1. From the Administrative Tools in the Control Panel, run Internet Information Services.



1. Right-click on the website you are securing, and select Properties. Click on the Directory Security tab, and hit the Server Certificate button.
2. Click next. Choose 'Create a new certificate' and hit next.

*If you are renewing an existing certificate, you will instead see the option to Renew, Remove, or Replace your certificate. Choose the option to Renew and skip over steps 5-8.*



1. Choose 'Prepare the request now, but send it later' and hit next.



1. Enter a name for the certificate that you can identify on your server. Choose a bit-length of 2048. Leave the other boxes un-checked.



1. Enter the full legal name of your company. Enter a department such as 'Security' or 'IT' in the organizational unit.



1. Enter the fully qualified domain name of your site (ex: [www.yourdomain.com](http://www.yourdomain.com))



1. Enter the location of your organization: Country, State, and City.



1. Choose a file name and a location to save your SSL Certificate Signing Request (CSR). The file should be saved as a text file (.txt)



1. Click next to generate the file.