ProfitIntel Digital Certificate Request and Installation

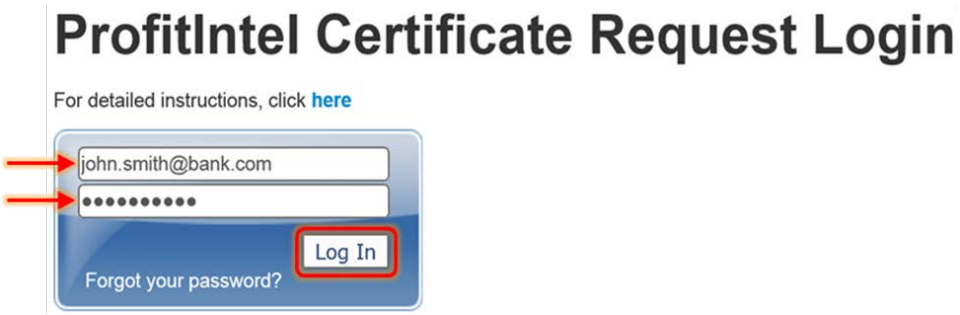
Windows 7/8 - Internet Explorer

*A digital certificate is required on **each** computer to access the ProfitIntel application. Listed below are instructions on how to request and install this digital certificate. If you have any questions, please email ProfitIntelsupport@pcbb.com or your ProfitIntel Bank administrator.*

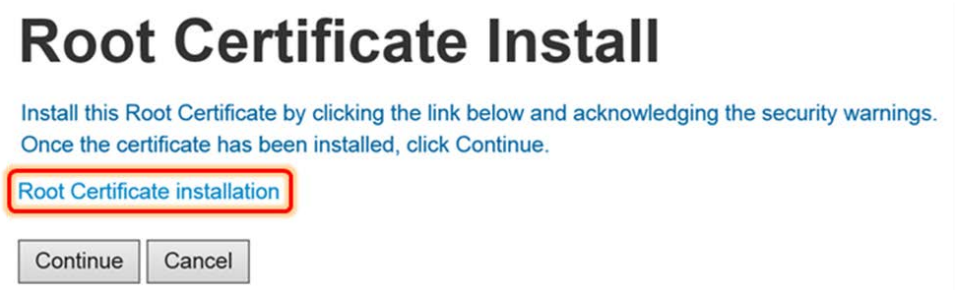
Note: Bank IT Departments – see page 4

Log on to https://bigcert.pcbb.com/certsrv/

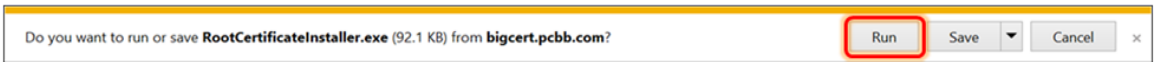
1. Enter your email address and password for ProfitIntel



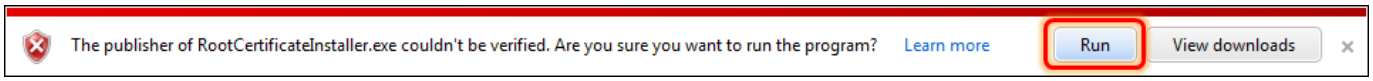
2. Click on **Root Certificate Installation**



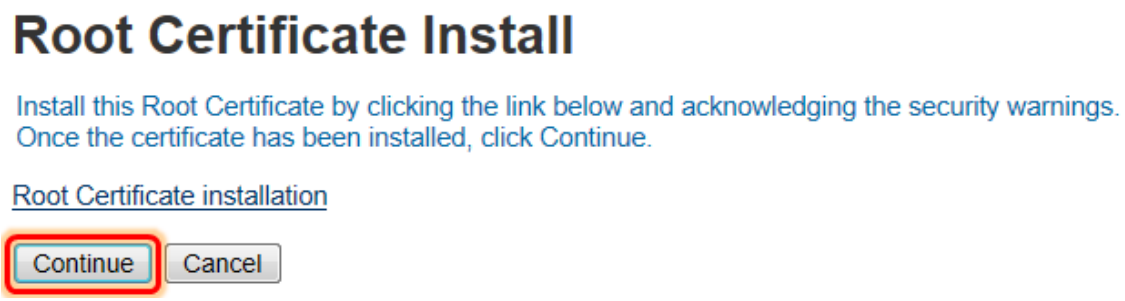
3. A prompt box may appear (like the image below), allow file to **Run**



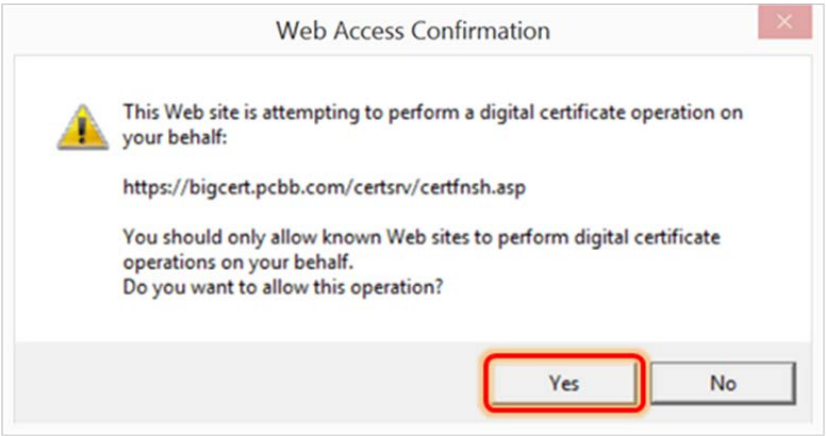
4. A second prompt may appear, allow to **Run**



5. Click **Continue**

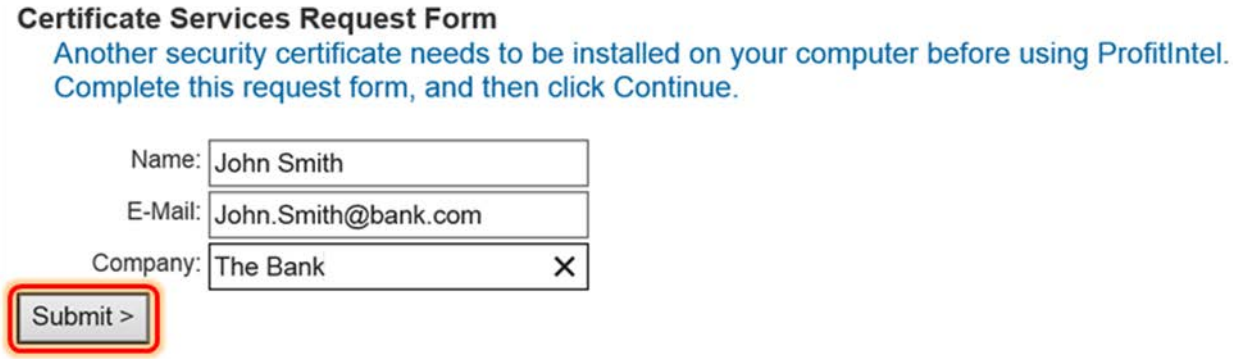


6. A prompt may appear, select **Yes**

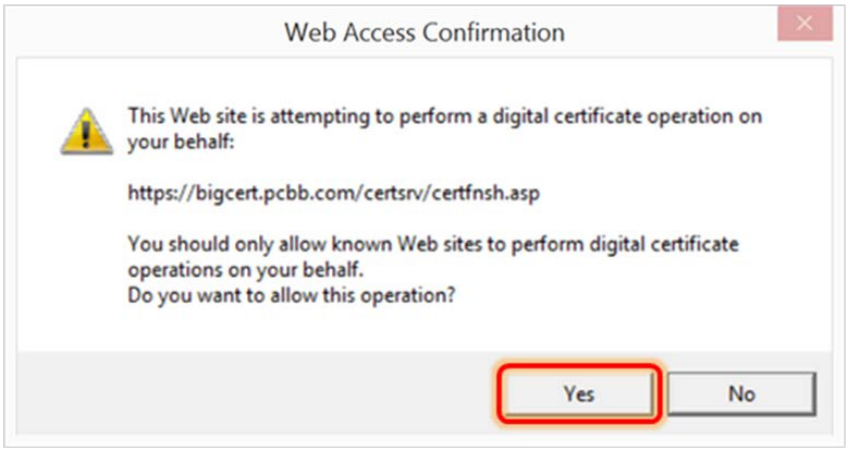


7. Complete the **Certificate Service Request Form** and **Submit**:

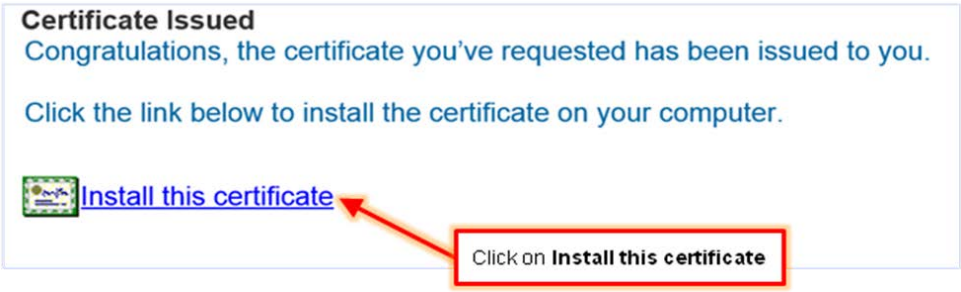
   Email: use the same email as username



8. A prompt may appear, select **Yes**

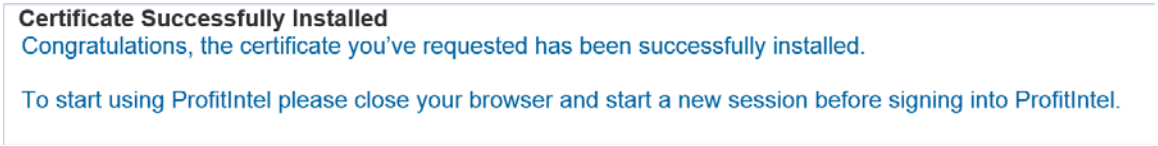


9. Click on **Install this certificate**

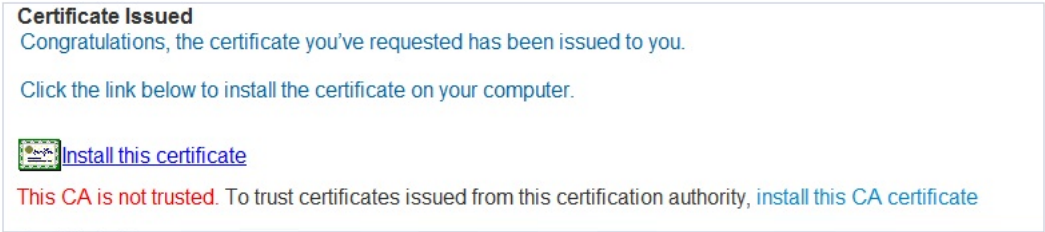


10. **Certificate Installation completed**

A) Please close all Internet Explorer browseres and sign into ProfitIntel at https://profitintel.pcbb.com.



B) If you receive the below message instead, please contact your IT department and see page 5, **Note to Bank IT Departments**.

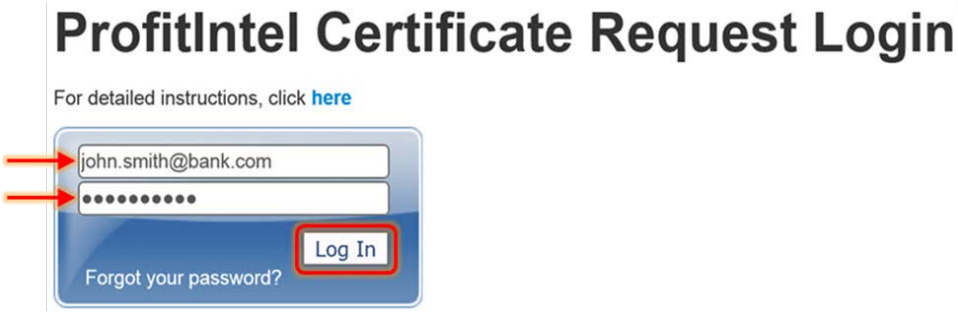


Note for Bank IT Departments:

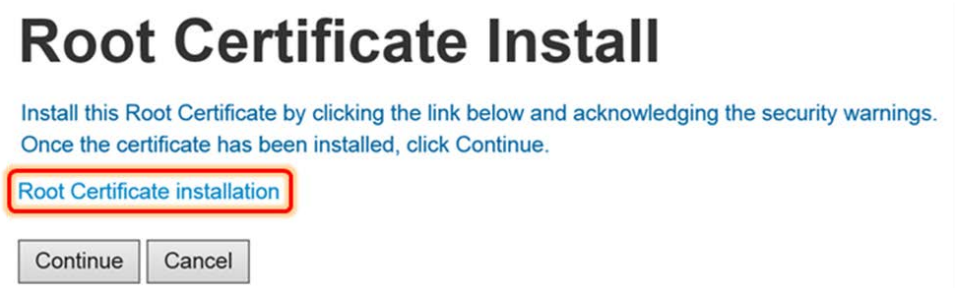
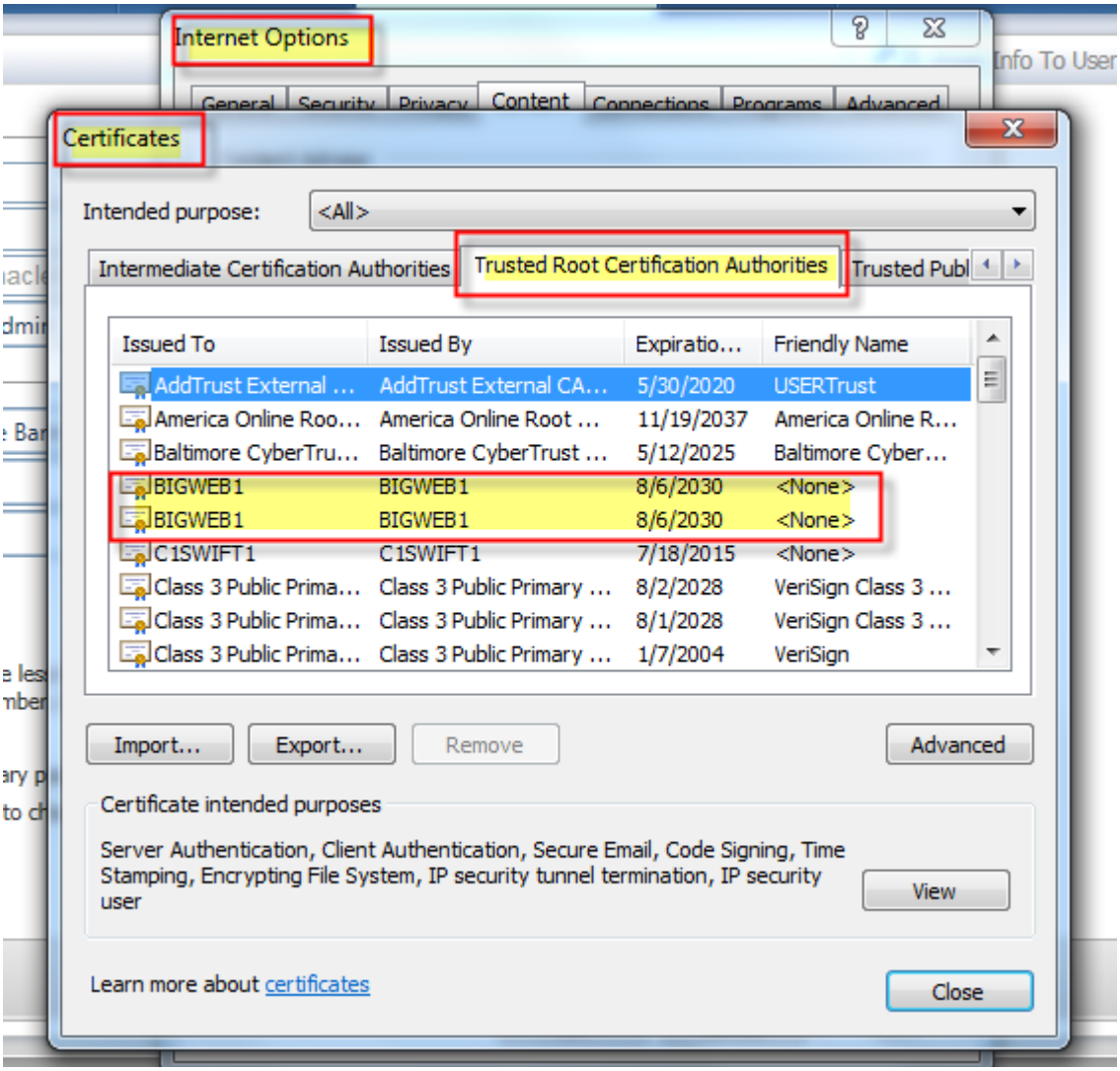
The “root certificate” installation is required before one may download and install the CA certificate. The “root certificate” requires the requestor to have administrator rights on their machine in order to complete the installation. Please either provide the user with administrator rights or download the “root certificate” on the machine on the user’s behalf.

A) **Log on** to the user’s computer **as Administrator** and log on to https://bigcert.pcbb.com/certsrv/ in Internet Explorer

B) Enter your (or users) email address and password for ProfitIntel



C) Install the “root certificate” by clicking on Root Certificate installation.



D) To check that the “root certificate” has installed correctly, go to Internet Explorer Tools and select **Internet Options**. Select the **Content** tab and then **Certificates**. The root certificate will be installed in the **Trusted Root Certification Authorities** tab as **BIGWEB1**. **BIGWEB1** must be present in this tab before the user may log into the machine and proceed with steps 6 – 11.