
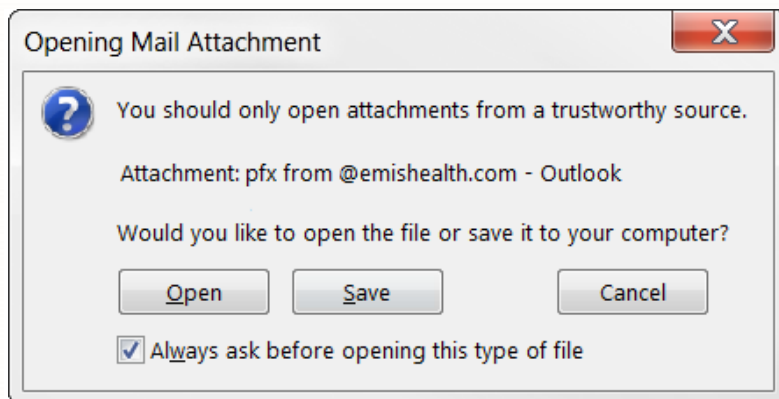


## Importing the Central Reporting Certificate

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.

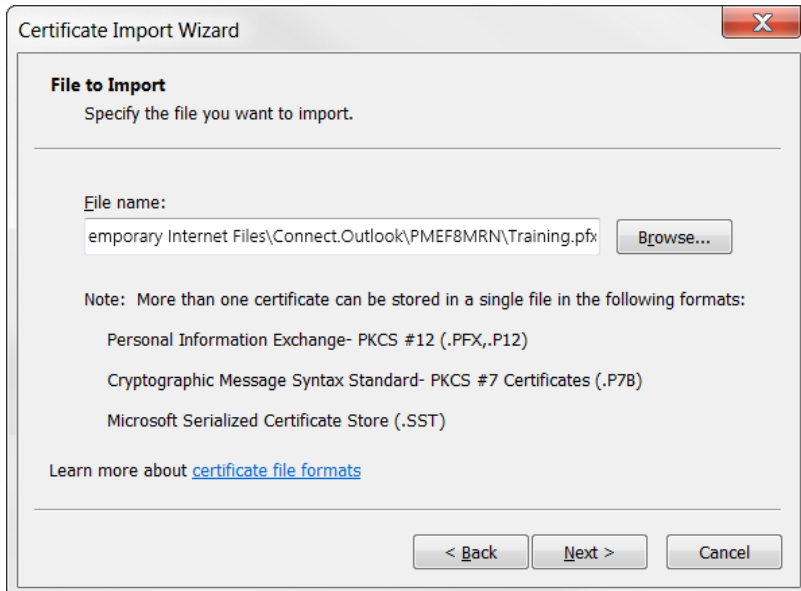


3. Click **[Open]**.
4. The Certificate Import Wizard window displays.

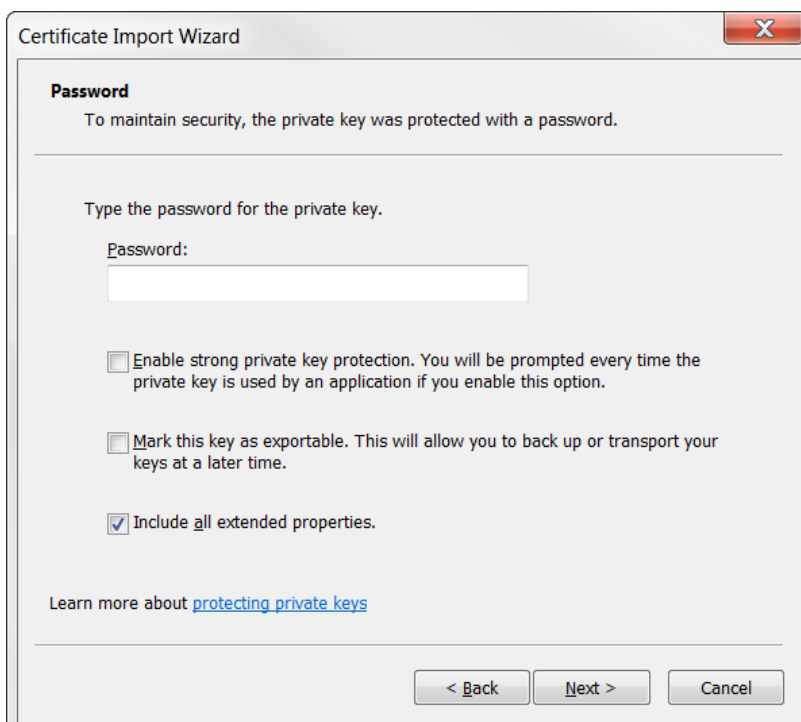


5. Click **[Next]**.

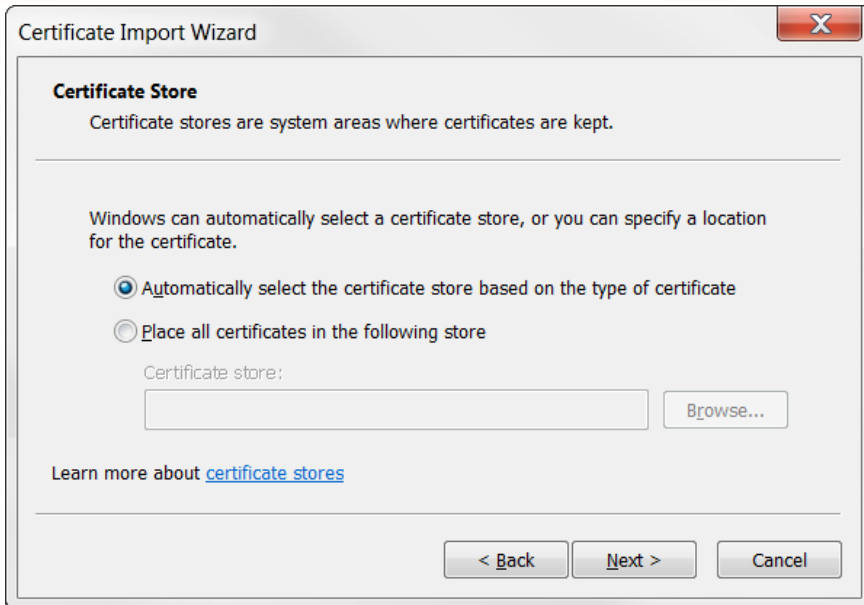
- The Certificate Import Wizard window updates to display the location of the certificate. It should automatically point to the correct certificate location.



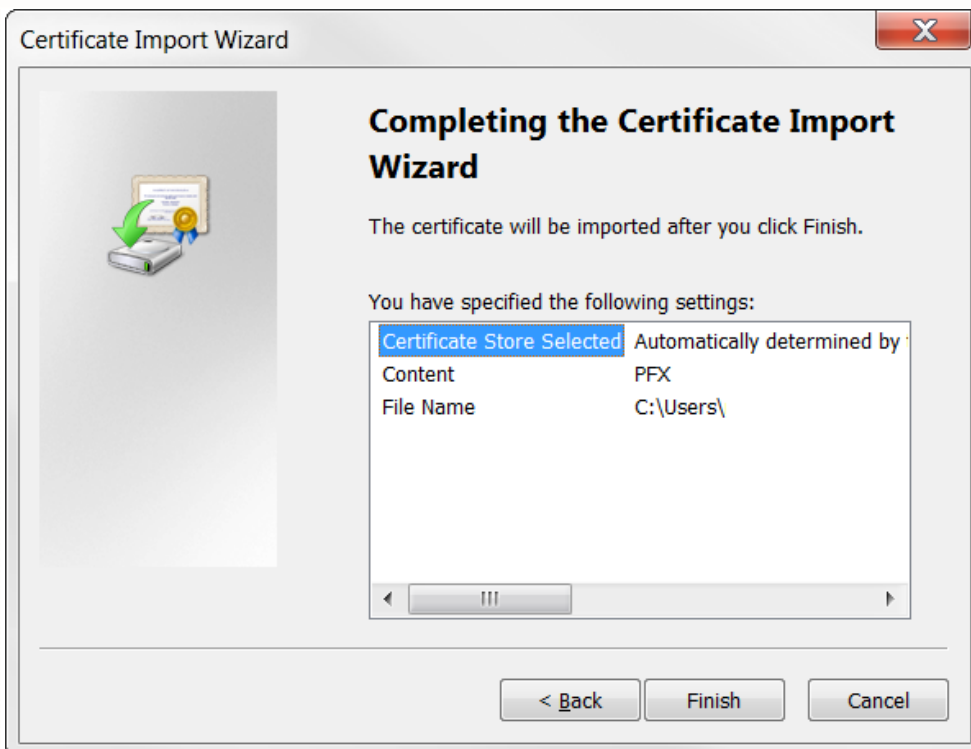
- Click **[Next]**.
- The Certificate Import Wizard window updates to prompt you to enter the password, which our staff member provided to you via telephone.



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

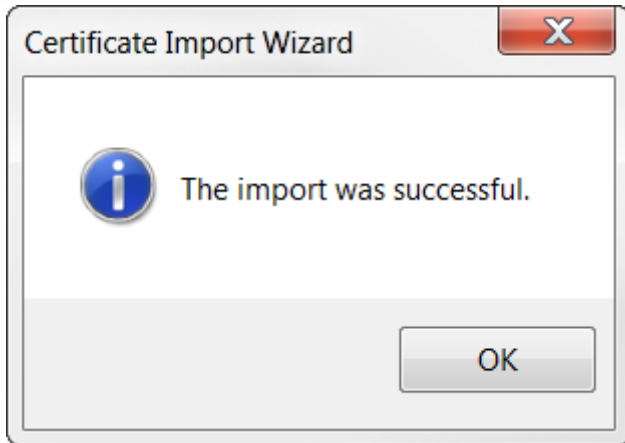


11. Leave the setting as is and click **[Next]**.
12. The Certificate Import Wizard window updates to display a recap of your selected settings.



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	27 September 2021		Joanne Hibbert-Gorst

### Contact us

For more information contact:  
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