NEA BIT Reports Portal
Security Certificate Installation Instructions

Step 1   In the email sent to user, download the attached **Reports Portal Security Certificate.zip** file and save in your computer.
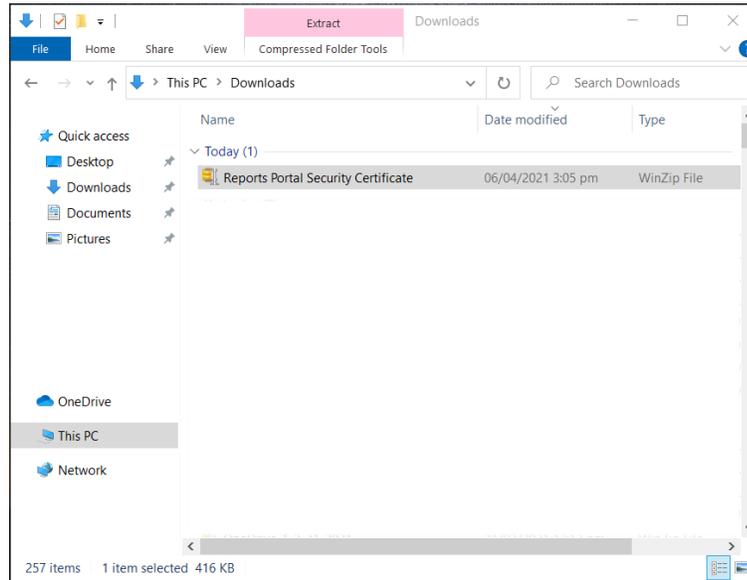
Step 2   Unzip or extract the zip file and you will see the **NEA BIT Web Reports Portal Security Certificate 2.2.pfx** file.
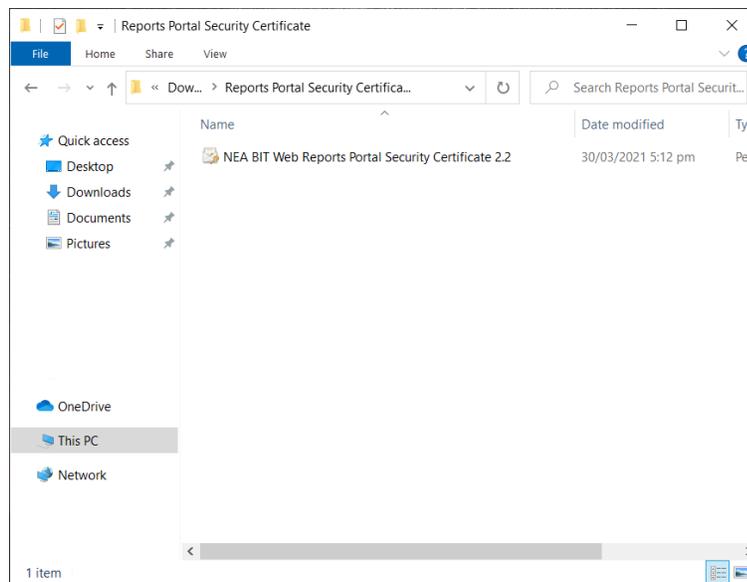
Step 3   Ensure that your Chrome web browser is closed. Open the **.pfx** file
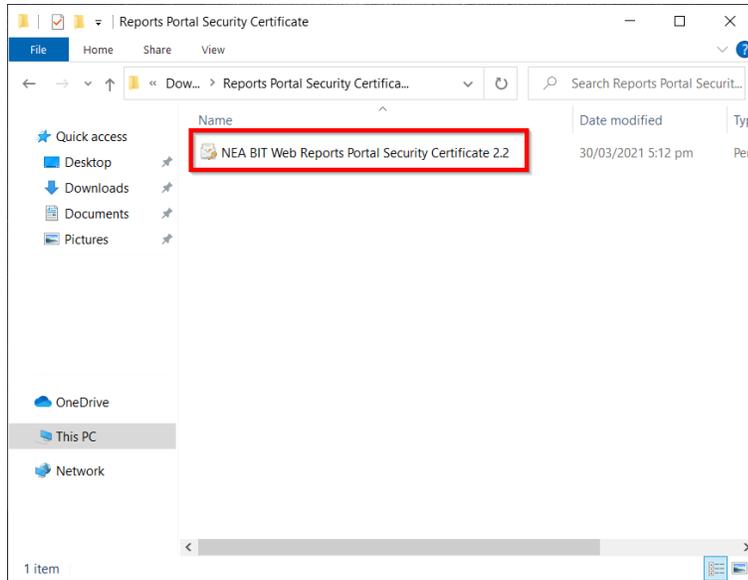
Step 4   The **Certificate Import Wizard** appears. Select **Local Machine** as Store Location and click **Next**. Select **Yes** on the User Account Control pop-up message.
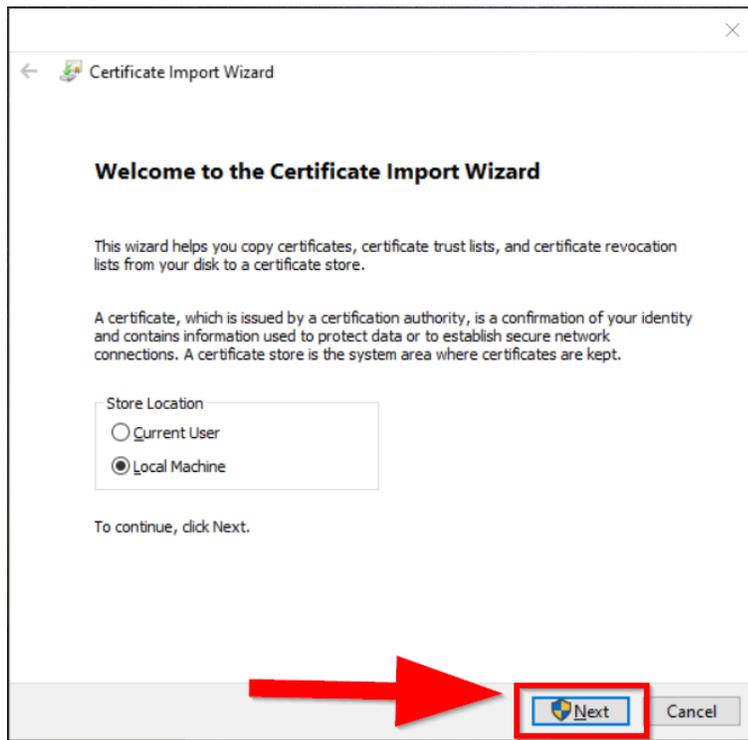
Step 5   When asked to specify the file that you want to import, click **Next**.
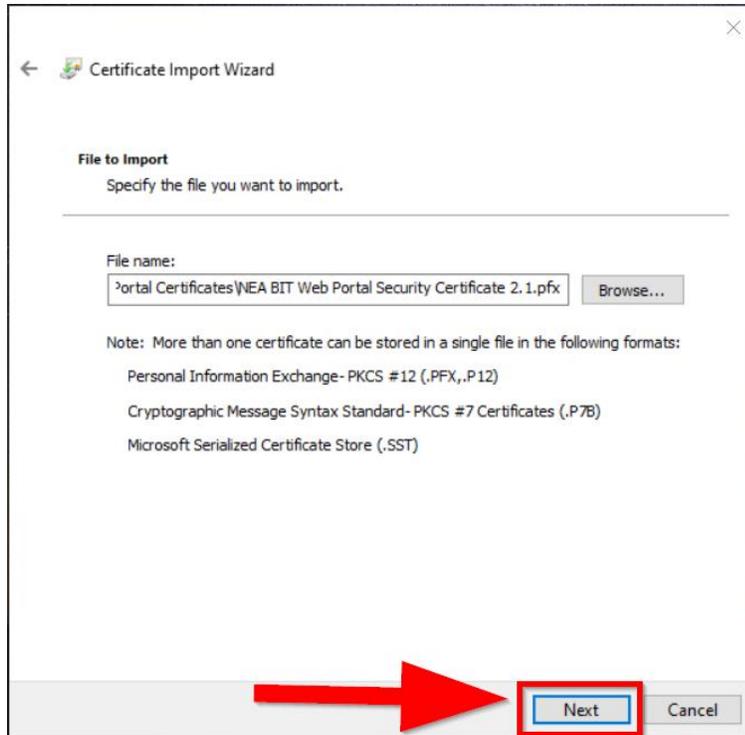
Step 6   When asked to enter a password, type **p@ssw0rd**. Ensure that **Include all extended properties** is checked. Click **Next**.
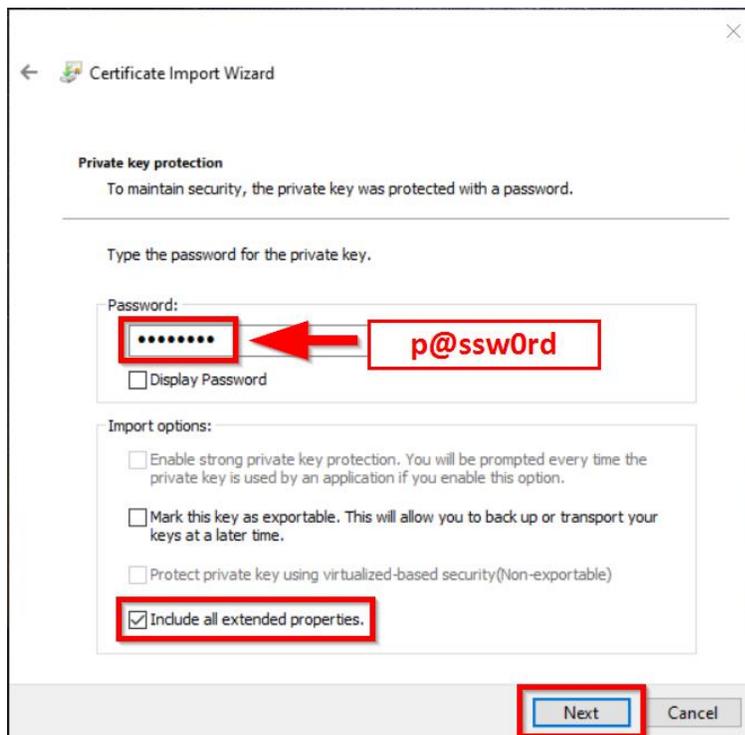
Step 7   Select **Place all certificates in the following store**.
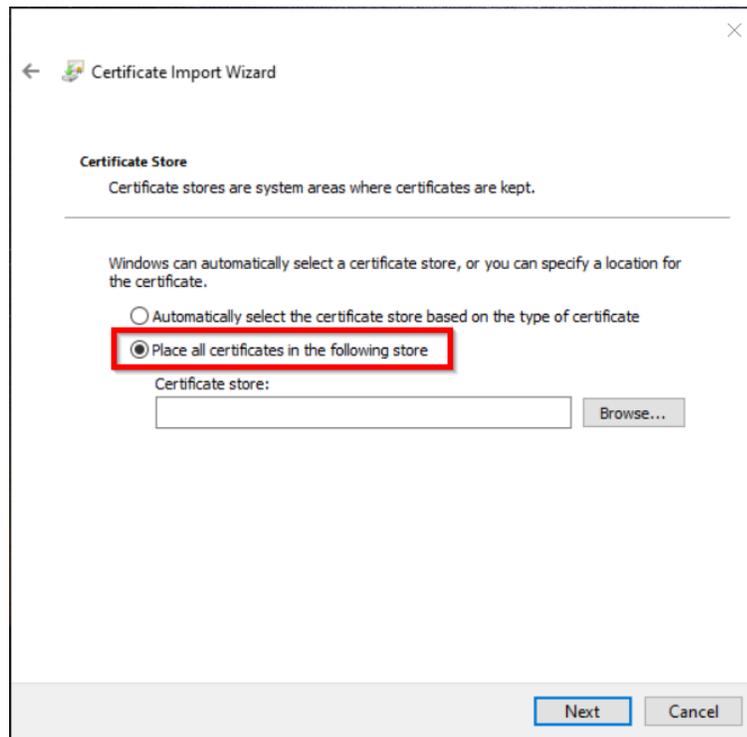
Step 8   Click **Browse**. The **Select Certificate Store** pop-up appears. Select **Trusted Root Certification Authorities**.
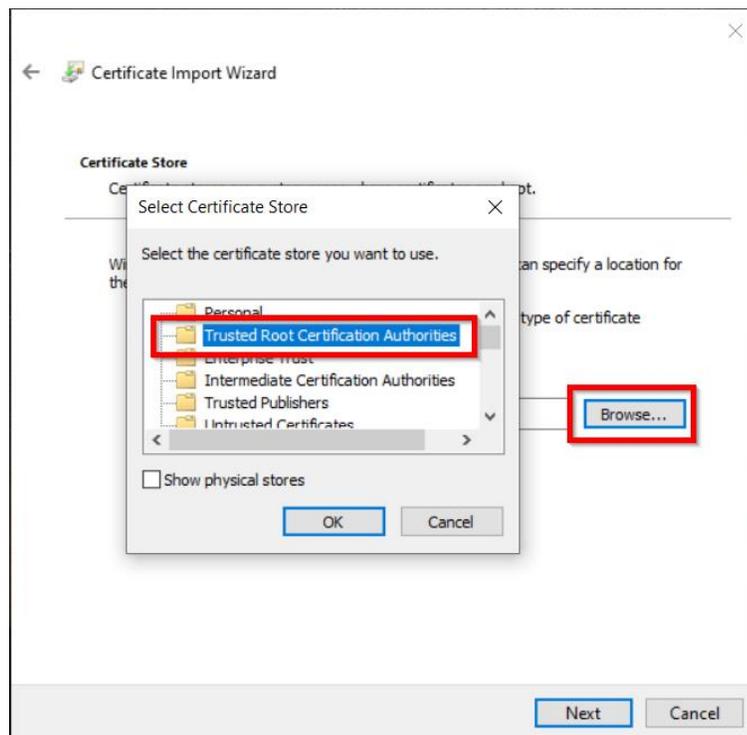
Step 9   Click **OK** on the **Select Certificate Store** pop-up. Click **Next.**
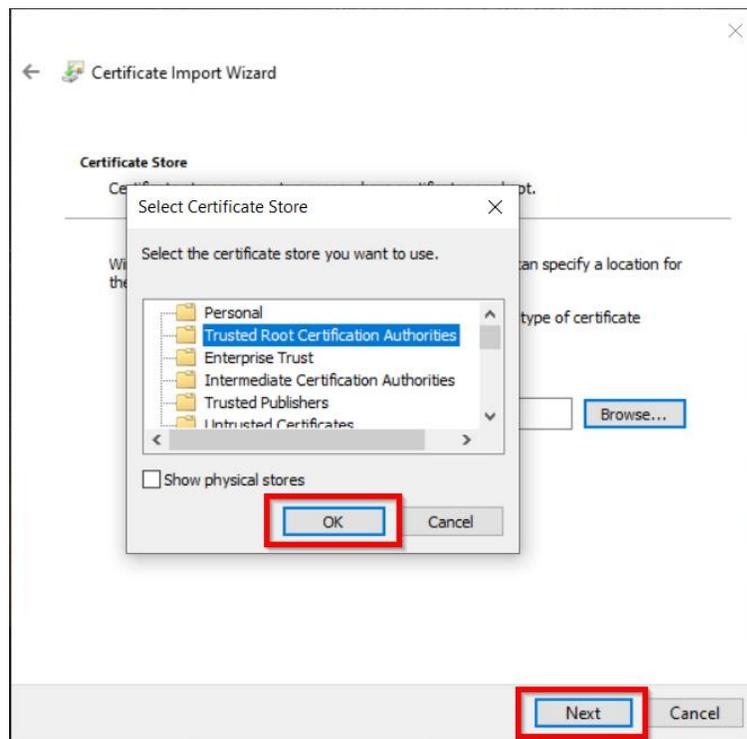
Step 10   Click **Finish**. **The import was successful message** appears. Please try logging in the NEA Web Portal.

Completing the Certificate Import Wizard

The certificate will be imported after you click Finish.

You have specified the following settings:

Certificate Store Selected by User	Trusted Root Certification Authorities
Content	PFX
File Name	C:\Users\Maria Caya\Downloads\NEABIT Portal Certi

Finish   Cancel

Certificate Import Wizard

The import was successful.

OK