

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 ³/₂ file attachment in your email.
- 2. A pop-up window displays, asking whether you want to open the .pfx file.

Opening Mail Attachment					
?	You should only open attachments from a trustworthy source.				
	Attachment: pfx from @emishealth.com - Outlook				
	Would you like to open the file or save it to your computer?				
	Open Save Cancel				
✓ Always ask before opening this type of 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.

ert	ertificate Import Wizard			
F	File to Import			
	Specify the file you want to import.			
	Eilo pamo:			
	emporary Internet Files\Connect.Outlook\PMEF8MRN\Training.pfx Browse Browse			
	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)			
L	Learn more about <u>certificate file formats</u>			
	< <u>B</u> ack <u>N</u> ext > Cancel			

- 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 <u>all extended properties</u> .					
Learn more about <u>protecting private keys</u>					
< <u>B</u> ack <u>N</u> ext > Cancel					



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

Certificate Import Wizard					
Certificate Store Certificate stores are system areas where	certificates are kept.				
Windows can automatically select a certificate store, or you can specify a location for the certificate.					
Automatically select the certificate store based on the type of certificate Automatically select the certificate store based on the type of certificate Automatically select the certificate store based on the type of certificate Automatically select the certificate store based on the type of certificate Automatically select the certificate store based on the type of certificate Automatically select the certificate store based on the type of certificate Automatically select the certificate Automatically select Automati					
Place all certificates in the following	store				
Certificate store :	B <u>r</u> owse				
Learn more about certificate stores					
	< <u>B</u> ack <u>N</u> ext > Cancel				

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

Certificate Import Wizard		X		
	Completing the Certificate Import Wizard			
	The certificate will be imported after you click Finish. You have specified the following settings:			
	Certificate Store Selected	Automatically determined by		
	Content	PFX		
	File Name	C:\Users\		
	< III	4		
	< <u>B</u> ack	Finish Cancel		



- 13. Click [Finish].
- 14. A Certificate Import Wizard pop-up window displays, advising you that the import was successful.

Certificate Import Wizard				
1	The import was successful.			
	ОК			

15. Click **[OK]**.

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

Revision History

		Aution(s)						
28/07/2023		Joanne Hibbert-Gorst						
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