

Renew Your Call Sign Certificate

Call Sign Certificates are valid for three years then they must be renewed.

- You will be notified by e-mail several months before your Call Sign Certificate expires.
- If your Call Sign Certificate has expired it cannot be renewed. You will have to delete the existing Call Sign Certificate and request a new Call Sign Certificate.
- USA operators do not wait for a postcard. DX operators do not have to send documents.

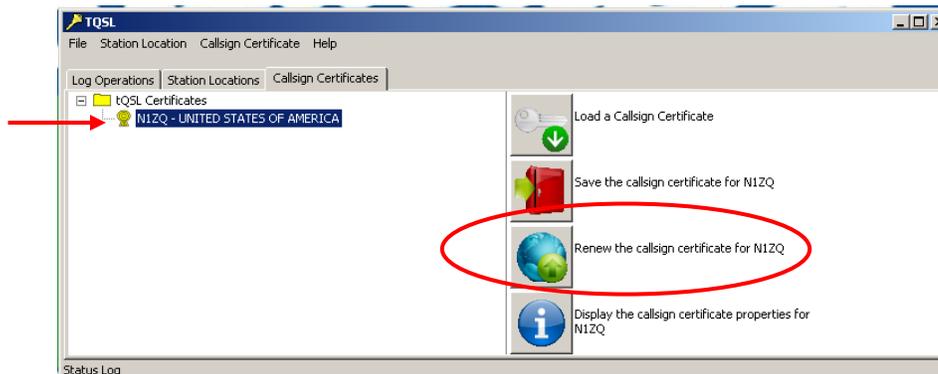
These instructions are very detailed however renewing a Call Sign Certificate is a matter of a few clicks with your computer mouse.

- Highlight the Call Sign Certificate and click the Renew Certificate icon.
- TQSL will upload the renewal request.
- Save your renewal TQ6 when it arrives via e-mail.
- Click the Load Certificate icon.
- After the new Call Sign Certificate is loaded delete the old Call Sign Certificate.

That's all there is to it and you will good for another three years!

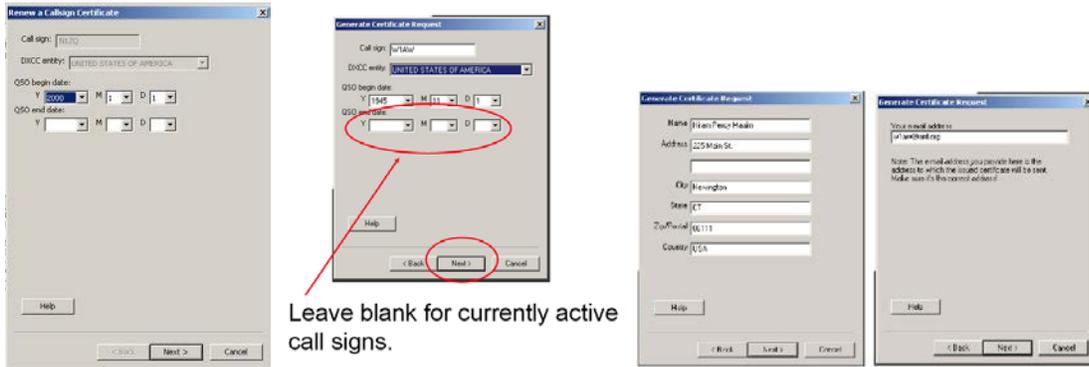
Let's begin.

1. Open TQSL and select the **Callsign Certificates** tab.



2. In the TQSL program under the Call Sign Certificates tab click on the Call Sign Certificate to be renewed so it is highlighted blue.
3. Click the **Renew Call Sign Certificate** icon on the left side of the TQSL window.

Personal Information



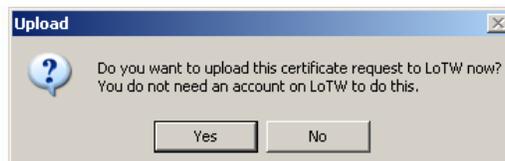
5. In the next panels verify that the information is correct and click [Next] to continue.

Passwords



- If you used a private key password on your initial certificate you will need to enter the same password again.
- If you did not use a password on initial your certificate you may leave this blank for no password. (Recommended)
- Remember that if you lose or forget this password we cannot help you.

Upload the Renewal Request



6. You will be asked if you want to send this request to LoTW. If you have an internet connection then click **YES** and the request will be uploaded to the LoTW server.



7. When your request has been uploaded you will receive message in the status log:

“Started processing Renewal Certificate Request... Your certificate request processing is complete.”

It is important that you do not delete or move or rename any files or folders. Do not delete the red slashed circle.

QRX – Stand-by

Your certificate renewal request will be processed the same business day it is received or the next business day if you uploaded the request on a weekend or holiday. Your new TQ6 file will be sent via e-mail.

Option to e-mail the certificate request file (TQ5)

If you answered **NO** to the above question you will have saved a TQ5 file to your folders. You may send that file as an attachment to an e-mail to Lotw-logs@arrl.org

Do not attach anything else to this e-mail or include any message. This e-mail is sent to a robot that only looks to TrustedQSL files.

Accepting a Renewal Callsign Certificate

LoTW requires that you accept your renewal Callsign Certificate using the same computer from which you generated the request for your renewal Callsign Certificate.

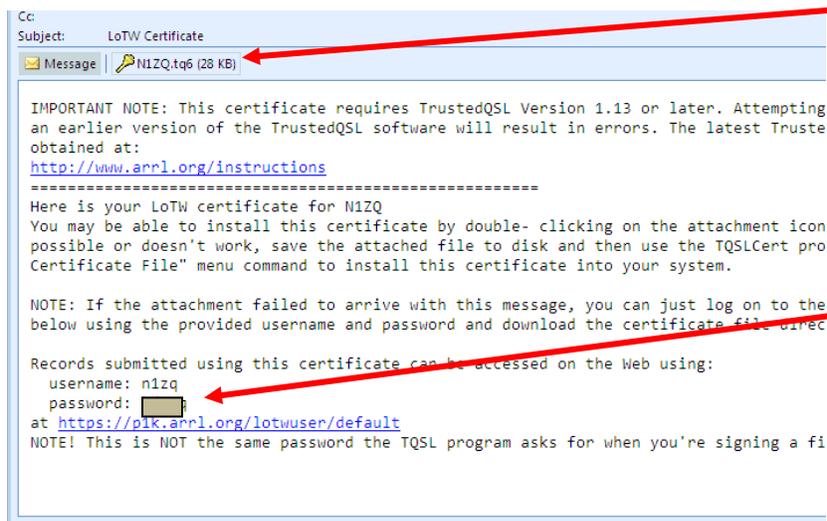
These instructions assume that your Callsign Certificate reside in the folder C:\MyLoTWCertificates (if you've stored them in a different folder, adjust the instructions accordingly).

When you receive an email message from the ARRL with an attached file named YourCallsign.tq6 (for example, CT2IRY.tq6),

1. Direct your email application to open the email message.

1.a The attached file contains your Initial Callsign Certificate -- save it into the folder C:\MyLoTWCertificates or any other folder where you save your TQ files.

1.b The e-mail message will contain a Web Account Username and a Web Account Password; be sure to record these, as they are required to view your uploaded QSOs and LoTW-generated confirmations via <https://p1k.arrl.org/lotwuser/default>

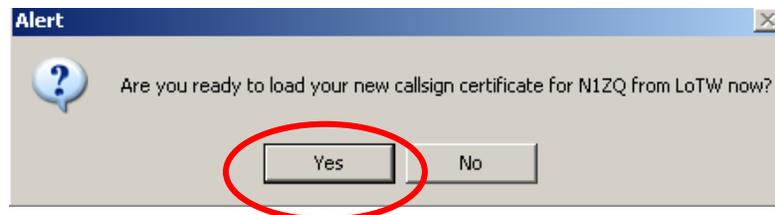


TQ6 file that you will save to your folder.

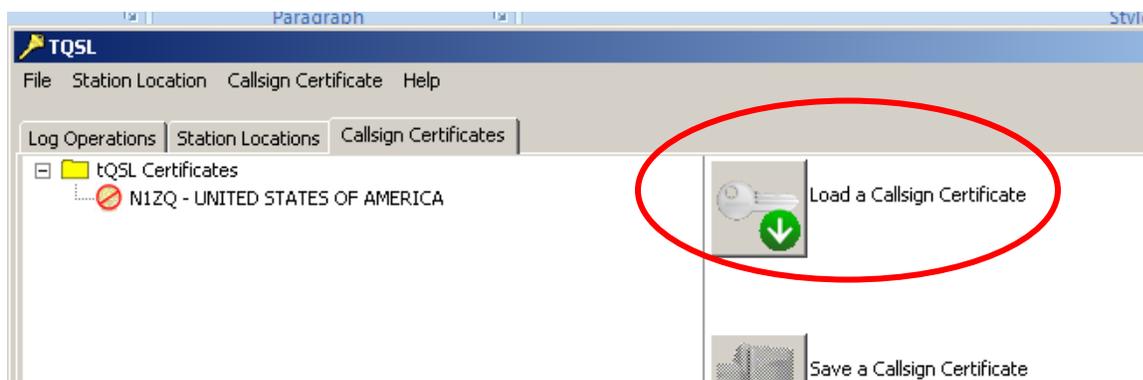
LoTW Username and password

2. To proceed, the YourCallsign.tq5 file must be present in C:\MyLotW\Certificates ; if you deleted this file, or initiated the request from a different computer, you'll have to start over by requesting a new Callsign Certificate from the ARRL.

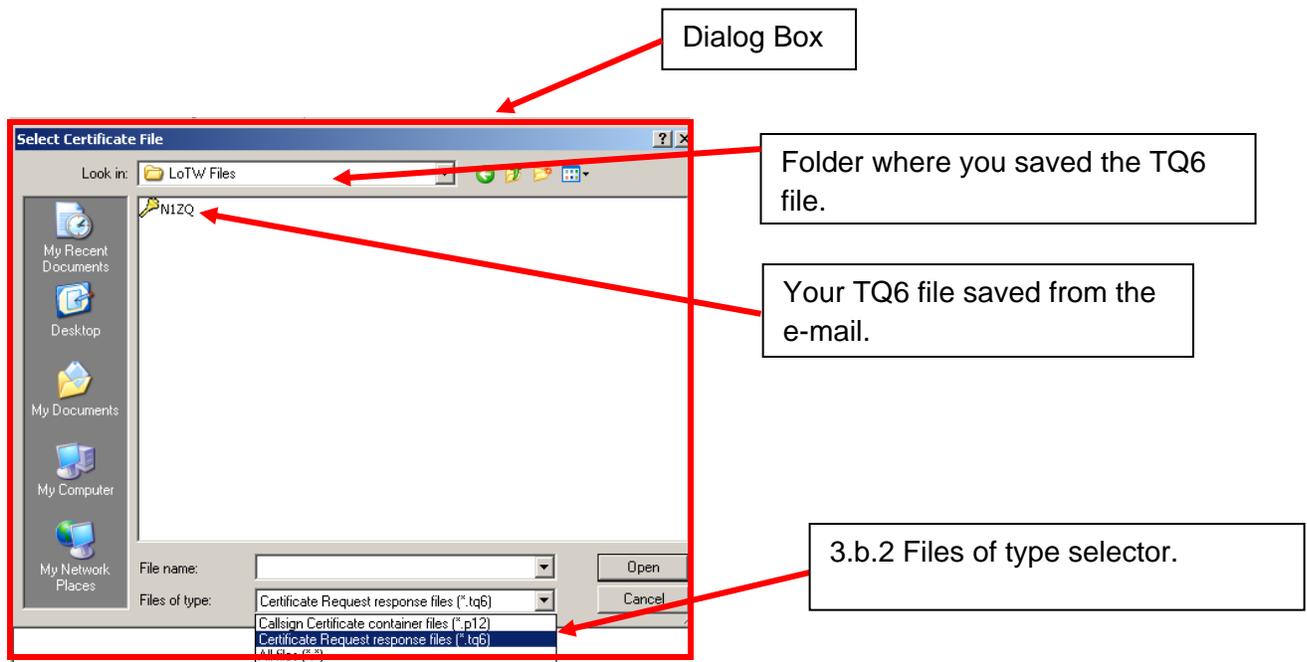
3. Start TQSL and select the Callsign Certificates tab:



3.a When opening TQSL you may be asked if you want to load a certificate. Answer YES and proceed to 3.b.2



3.b Click the Load a Callsign Certificate button; the Select Certificate File dialog will appear



3.b.1 In the Select Certificate File dialog,

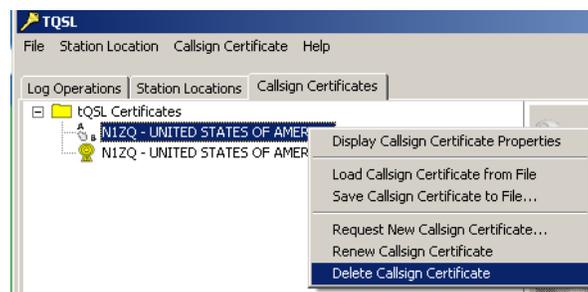
3.b.2 Set the Files of type selector (on OS X, set the Enable selector) to Certificate Request response files (*.tq6)

3.b.2. Select the file YourCallsign.tq6 in your C:\MyLotWCertificates folder

3.b.3. Click the Open button; a small Install Certificate dialog will appear.

3.c In the Install Certificate dialog, you'll be asked if it's okay to install a trusted root certificate; click the Yes button

3.d In the Load Certificate File dialog, click the Finish button.



3.e The Callsign Certificates tab will show an entry for your Callsign Certificate, with a yellow medal valid icon and the old Callsign Certificate will be displayed with an A/B icon.

3.f Delete old Callsign Certificate by right clicking on the A/B icon and selecting delete