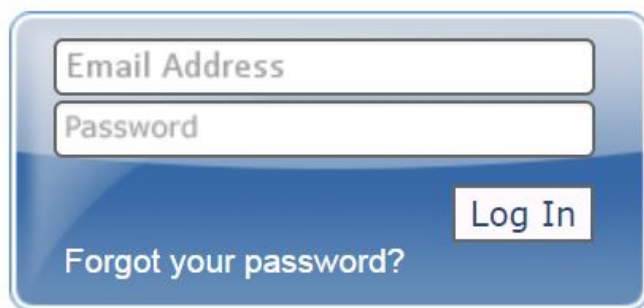*A digital certificate is required on **each** computer to access the Profitability FIT application. Listed below are instructions on how to request and install this digital certificate. If you have any questions, please email Profitsupport@pcbb.com or your Profitability FIT Bank administrator.*

Note: Bank IT Departments – see page 5

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

   a.   Enter your email address and password for Profitability FIT

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**
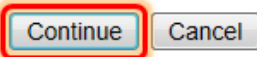
5. Click **Continue**

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 browsers and sign into Profitability FIT at
      https://profitintel.pcbb.com.

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

> **Certificate Issued**
> Congratulations, the certificate you've requested has been issued to you.
>
> Click the link below to install the certificate on your computer.
>
> [icon] Install this certificate
>
> This CA is not trusted. To trust certificates issued from this certification authority, install this CA certificate
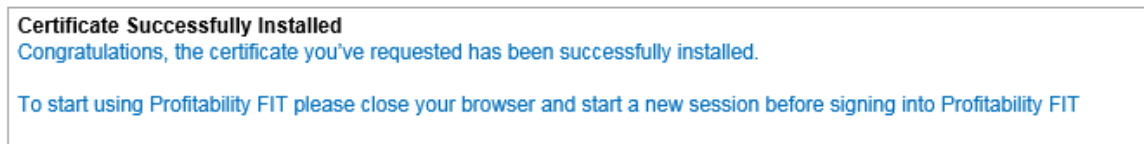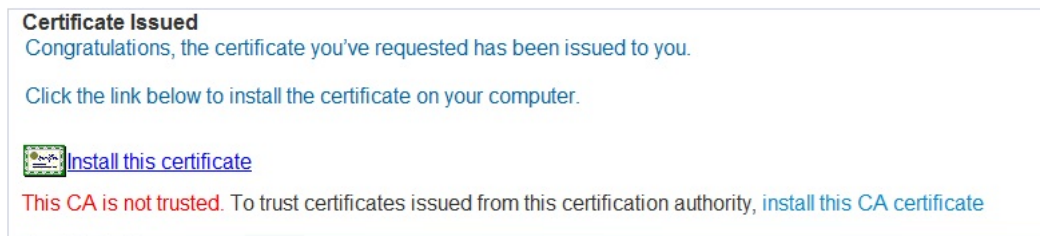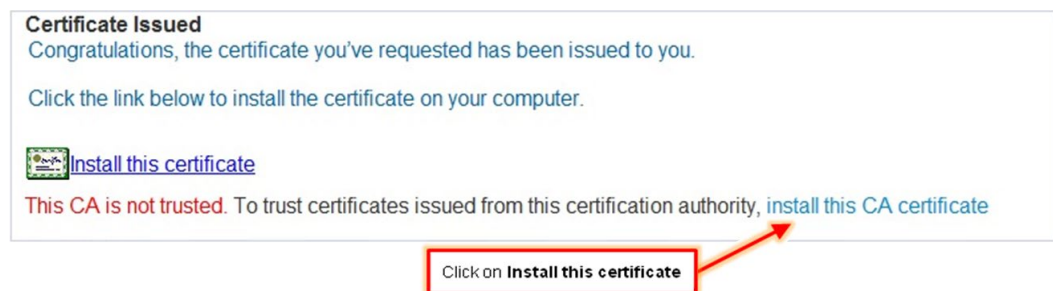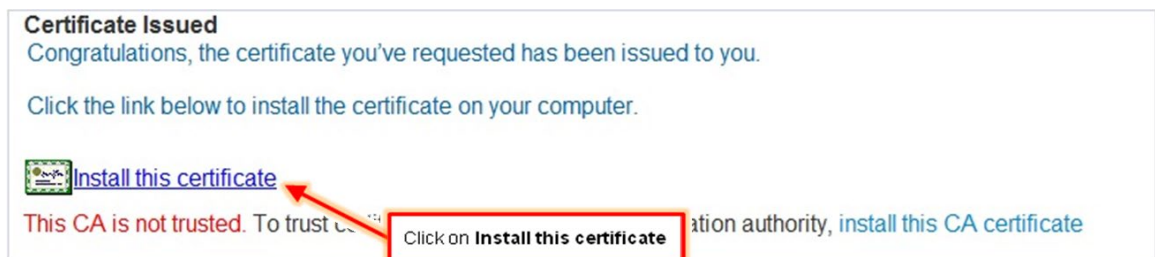
a. To trust certificates issued from this Certification Authority, click on **Install this CA Certificate**

> **Certificate Issued**
> Congratulations, the certificate you've requested has been issued to you.
>
> Click the link below to install the certificate on your computer.
>
> [icon] Install this certificate
>
> This CA is not trusted. To trust certificates issued from this certification authority, install this CA certificate
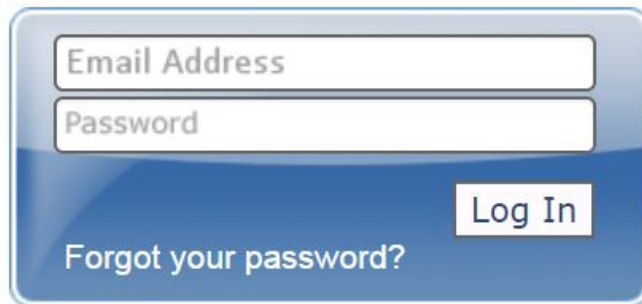>
> Click on **Install this certificate**

b. Click Open
c. Click the Install Certificate button
d. When the certificate import wizard appears, click Next
e. Click the Place all certificates in the following store radio button and click the Browse button
f. Scroll up and select the Trusted Root Certification Authorities folder
g. Click the OK button
h. Click Next
i. Click Finished
j. Click OK when the Import was Successful message appears
k. Click OK to close the certificate information window
l. Go back to the webpage and click on **Install this Certificate**

> **Certificate Issued**
> Congratulations, the certificate you've requested has been issued to you.
>
> Click the link below to install the certificate on your computer.
>
> [icon] Install this certificate
>
> This CA is not trusted. To trust ce... ...ation authority, install this CA certificate
>
> Click on **Install this certificate**

Note for Bank IT Departments

The "root certificate" installation is required before one may download and install the CA certificate. The "root certificate" may require 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 Profitability FIT

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

D) To check that the "root certificate" has installed correctly,:

    a. Go to Internet Explorer Tools and select **Internet Options**.

    b. Select the **Content** tab and then **Certificates**.

    c. The root certificate will be installed in the **Trusted Root Certification Authorities** tab as **BIGWEB1**. (See image on next page)

    d. **BIGWEB1** must be present in this tab before the user may log into the machine and proceed with steps 6 – 11.

Profitability FIT Digital Certificate Request and Installation

Image: Root Certificate has Installed Correctly