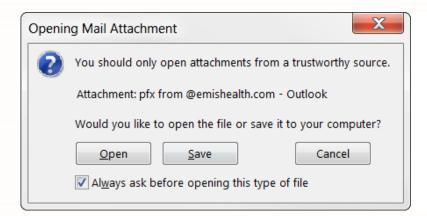


Importing the Central Reporting Certificate

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].

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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.					
Eile name:					
emporary Internet Files\Connect.Outlook\PMEF8MRN\Training.pfx 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) Learn more about <u>certificate file formats</u>					
< <u>Back</u> <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.

Ce	ertificate 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				
	< <u>B</u> ack <u>N</u> ext > Cancel				

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

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						
\bigcirc	Place all certificates in the following store					
	Certificate store:					
	Browse					
	about <u>certificate stores</u>					
Learn more						

- 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 Impo Wizard The certificate will be imported after you click Finish. You have specified the following settings:			
	•		•
	< <u>B</u> ack	Finish Ca	ncel

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- 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: **Telephone: 0344 209 2601**

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Last updated: Tuesday 4 August 2020