

Lets get started, but befor we do so, you need to know, you will be asked to put in a password meny times. I suggest that you use only ONE, and use it each time.

Install the LotW software on your PC


1. using Windows Explorer
 - a. create a folder into which the LotW software will be installed; the pathname C:\Program Files\LOTW is suggested, and will be assumed in these instructions
 - b. create a subfolder to hold your certificates; the pathname C:\Program Files\LOTWCertificates is suggested, and will be assumed in these instructions. **Note:**if you and another LotW user will be sharing your PC, creating the subfolder to hold your certificates under C:\My Documents (e.g. C:\My Documents\LotW Certificates) will allow you to coexist by using separate Windows logins.
2. download the LotW software from <http://prdownloads.sourceforge.net/trustedqsl/tqsl-113.exe?download>
 - a. depending upon your browser's security settings, you may need to authorize the browser to perform the download
 - b. your browser will ask where to place the file tqsl-113.exe; specify the folder C:\Program Files\LOTW
3. Windows Explorer will now show the file tqsl-113.exe in C:\Program Files\LOTW; to initiate installation, double-click tqsl-111.exe; you may be presented with a window informing you that the publisher cannot be verified; click the **Run** button to proceed
4. the **Trusted QSL Setup Wizard** window will appear
 - a. proceed through the wizard until asked to select a destination location, specify C:\Program Files\LOTW\TrustedQSL
 - b. when asked to select a start menu folder, accept the proposed folder TrustedQSL
 - c. proceed through the Wizard until the **Install** button is displayed, and click this button
5. next phase: [Request your initial certificate](#)

Requesting your initial certificate

1. using Windows Explorer, open the folder C:\Program Files\LOTW\TrustedQSL and double-click on the file TQSLCert.exe (this file may appear in Windows Explorer as an application named TQSLCert)
2. an **Alert** window will appear informing you that you have no certificate and asking if you want to request one; click the **Yes** button
3. two windows will appear: **tQSL Certificates** and **Generate Certificate Request**; in the **Generate Certificate Request** window,
 - a. you will be informed that a new certificate request file will be created; click the **Next** button
 - b. specify your callsign, DXCC entity, and begin date
 - i. specify your present primary callsign, without any portable identifiers
 - ii. select your DXCC entity
 - iii. set the QSO begin date to the date of the first QSO made with your present primary callsign
 - iv. leave the QSO end date blank
 - v. click the **Next** button
 - c. enter your name and address
 - i. for US callsigns, the mailing address you enter **MUST** match your address in the FCC database
 - ii. click the **Next** button
 - d. enter your email address; click the **Next** button
 - e. you will be prompted to enter a password
 - i. leave both textboxes blank, otherwise you'll have to enter the password each time you upload QSOs to LotW
 - ii. click the **Next** button
 - f. leave the **Sign Request** panel set to **unsigned** (because you do not yet have a certificate with which to sign the certificate request being generated) and click the **Finish** button
 - g. you will be prompted to save a file whose name is your callsign and whose extension is .tq5; save this file in the folder C:\Program Files\LOTW\Certificates; this file will be referred to in these instructions as YourCallsign.tq5
 - h. the **tQSL Certificates** window will now show an entry for your certificate with a red slashed circle (because the certificate is not yet functional); to avoid losing this entry to a hardware malfunction, save it in a form suitable for storage on external media like a thumb drive or on another PC connected to your network:
 - i. click on this entry to select it

- ii. create a [Certificate Container file](#) by selecting the **Certificate:Save** menu item; the **Enter PKCS#12 file to save to** window will appear
 - iii. in the **Enter PKCS#12 file to save to** window, set the **Save in** folder to C:\Program Files\LOTW\Certificates, set the **File name** to ProtoCert.p12, and click the **Save** button; a **PKCS#12 Password** window will appear
 - iv. in the **PKCS#12 Password** window, leave both password textboxes empty, and click the OK button
 - v. copy the file C:\Program Files\LOTW\Certificates\ProtoCert.p12 to external media or to another PC on your network
 - i. close **tQSL Certificates** by selecting its **File:Exit** menu
- 4. upload your certificate request to the ARRL via <https://p1k.arrl.org/lotw/upload> ; use the Browse button to navigate to the folder C:\Program Files\LOTW\Certificates and select the YourCallsign.tq5 file you find there
- 5. Retain the YourCallsign.tq5 file; its presence in C:\Program Files\LOTW\Certificates will be required when you accept the certificate that the ARRL will send you, so **don't delete it!**
- 6. If you are a US licensee, you will receive a post card in the mail
 - a. above your address on the front of the postcard, you will find your 8-character **Postcard Password**
 - b. visit <https://p1k.arrl.org/lotw/password>
 - i. enter your callsign (the one you specified in step 3 above)
 - ii. enter your **Postcard Password**
 - iii. click the **Submit Password** button
 - iv. you will receive an email message with your certificate attached within 3 business days
- 7. If you are not a US licensee, you will receive an email message asking you to submit proof of license (for example, a copy of your license) and a copy of one other official document that shows your name (for example, a driver's license). For additional details, see <https://www.arrl.org/lotw/docreq>. You will receive an email message with your certificate attached after your documentation is reviewed and accepted.
- 8. next phase: [Accept your initial certificate](#)

Accepting Your Initial Certificate

1. You will receive email from the ARRL containing a message and an attached file named YourCallsign.tq6
 - a. the attached file contains your [Initial Certificate](#) -- save it into the folder C:\Program Files\LOTW\Certificates
 - b. the message will contain a **Web Account Username** and a **Web Account Password**; be sure to record these, as they are required
2. To proceed, the YourCallsign.tq5 file must be present in C:\Program Files\LOTW\Certificates ; if you deleted this file, or initiated the request from a different PC, you'll have to start over by requesting a new certificate from the ARRL
3. Using Windows Explorer, open the folder C:\Program Files\LOTW\Trusted QSL and double-click the application tqslcert; the **tQSL Certificates** window will appear
 - a. in the **tQSL Certificates** window, select the **File:Load Certificate File** menu item; the **Load Certificate File** window will appear
 - b. in the **Load Certificate File** window, set the **type of certificate** to [TQSL \(.tq6\)](#), and click the **Next** button; the **Select Certificate File** window will appear
 - c. in the **Select Certificate File** window, select the file C:\Program Files\LOTW\Certificates\YourCallsign.tq6 and click the **Open** button; a small **Install Certificate** window will appear
 - d. in the **Install Certificate** window, you'll be asked if its okay to install a trusted root certificate; click the **Yes** button
 - e. in the **Load Certificate File** window, click the **Finish** button
 - f. the **tQSL Certificates** window should now show an entry for your certificate with a yellow medal icon: 
 - i. click on this entry to select it
 - ii. create a [Certificate Container file](#) by selecting the **Certificate:Save** menu item; the **Enter PKCS#12 file to save to** window will appear
 - iii. in the **Enter PKCS#12 file to save to** window, set the **Save in** folder to C:\Program Files\LOTW\Certificates, set the **File name** to YourCallsign.p12, and click the **Save** button; a **PKCS#12 Password** window will appear
 - iv. in the **PKCS#12 Password** window, leave both password textboxes empty, and click the OK button
 - g. terminate **tQSL Certificates** by selecting its **File:Exit** menu item
4. Make a backup copy of C:\Program Files\LOTW\Certificates\YourCallsign.tq12, and store this backup copy in a secure place

5. At the completion of this phase, the folder C:\Program Files\LOTW\Certificates will contain
 - the [Certificate Request file](#) YourCallsign.tq5 -- request sent to ARRL (no longer needed)
 - the [Certificate file](#) YourCallsign.tq6 -- contains your actual certificate, but in a form that cannot be moved or copied
 - the [Certificate Container file](#) YourCallsign.tq12 -- contains your certificate in a form that can be moved, backed-up, and recovered; **be sure to make a backup copy!** You can use the **tQSL Certificates** application to extract YourCallsign.tq6 from YourCallsign.tq12 if needed
6. next phase: [Create a station location](#)

Creating a Station Location

1. using Windows Explorer, open the file C:\Program Files\LOTW\TrustedQSL and double-click the application file tqsl; the **TQSL** window will appear
2. in the **TQSL** window, select the **Station:Add Location** menu item; the **Add Station Location** window will appear
3. in the **Add Station Location** window, specify your callsign, grid square, ITU zone, CQ zone, and IOTA tag
 - a. select your callsign
 - b. specify the Grid Square in which your station is located
 - c. specify the ITU Zone in which your station is located
 - d. specify the CQ Zone in which your station is located
 - e. if your station is located on an island, specify its IOTA tag; use a two-character continent abbreviation followed by a dash and a 3 digit number, e.g. OC-005. If you do not know your IOTA designation, you can find this information in <http://www.rsgbiota.org>
 - f. click the **Next** button
4. if your station lies in the United States,
 - a. in the **Add Station Location** window, select your state; this will activate the County selector
 - b. select your county
 - c. click the **Next** button
5. in the **Add Station Location** window, specify a **Station Location Name**

- a. to make this name meaningful, it is recommended that it incorporate both your callsign and town name, e.g. AA6YQ Wayland or your callsign and county, e.g. AA6YQ Middlesex
 - b. click the **Finish** button
6. LotW is now installed and configured on your PC; next phase:

Requesting an Additional Certificate

When uploading a logged QSO to LotW, you must use a certificate that matches the operator callsign you used when making the QSO. Thus if you've made QSOs using callsigns other than your present primary callsign, you'll need to request a certificate for each. This process is more straightforward and rapid than requesting your initial certificate because your initial certificate is used to authenticate your request.

1. using Windows Explorer, open the folder C:\Program Files\LOTW\TrustedQSL and double-click on the file TQSLCert.exe (this file may appear in Windows Explorer as an application named TQSLCert); the **tQSL Certificates** window will appear
2. in the **tQSL Certificates** window, select the **File:New Certificate Request..." menu entry' the Generate Certificate Request window will appear**
3. in the Generate Certificate Request **window**,
 - a. **you will be informed that a new certificate request file will be created; click the Next button**
 - b. specify your callsign, DXCC entity, begin date, and end date
 - i. specify the callsign
 - ii. select the DXCC entity
 - iii. set the QSO begin date to the date of the first QSO made using this callsign
 - iv. if additional QSOs will be made using this callsign, leave the QSO end date blank; otherwise, set the QSO end date to the day after the date of the last QSO made using this callsign
 - v. click the **Next button**
 - c. enter your name and address
 - i. for US callsigns, the mailing address you enter **MUST** match your address in the FCC database
 - ii. click the **Next button**
 - d. enter your email address; click the **Next button**

- e. you will be prompted to enter a password
 - i. leave both textboxes blank, otherwise you'll have to enter the password each time you upload QSOs to LotW
 - ii. click the Next **button**
 - f. "sign" (authenticate) the certificate request
 - i. set the Sign Request **panel set to *signed***
 - ii. in the list of certificates, select your initial certificate
 - iii. click the **Finish** button
 - g. you will be prompted to save a file whose name is the callsign and whose extension is .tq5; save this file in the folder
C:\Program Files\LOTW\Certificates; this file will be referred to as
theCallsign.tq5
 - h. Retain the theCallsign.tq5 file; its presence in
C:\Program Files\LOTW\Certificates is required when you accept the certificate that the ARRL will send you, so **don't delete it!**
 - i. the **tQSL Certificates** window will now show an entry for your certificate with a red slashed circle (because the certificate doesn't actually yet exist, and thus is not functional)
 - j. close **tQSL Certificates** by selecting its **File:Exit** menu
4. upload your certificate request to the ARRL via
<https://p1k.arrl.org/lotw/upload> ; use the Browse button to navigate to the folder C:\Program Files\LOTW\Certificates and select the theCallsign.tq5 file you find there
 5. next phase: [Accept an additional certificate](#)

Accepting an Additional Certificate

1. You will receive email from the ARRL containing an attached file named theCallsign.tq6 -- save this file into the folder C:\Program Files\LOTW\Certificates
2. To proceed, the theCallsign.tq5 file must be present in
C:\Program Files\LOTW\Certificates ; if you deleted this file, you'll have to start over by requesting a new certificate from the ARRL
3. Using Windows Explorer, open the folder C:\Program Files\LOTW\Trusted QSL and double-click the application `tqslcert`; the **tQSL Certificates** window will appear
 - a. in the **tQSL Certificates** window, select the **File:Load Certificate File** menu item; the **Load Certificate File** window will appear

- b. in the **Load Certificate File** window, set the **type of certificate** to **TQSL (.tq6)**, and click the **Next** button; the **Select Certificate File** window will appear
 - c. in the **Select Certificate File** window, select the file
C:\Program Files\LOTW\Certificates\theCallsign.tq6 and click the **Open** button
 - d. in the **Load Certificate File** window, click the **Finish** button
 - e. the **tQSL Certificates** window should now show an entry for your certificate with a yellow medal icon
 - i. click on this entry to select it
 - ii. select the **Certificate:Save** menu item; the **Enter PKCS#12 file to save to** window will appear
 - iii. in the **Enter PKCS#12 file to save to** window, set the **Save in** folder to C:\Program Files\LOTW\Certificates, set the **File name** to theCallsign.p12, and click the **Save** button; a **PKCS#12 Password** window will appear
 - iv. in the **PKCS#12 Password** window, leave both password textboxes empty, and click the OK button
 - f. terminate **tQSL Certificates** by selecting its **File:Exit** menu item
4. At the completion of these actions, the folder
C:\Program Files\LOTW\Certificates will contain
- o the file theCallsign.tq6 -- contains the actual certificate, but in a form that cannot be moved to another folder or saved on an archival storage device
 - o the file theCallsign.tq12 -- contains the certificate in a form that can be moved, backed-up, and recovered; you can use the **tQSL Certificates** application to extract YourCallsign.tq6 from YourCallsign.tq12 if needed

Creating an Additional Station Location

You must create a station location for each combination of callsign and location from which you made QSOs that you intend to upload to LotW. The process of creating an additional station location is identical to that of [creating your initial station location](#).

Copying LotW Station Locations from one PC to another

The ARRL's **TQSL** application enables you to define one or more named **station locations**, each specifying a callsign, a DXCC entity, a grid square, an ITU zone, a CQ zone, and an IOTA tag. TQSL stores this information in a file named

station_data

Windows 9X, Windows NT, Windows 2000, and Windows XP

On these versions of Windows, station_data is located in the folder
C:\Documents and Settings\\Application Data\TrustedQSL
In the above pathname, replace <username> with the username used to log into Windows.

Windows Vista and Windows 7

On these versions of Windows, station_data is located in the folder
C:\Users\\AppData\Roaming\TrustedQSL
In the above pathname, replace <username> with the username used to log into Windows.

The AppData folder will only be visible if Windows Explorer is configured to **show hidden files and folders**; this can be accomplished via Windows Explorer's **Organize** tab, from which you can select **Folder and Search Options**, which displays a **Folder Options** window whose **View** tab's **Advanced Settings** panel provides the **show hidden files and folders** option.

Copying the station_data file

To copy the station_data file from a source PC to a destination PC,

1. install TQSL on the destination PC
2. copy the file station_data from the appropriate folder on the source PC to the appropriate foldername on the destination PC -- substituting the correct <username> in each case
3. run TQSL and invoke the **Station** menu's **Edit locations** operation, and verify that your station locations are present
4. terminate TQSL
5. open the **LotW** tab on DXKeeper's **QSL Configuration** window and verify that you can select a station location in the **TQSL** panel.

Using LotW on another PC

If you have LotW running on one PC (the *source*) and wish set it up on a second PC (the *destination*),

1. [Install the LotW software on your destination PC](#)
2. On your source PC, verify that each certificate has been saved to a **.p12** file; if not, run **TQSLCert** and follow [the instructions in step 3.f](#)

3. Copy each of the **.p12** files from your source PC to your destination PC
4. Run **TQSLCert** on the destination PC, and direct it to load a certificate from each of the **.p12** files you copied in step 3
5. [Move your station location\(s\)](#) from your source PC to your destination PC