



## **Enrolment guide for User Side Certificates**

## 1 INTRODUCTION

BHP Billiton requires user side certificates for secured extranet access to BHP Billiton resources for third parties and partners.

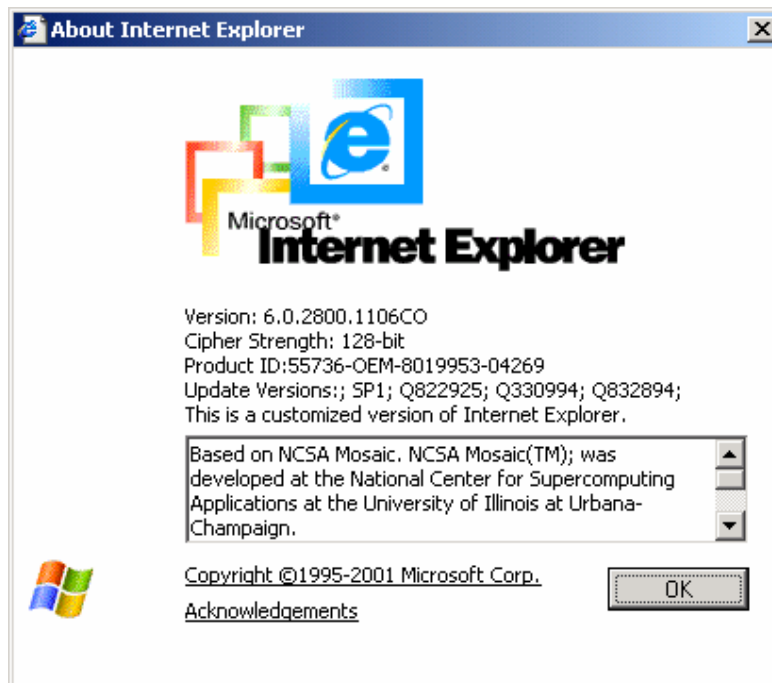
This document is an end-user guide for individuals who will be issued with the user side certificates.

Please note that prior to actually being able to acquire the certificate, ensure that you (as the end user) have been in contact with the BHP Billiton administrator who shall provide you with the UserID required for access to the VeriSign certificate download site.

## 2 CHECKING THE CONFIGURATOIN OF YOUR BROWSER

Prior to installing a user side certificates, your web browser must be correctly configured.

To check your configuration, open Internet Explorer and select **Help** → **About Internet Explorer**. Check that the Cipher Strength is set to 128-bit as per the sample screen is as shown below.



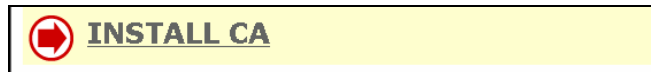
### 3 INSTALLING YOUR CERTIFICATE

Access to protected sites within BHP Billiton is by invitation only. Once you have been registered internally, you will receive an email from the certificate administrator. This email will contain a link to a site. Access this site and complete the following steps:

#### 3.1. Installing the CA (Certification Authority)

The CA is a generic certificate that all users **must** install **prior** to installing their personalised client side certificate. The CA helps in validating the client side certificate and in establishing the correct certification path.

- Click on the link provided in the e-mail and select INSTALL CA



You will now be prompted:

- To open the file or save it to your computer - click OPEN
- To install this certificate - click INSTALL CERTIFICATE
- With a Certificate Import Wizard welcome window – click NEXT
- To specify a location to store the certificate – accept the default and click NEXT
- With a Completing the Certificate Import Wizard window – click NEXT
- With a Security Warning window confirming that you want to install the certificate – Confirm that you are installing a BHP Billiton Extranet CA and click YES
- With a window confirming that the install was successful – click OK


You will return to the certificate window, which you can now close by clicking OK.

### 3.2. Enrolling for your Client Side Certificate

- Click on the link provided in the e-mail and select ENROLL.



Complete all fields, including the UserID (included within the e-mail notification) and challenge phrase (provided earlier).



## Enrollment

[Help with this Page](#)

### Complete Enrollment Form

**Information for the Digital ID**  
 Fill in all fields. Use only the English alphabet with no accented characters. The information marked with a "\*" is included in your Digital ID and is available to the public.

<b>User ID: *</b> (required) <small>(example -- JBlack)</small>	<input style="width: 95%;" type="text"/>
<b>Your E-mail Address: *</b> (required) <small>(example -- jbdoe@verisign.com)</small>	<input style="width: 95%;" type="text"/>

**Challenge Phrase**  
 This unique phrase protects you against unauthorized action on your Digital ID and should not be shared with anyone. Do not lose it! It is required to revoke and renew your Digital ID.

<b>Enter Challenge Phrase: *</b> (required) <small>Do not use any punctuation.</small>	<input style="width: 95%;" type="text"/>
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Click the ACCEPT  button at the bottom of the page.

You will now be asked to:

- Confirm your email address - click OK
- Confirm your request for a certificate - click YES

Once you have completed the enrolment process, your request will need to be authorised by a **BHPB administrator**. You will be notified of your authorisation via another email confirming that your certificate is ready for pickup. This email will also contain a PIN which is required to complete the process.

### 3.3. Pickup and Install your Client Side Certificate

Once you receive your email with the PIN details, click on the link provided in this email and select the PICK-UP ID option.

Enter the PIN as shown in the screen below and click on the submit button.



## Digital ID Services

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### Pick Up Digital ID

**Important: This step must be completed using the same computer used to submit the enrollment form.**

The Personal Identification Number (PIN) is needed to complete this step. It was contained in an e-mail message sent immediately after the enrollment form was submitted. This was sent by the administrator to the e-mail address entered in the enrollment form.

Copy (Ctrl + c) the PIN number from the e-mail, paste (Ctrl + v) it into the box below, and hit SUBMIT.

After the PIN is submitted, generating the Digital ID will take up to three minutes. Do not interrupt the browser until there is a response.

**Enter the Personal Identification Number (PIN):**

The PIN is listed in the confirmation e-mail that was sent from the administrator.

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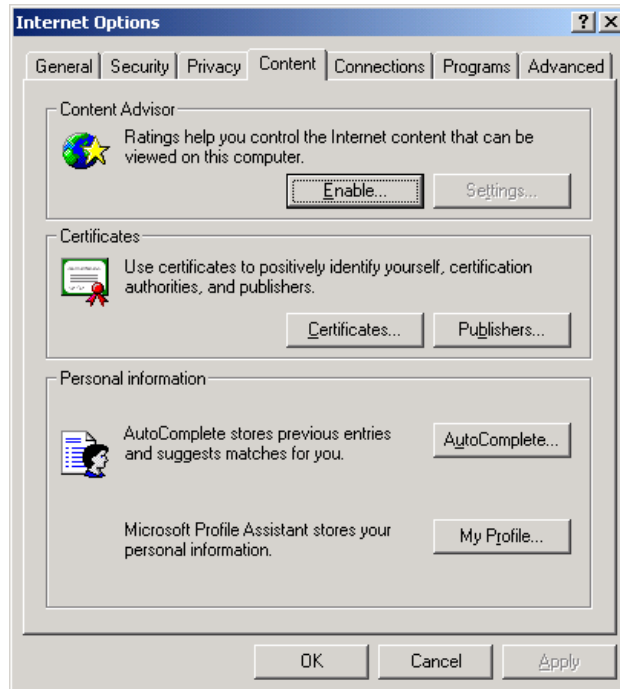
You will be presented with a dialogue box asking you to “Request to add the certificate now”. Click YES

Once the certificate has been installed, you will be presented with a confirmation page titled ***Congratulations***.

Installation complete.

## 4 CHECK CERTIFICATE HAS BEEN INSTALLED

To check if the certificate has been successfully installed on your computer, open Internet Explorer and go to **Tools → Internet Options**. Select the **Content** tab and then click on the **Certificates** button.



The Certificates window should show the certificate, which was just installed. If you have other certificates already installed these will also be displayed in this window.

