NEA BIT Reports Portal Security Certificate Installation Instructions

Step 1In the email sent to user, download the attached Reports Portal Security
Certificate.zip file and save in your computer.



Step 2Unzip or extract the zip file and you will see the NEA BIT Web Reports
Portal Security Certificate 2.2.pfx file.



Step 3 Ensure that your Chrome web browser is closed. Open the .pfx file

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Step 4 The Certificate Import Wizard appears. Select Local Machine as Store Location and click Next. Select Yes on the User Account Control pop-up message.

~	🚰 Certificate Import Wizard	×
	Welcome to the Certificate Import Wizard	
	This wizard helps you copy certificates, certificate trust lists, and certificate revocation lists from your disk to a certificate store.	
	A certificate, which is issued by a certification authority, is a confirmation of your identity and contains information used to protect data or to establish secure network connections. A certificate store is the system area where certificates are kept.	
	Store Location O <u>Q</u> urrent User	
	To continue, dick Next.	
	Cance	

Step 5 When asked to specify the file that you want to import, click **Next**.



Step 6When asked to enter a password, type p@ssw0rd. Ensure that Include
all extended properties is checked. Click Next.

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rivat	key protection				
Т	maintain security, the priv	ivate key was	protected with a	password.	
Т	pe the password for the p	private key.			
P	assword:				
			p@ssv	vOrd	1
	Display Password				20
Ir	port options:				
	Enable strong private private key is used by	key protection y an application	n. You will be pro n if you enable t	ompted every t his option.	ime the
	Mark this key as expo keys at a later time.	ortable. This w	ill allow you to ba	ack up or trans	port your
	Protect private key us	sing virtualized	d-based security	(Non-exportab	le)
	Include all extended r	properties.			

Step 7 Select **Place all certificates in the following store**.

		×
←	Sertificate 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	
	Place all certificates in the following store	
	Certificate store:	
	Browse	
	Next Cance	el

Step 8Click Browse. The Select Certificate Store pop-up appears. Select Trusted
Root Certification Authorities.



Step 9 Click OK on the Select Certificate Store pop-up. Click Next.

Ce	Select Certificate Store X	<i>ы</i> .
Wi	Select the certificate store you want to use.	an specify a location fo
	Personal Trusted Root Certification Authorities Enterprise Trust Intermediate Certification Authorities Trusted Publishers Intrusted Certificates	type of certificate Browse
	Show physical stores	

Step 10 Click Finish. The import was successful message appears. Please try logging in the NEA Web Portal.

÷	Certificate Import Wizard		×
	Completing the Certific	cate Import Wizard	
	The certificate will be imported after	you dick Finish.	
	You have specified the following set	tings:	
	Certificate Store Selected by User Content File Name	Trusted Root Certification Authorities PFX C:\Users\Maria Caya\Downloads\NEABIT Portal Certi	
	<	>	
		Finish Cance	1
Ce	ertificate Import Wizard	×	

