
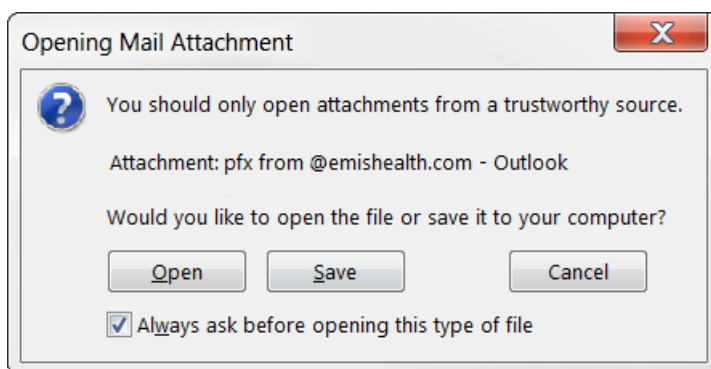


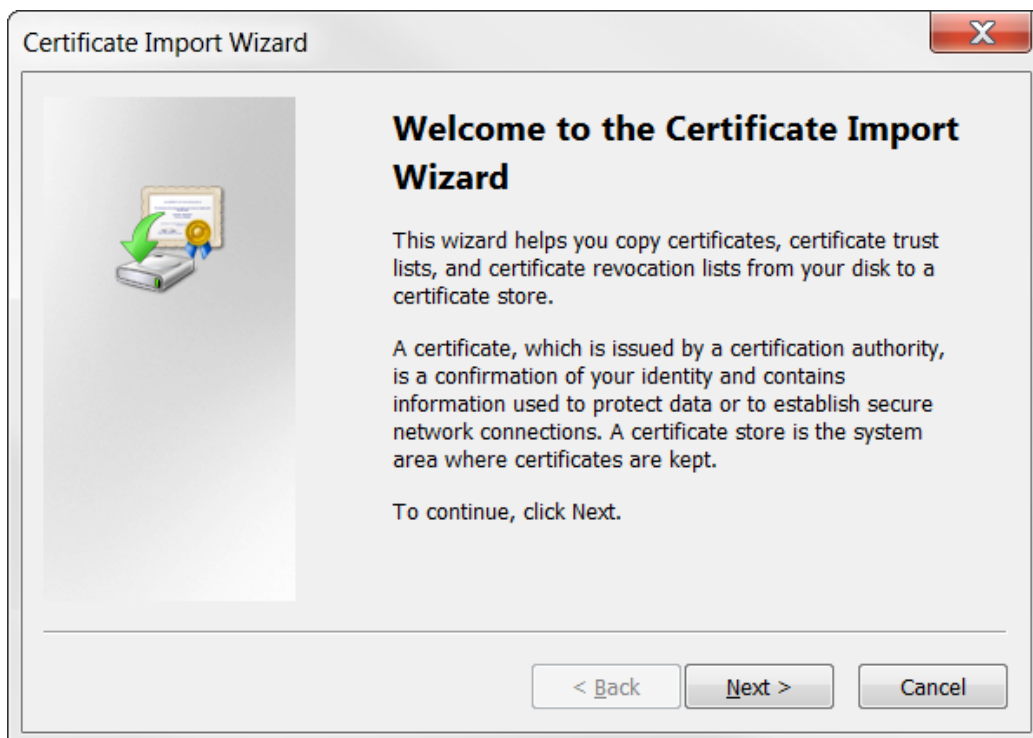
Importing the Central Reporting Certificate

Prior to accessing Central Reporting, one of our staff members will provide you with a .pfx certificate as an attachment via email, and an adjoining certificate password via telephone. This certificate enables you to access Central Reporting from the machine on which it will be installed.

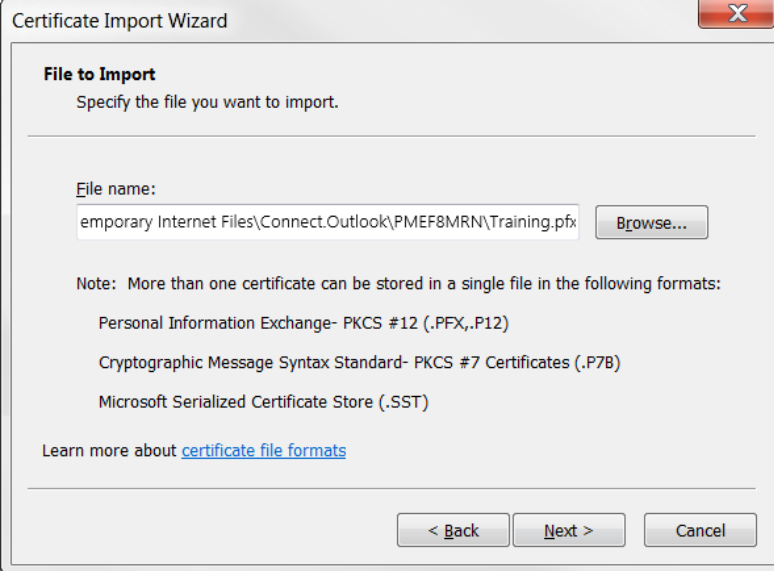
1. Double click the .pfx  file attachment in your email.
2. A pop-up window displays, asking whether you want to open the .pfx file.



3. Click **[Open]**.
4. The Certificate Import Wizard window displays.



5. Click **[Next]**.
6. The Certificate Import Wizard window updates to display the location of the certificate. It should automatically point to the correct certificate location.



Certificate Import Wizard

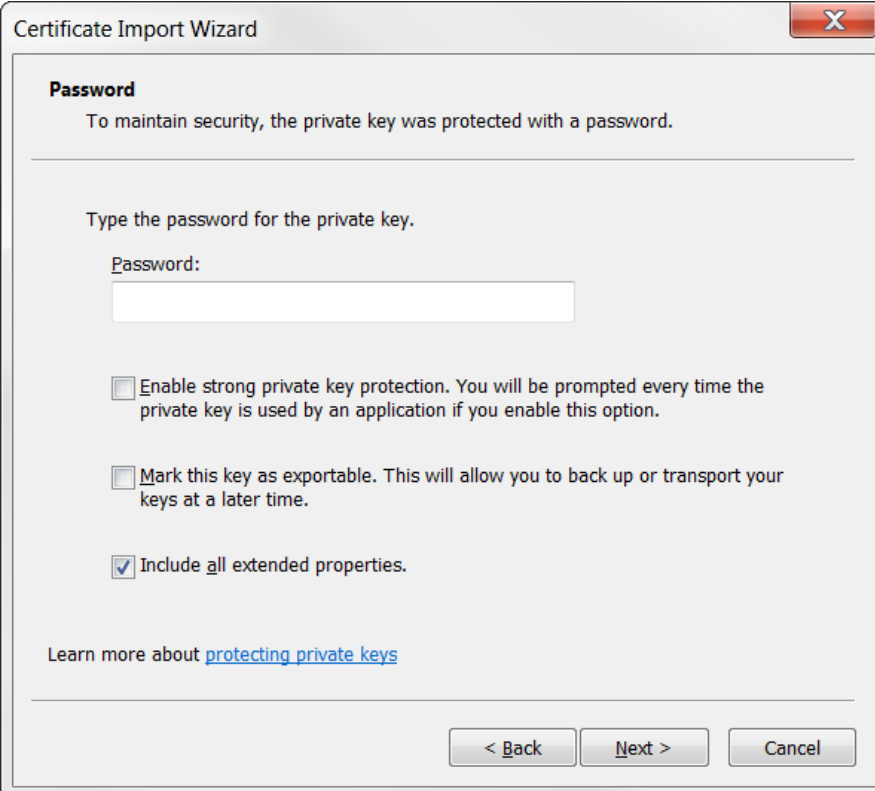
File to Import
Specify the file you want to import.

File name:
emporary Internet Files\Connect.Outlook\PMEF8MRN\Training.pfx

Note: More than one certificate can be stored in a single file in the following formats:
Personal Information Exchange- PKCS #12 (.PFX,.P12)
Cryptographic Message Syntax Standard- PKCS #7 Certificates (.P7B)
Microsoft Serialized Certificate Store (.SST)

Learn more about [certificate file formats](#)

7. Click **[Next]**.
8. The Certificate Import Wizard window updates to prompt you to enter the password, which our staff member provided to you via telephone.



Certificate Import Wizard

Password
To maintain security, the private key was protected with a password.

Type the password for the private key.

Password:

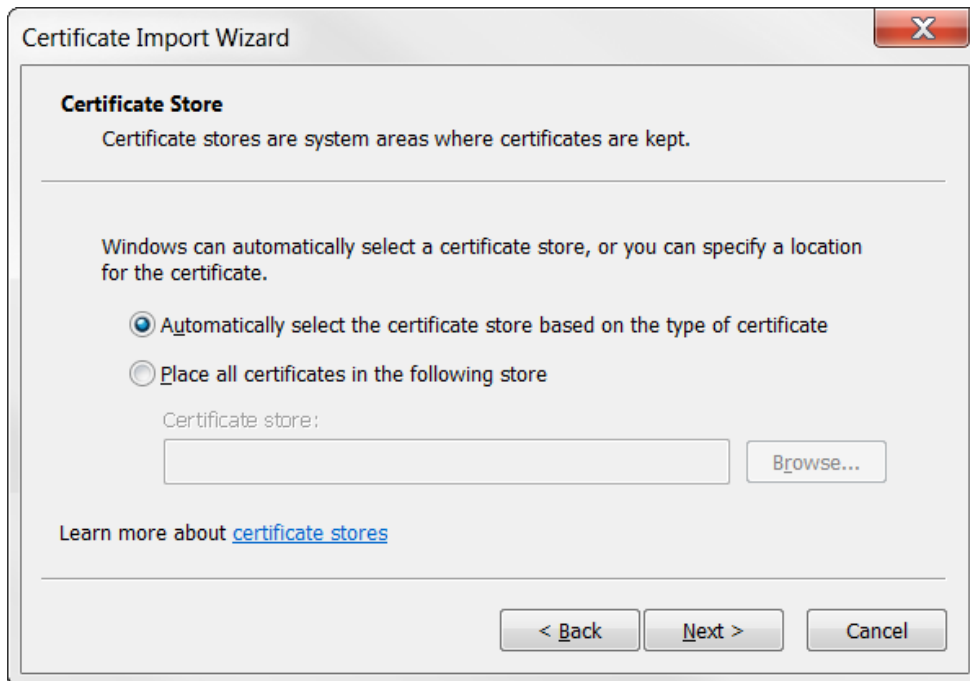
Enable strong private key protection. You will be prompted every time the private key is used by an application if you enable this option.

Mark this key as exportable. This will allow you to back up or transport your keys at a later time.

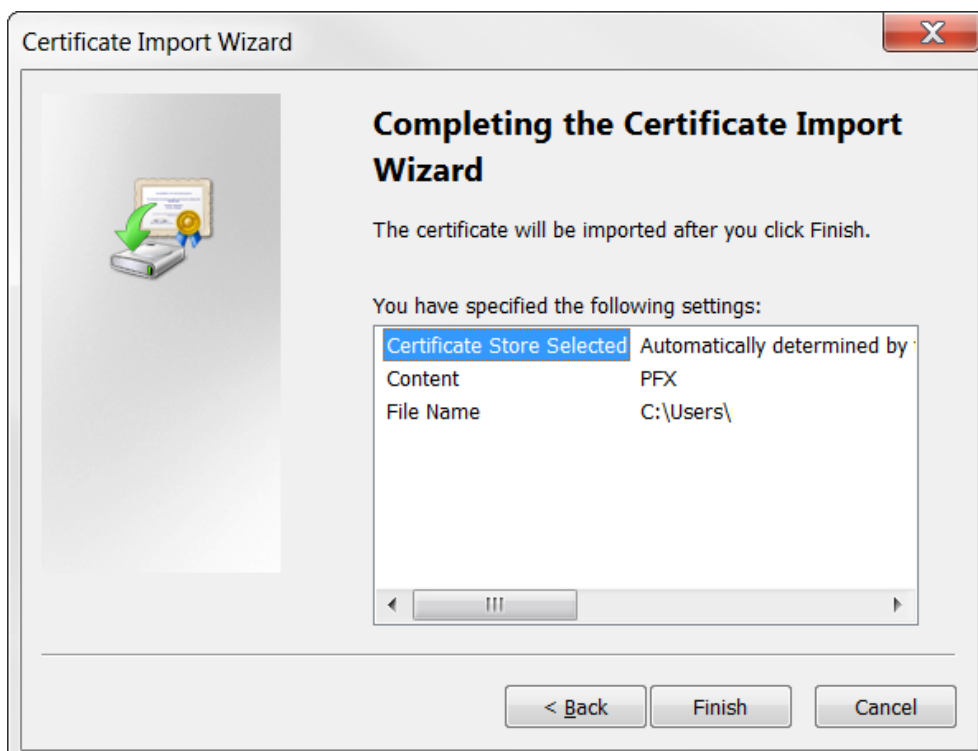
Include all extended properties.

Learn more about [protecting private keys](#)

9. Enter the password in the field and click **[Next]**.
10. The Certificate Import Wizard window updates to display the certificate store setting.

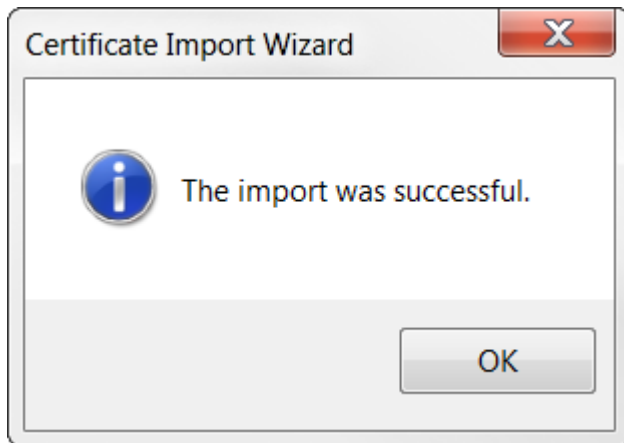


11. Leave the setting as is and click **[Next]**.
12. The Certificate Import Wizard window updates to display a recap of your selected settings.



13. Click **[Finish]**.

14. A Certificate Import Wizard pop-up window displays, advising you that the import was successful.



15. Click **[OK]**.

16. You can now access Central Reporting and start generating Head Office reports.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	28/07/2023		Joanne Hibbert-Gorst

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