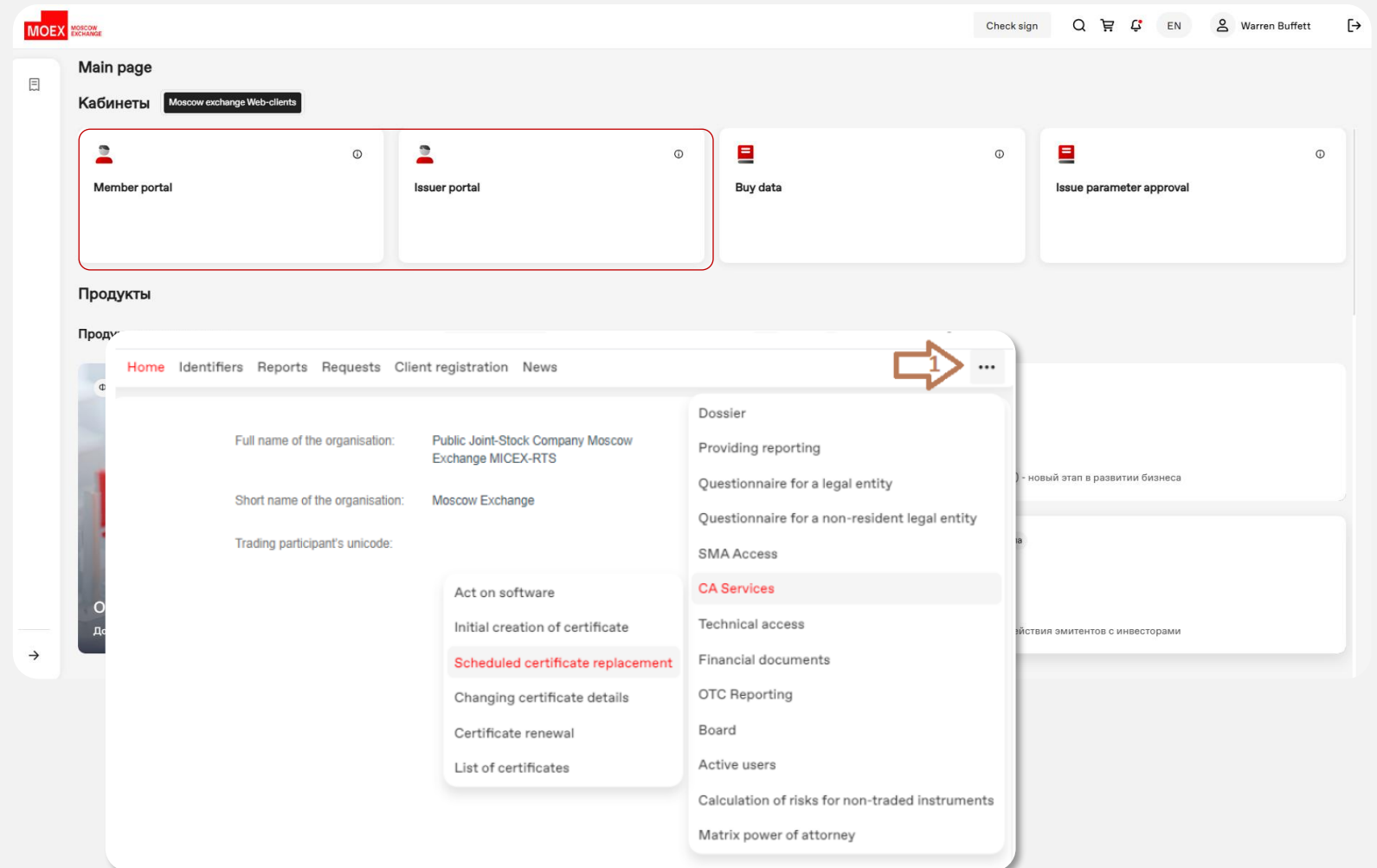
Certificate owner	Date of receiving the application to the CA	Key type	Application processing status
Smith John	06.03.2026	RSA	Request received. Processing in progress

Setting The Certificate

Navigate to CA Services

Sign in with your account to
[Member Portal](#).

Select the item of the menu “CA Services”
→ “Scheduled certificate replacement”



Setting The Certificate

Find a Request

The request's status must be *"Certificate Issued"*.

Press the button  *"Download working certificate"*.

Press the button *"Go to work with a new key"*.

Certificate owner	Date of receiving the application to the CA	Key type	Application processing status	
Smith John	06.03.2026	RSA	Certificate issued	

Certificate owner	Date of receiving the application to the CA	Key type	Application processing status	
Smith John	06.03.2026	RSA	Certificate	Download working certificate 

Select the action

Go to work with a new key

Upload file of working certificate

Setting The Certificate

Download the certificate

Press the icon



“Go to work with this key” of the profile which certificate should be updated

⚠ If the profile is broken the field “Working certificate DN” contains error. The broken profile can’t be updated through the website

Press the button “Ready”

Выберите профиль
 ×

Запуск процедуры	Имя профиля	DN рабочего сертификата	Тип ключа	Ключ действителен по	Доверенность действует по
	AdminSED	INN=007702077840,OGRN=1027739387411,CN=Admin session,O=Moscow Exchange,L=Moscow,ST=RU Moscow,C=RU	Rsa	15.03.2027	Устав
	МБЗИ	INN=007703465919,OGRN=1187746857770,SNILS=06238368065,T=Руководитель направления,CN=Костин Алексей Владимирович,OU=Отдел аттестации,O=ООО "МБ Защита информации",L=г.Москва,ST=77 г.Москва,C=RU	Rsa	01.04.2027	Устав

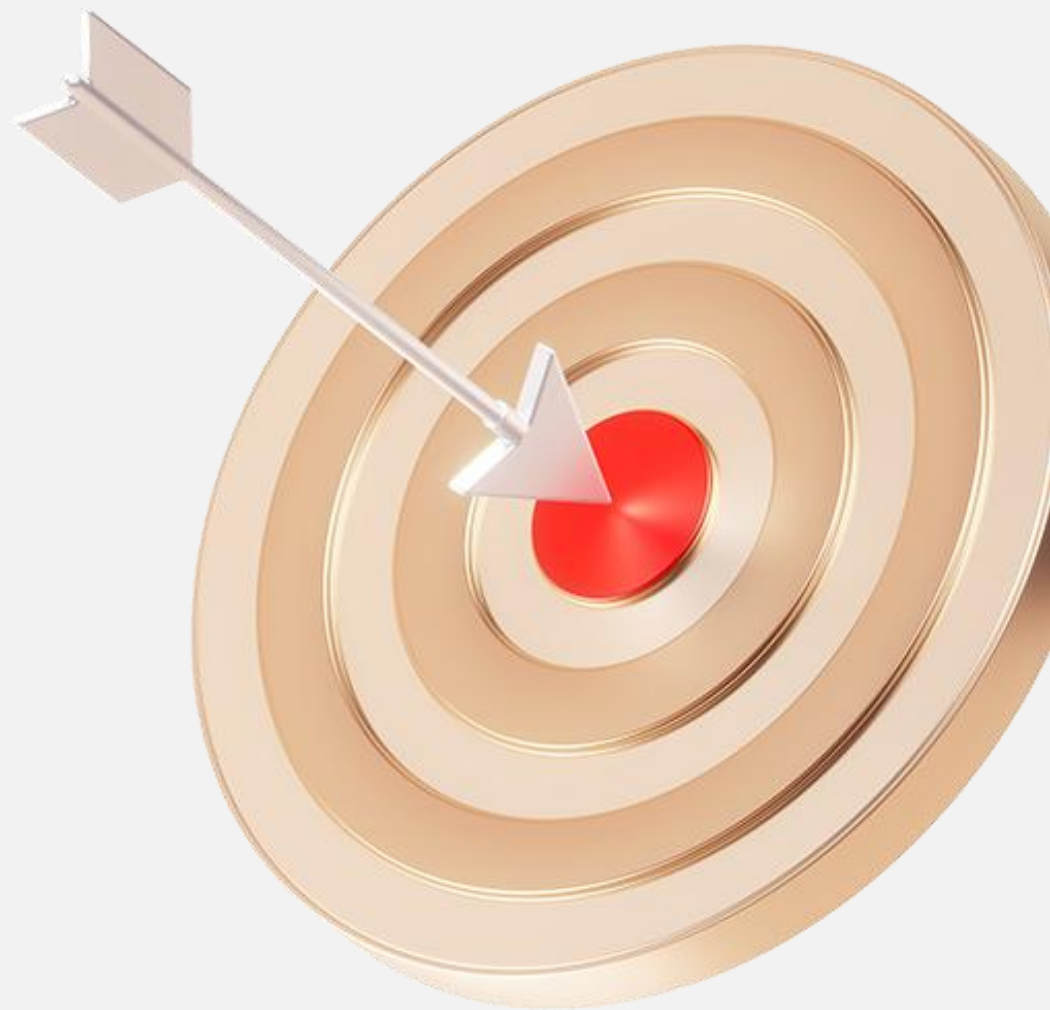
Отмена

Successfully
 ×

The key has been successfully adopted Default.

Ready

Changing Owner's Details In The Certificate



Creating a Request for the Certificate

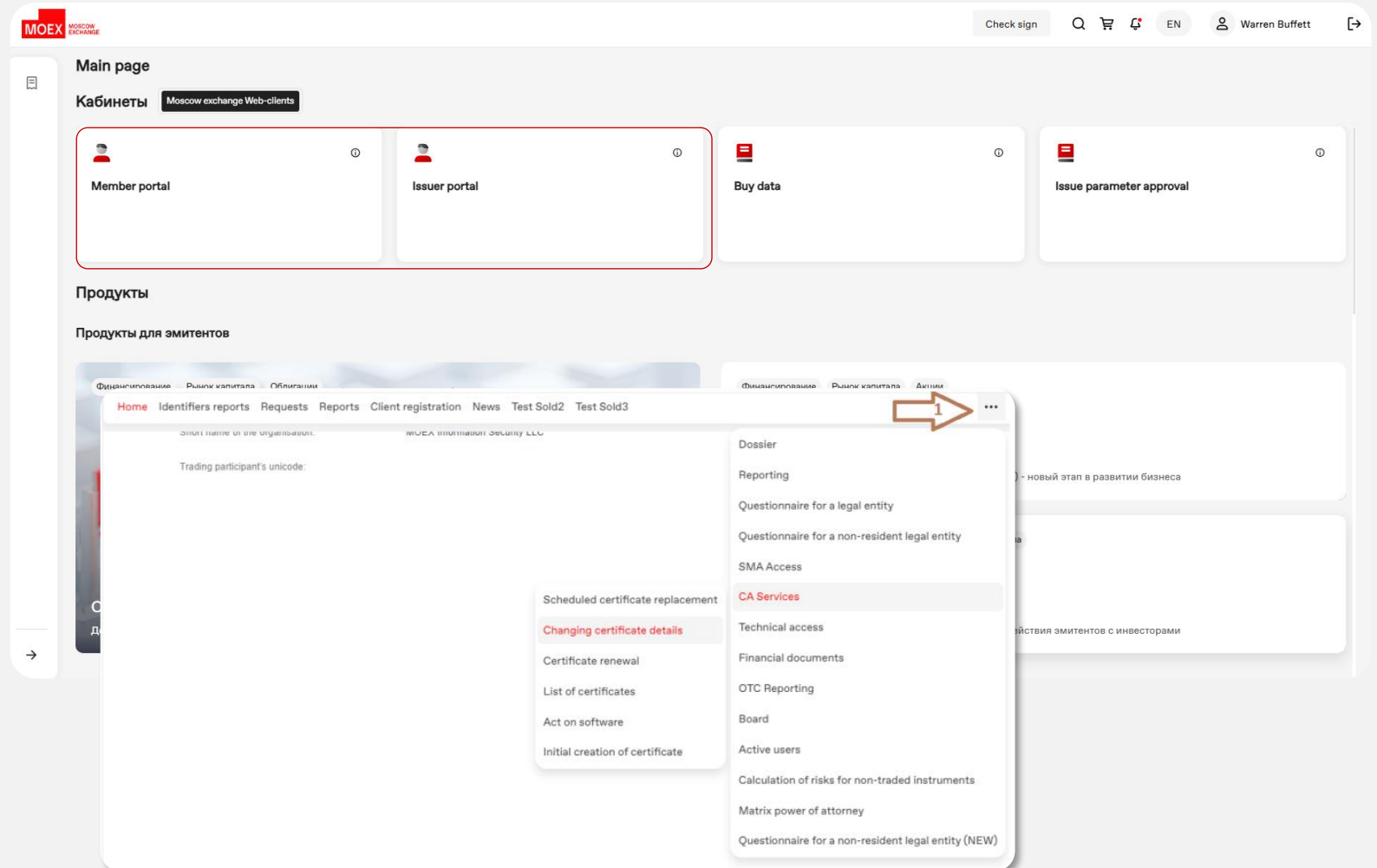
The terms of service:

- The current key is valid.
- One of the attributes must be modified
- Free of charge
- The new certificate will have the same expiration date as the current one

Enter to CA Services

Sign in with your account to
[Member Portal](#)

Select the item of the menu “CA Services”
→ “Changing certificate details”



Creating a Request for the Certificate

Press button “*Create an application for making changes a new CESVK*”

Act on software
Initial creation of certificate
Scheduled certificate replacement
Changing certificate details
Certificate renewal
List of certificates

Creation of a new certificate due to changes to the current certificate

[Guide to create a key](#)

Requests for the creation of a new CESVK
from
06.03.2026
to
06.03.2026
Find

Certificate owner	Date of receiving the application to the CA	Key type	Application processing status
No data			

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Create an application for making changes a new CESVK

Creating a Request for the Certificate

Press the icon  “Create an application for making changes a new CESVK” of the profile which certificate name should be modified

Create an application for making changes a new CESVK

Launch the process

Profile name	Working certificate DN	Key type	Key is valid until	The power of attorney is valid until
 Admin_SED	INN=007702077840,OGRN=1027739387411,CN=Admin session,O=Moscow Exchange,L=Moscow,ST=RU Moscow,C=RU	RSA	15.03.2027	Charter

Cancel

Creating a Request for the Certificate

Fill in the form and press the button
“Continue”

Application for Generation of the Electronic Signature Verification Key Certificate

Outgoing

Outgoing number

Document date

Name of the organization*

Moscow Exchange

INN (Taxpayer Identification Number)

007702077840

OGRN (Primary State Registration Num...

1027739387411

Full name of the certificate owner*

Admin session

Job title of the certificate owner*

Insurance Number of Individual Personal Account (SNILS) of the certificate ow...

Division of the organization*

Name of the territorial subject*

RU Moscow

Location*

Moscow

Tariff for making changes to the current certificate

☒ creating an ESVKC

☐ replacing of an existing ESVKC to introduce changes

Tariff conditions

Information

Recipient
Moscow Exchange

Key type
RSA

Key valid until
15.03.2027

Undo changes

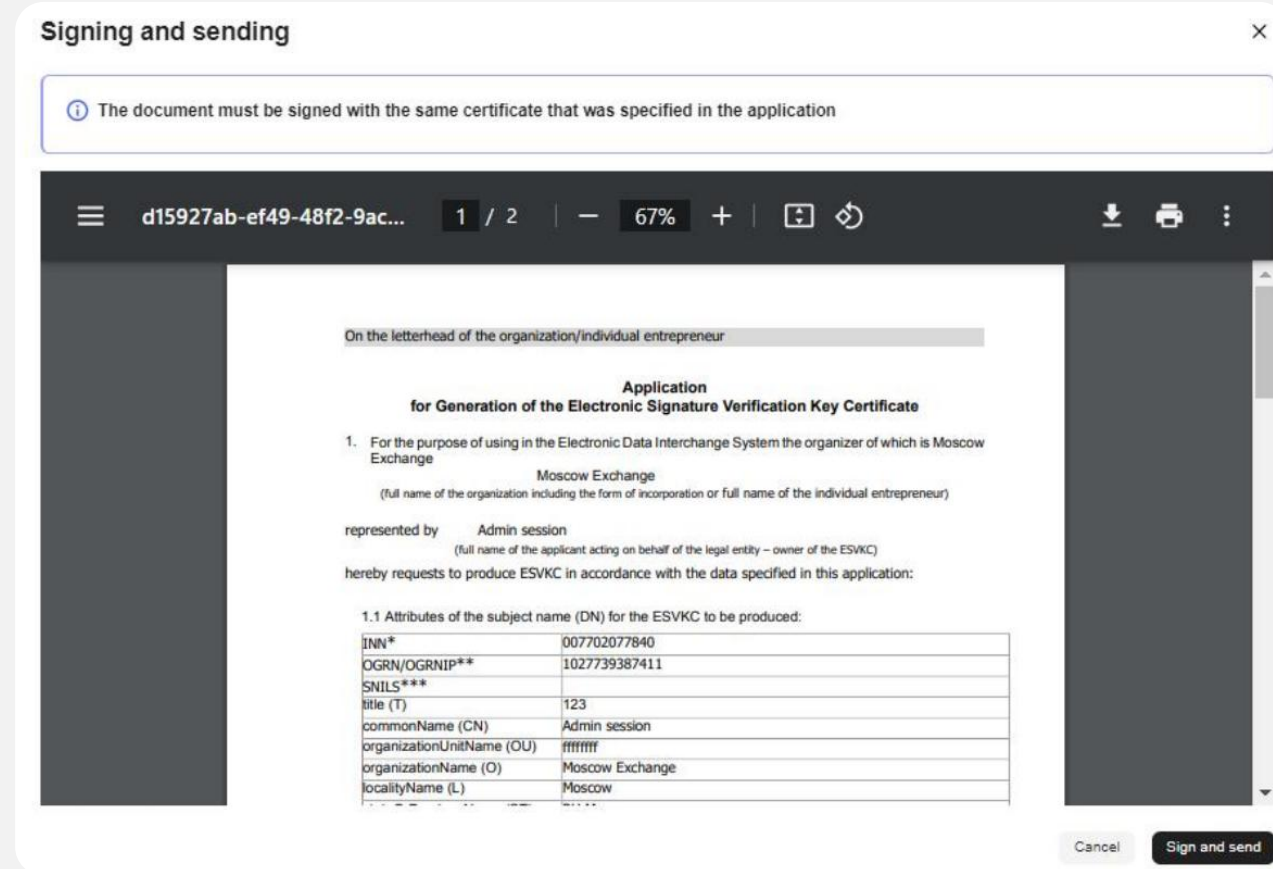
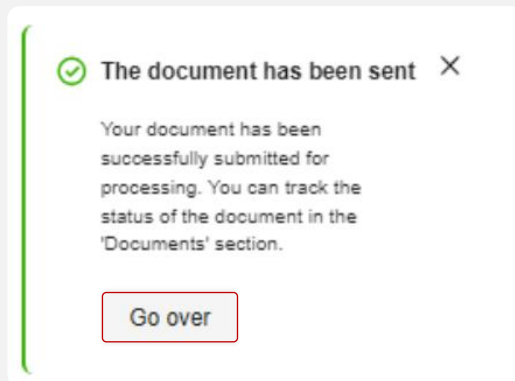
Continue

Creating a Request for the Certificate

Review the document and click *“Sign and send”* if the information is correct

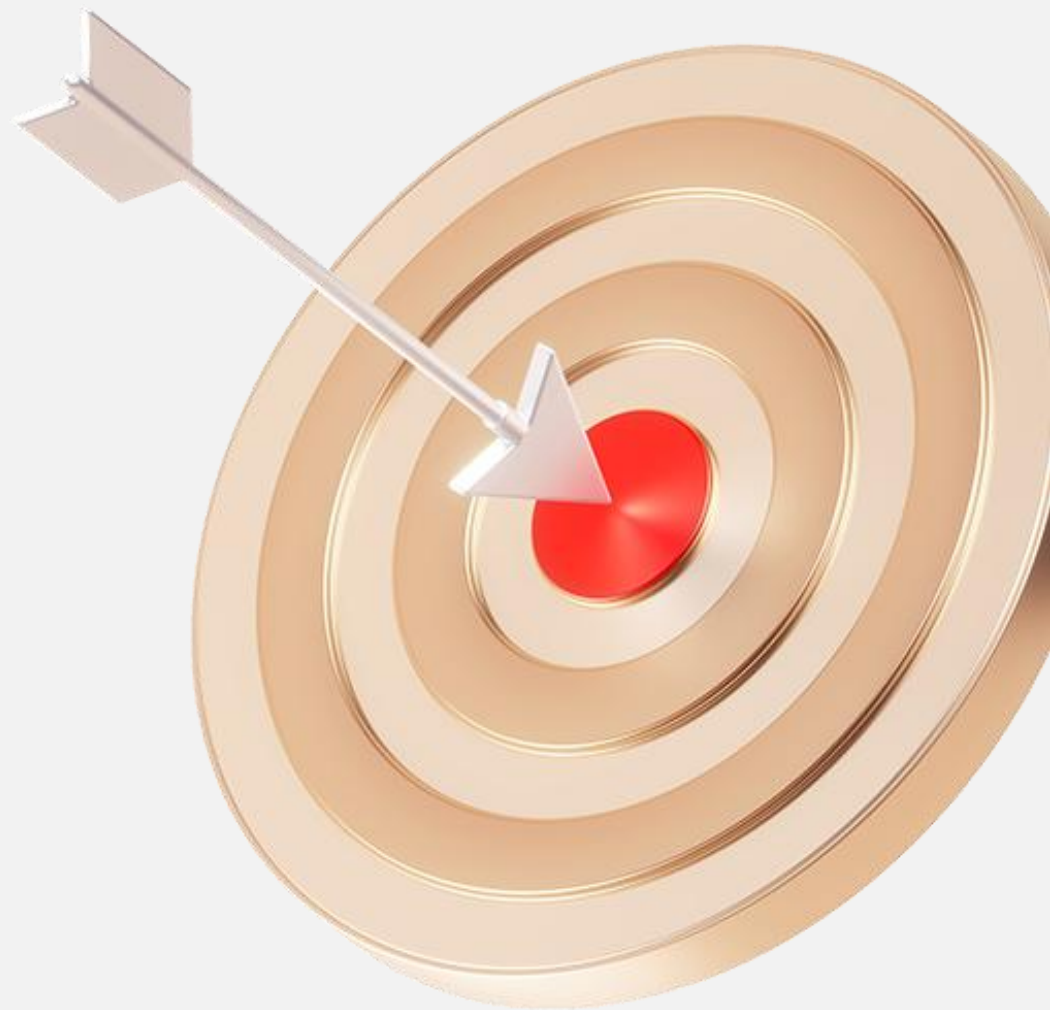
A confirmation dialog appears if the operation is successful

Press *“Go over”* and keep an eye on the status of the document



You will receive an email notification regarding your application. Please follow the instructions provided in the email

Setting Actual Partner's Certificates

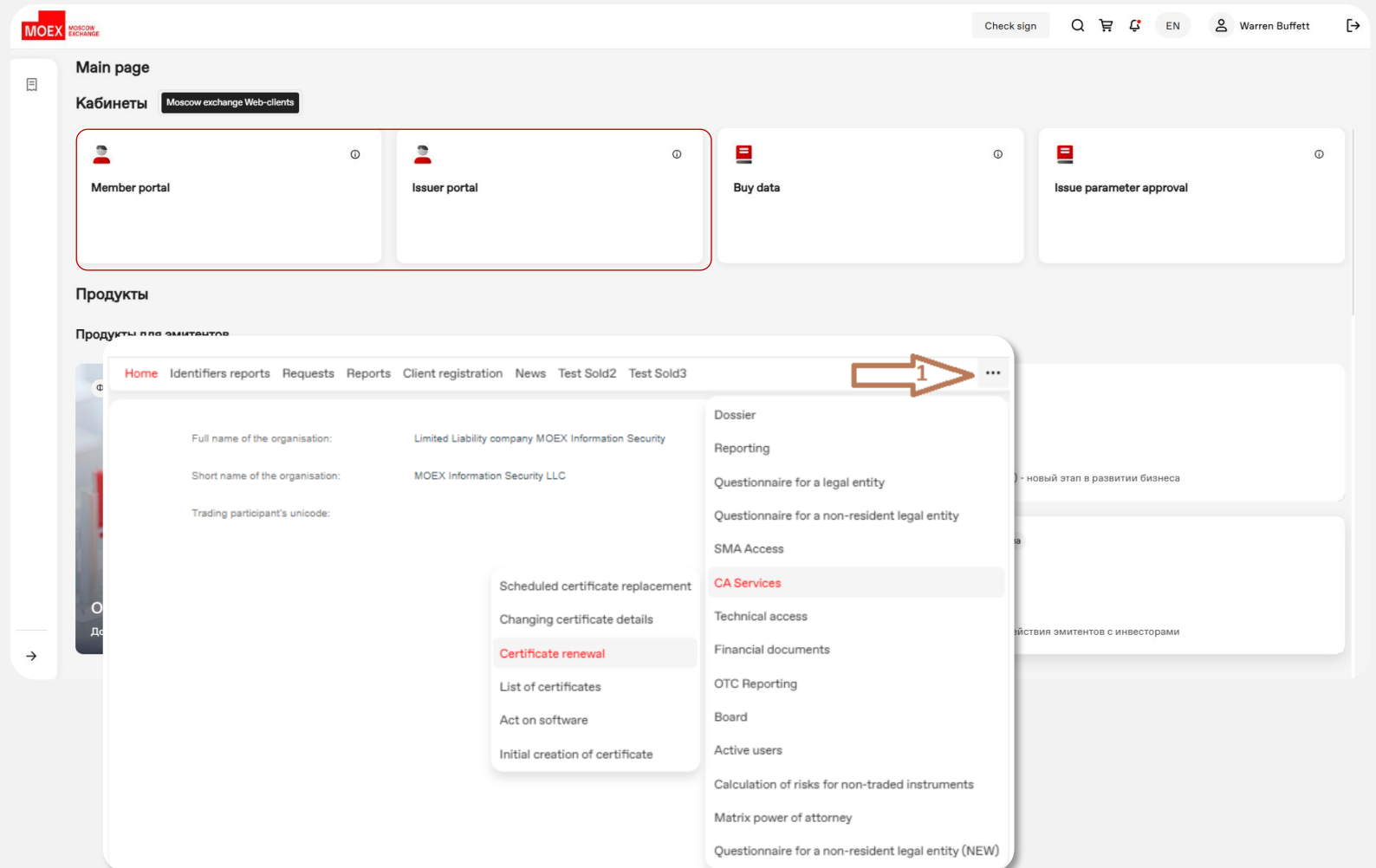


Certificate Renewal

Enter to CA Services

Sign in with your account to
[Member Portal](#)

Select the item of the menu “CA Services”
→ “Certificate renewal”



Certificate Renewal

Press the icon  “Update profile certificate” of the profile

 *The broken profile can't be updated through the website*

Press the button
“Update certificates counterparties now”

Press the button “Ready”
The profile was updated

Act on software
Initial creation of certificate
Scheduled certificate replacement
Changing certificate details
Certificate renewal
List of certificates

Updating counterparty certificates in the local user store

[Guide to create a key](#)

Profile name	Working certificate DN	Key type	Key is valid until	The power of attorney is valid until
Admin_SED	INN=007702077840,OGRN=1027739387411,CN=Admin session,O=Moscow Exchange,L=Moscow,ST=RU Moscow,C=RU	RSA	15.03.2027	Charter

Update for GOST
Update for RSA

Conventions
 - Update profile certificates

Select the action

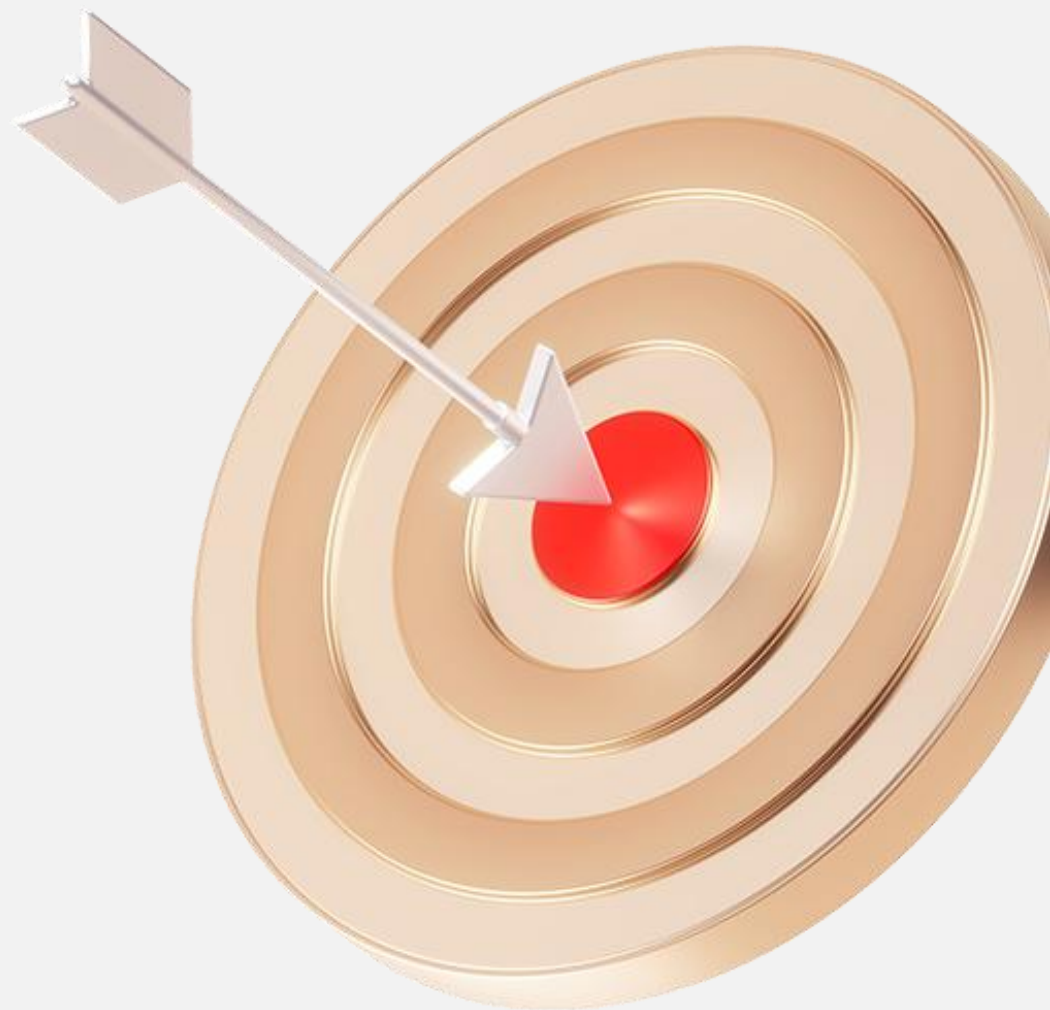
Update certificates counterparties now
Upload counterparty certificates

Successfully

The key has been successfully adopted Admin_SED

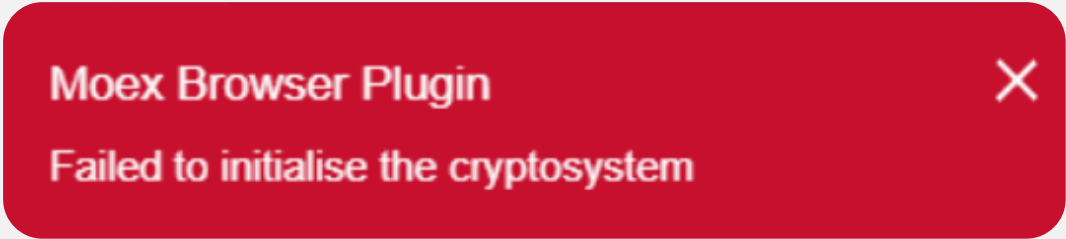
Ready

FAQ





If the red error is displayed on the page



Moex Browser Plugin
Failed to initialise the cryptosystem

please make sure that “Moex Browser Plugin” is in the list of extension of the browser and is active

if all terms is done but error keeps going, please make a screenshot of the page <https://cabinet.moex.com/cryptoapitest> and send to our e-mail pki@moex.com.
Support helps you with the problem

Contacts

In case of difficulties or if you need consultation, please contact us:

Certificate Authority MOEX Exchange

 +7 (495) 363-3232 ext.1110

 pki@moex.com