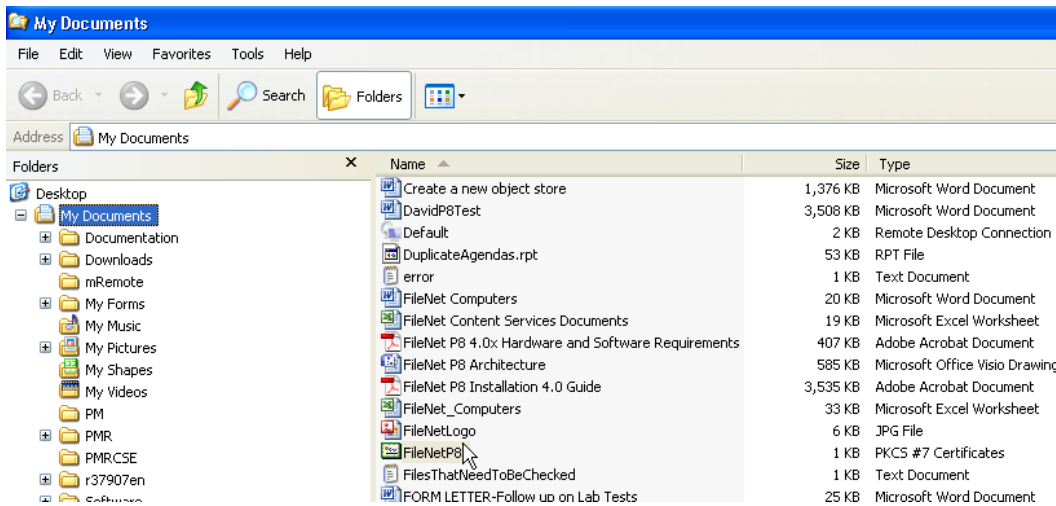


## Installing FileNet Certificate

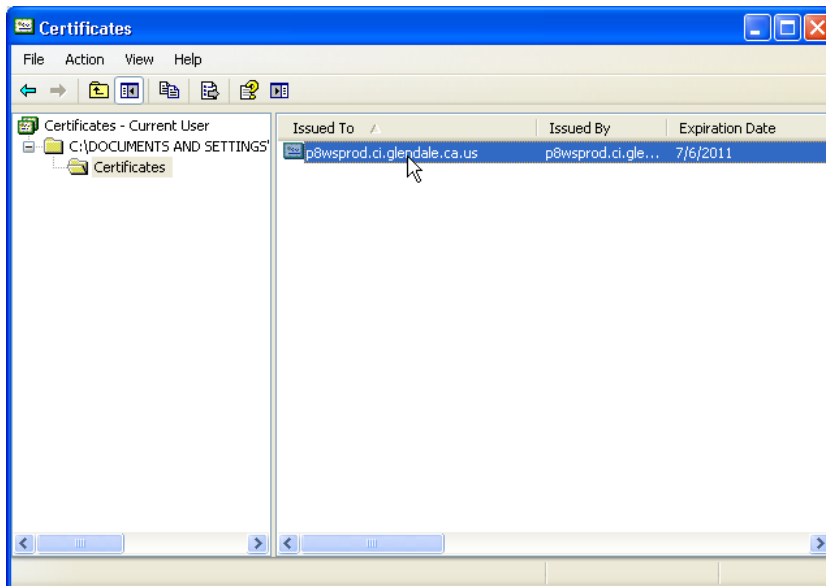
The FileNet P8 website, <https://p8wsprod.ci.glendale.ca.us:9443/WorkplaceXT> is a secure site. This site can be accessed from any computer that has Internet access. It does not require you to have a VPN connection, but what it does require is for you to have a valid certificate added to your internet browser. This certificate may be obtained by contacting the FileNet help center. You could also download the certificate file from the city website. Once you have this file, copy it somewhere on your computer where you have access. You will then import the certificate using one the method listed below. Once imported, you may delete the certificate from your computer.

### Importing Certificate File

1. Start Windows Explorer and double click on the certificate from the location where you saved the file.

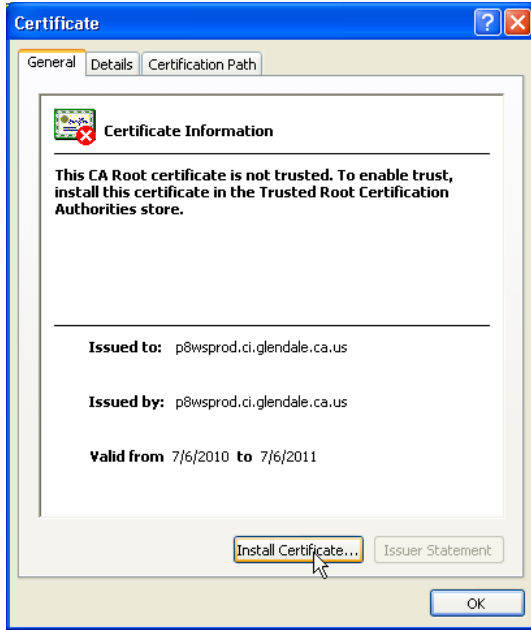


2. Expand the Certificates dialog box to display the certificate that is stored on your computer. Double click on the file.



## Install FileNet Certificate

3. The Certificate Information dialog box displays, click Install Certificate.

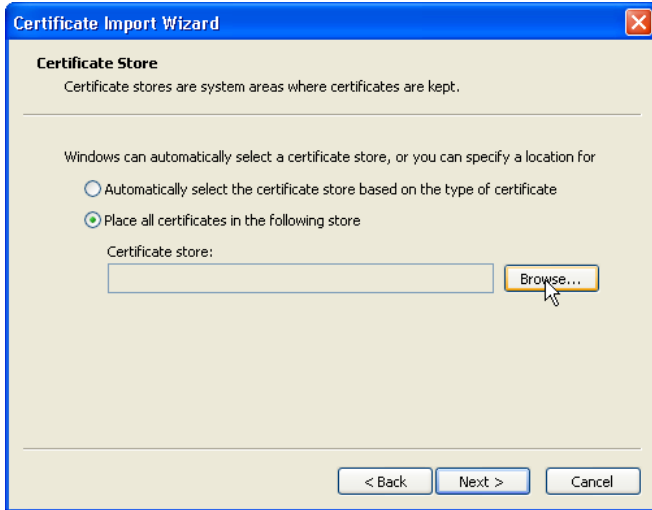


4. The Certificate Import Wizard starts, click Next.

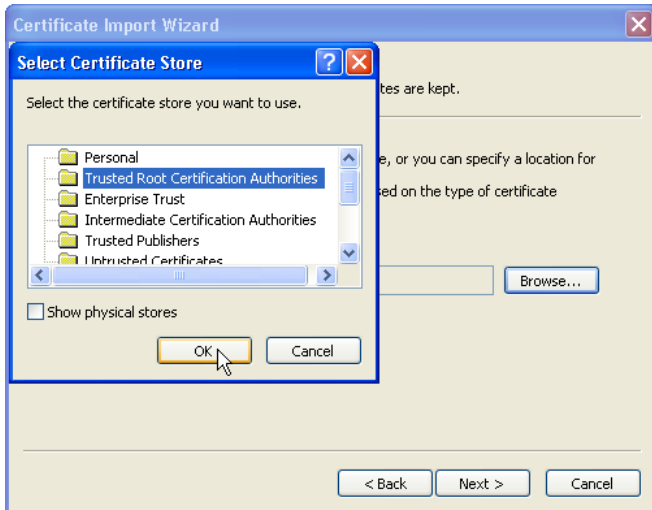


## Install FileNet Certificate

5. Select Place all certificates in the following store and click Browse to pick the store.

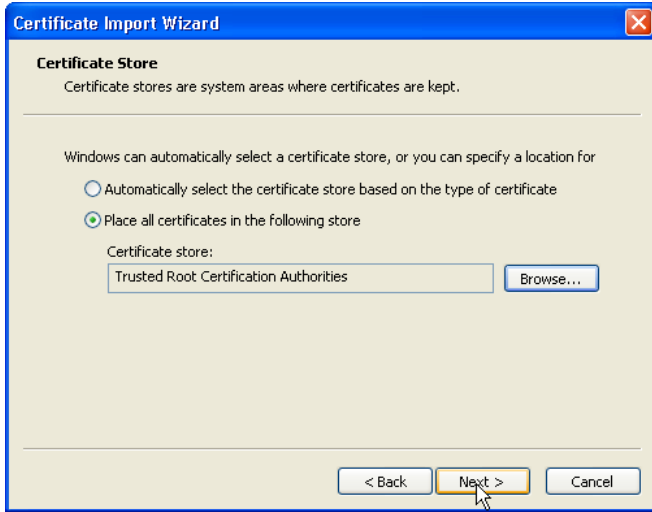


6. Select the Trusted Root Certification Authorities, and click OK.

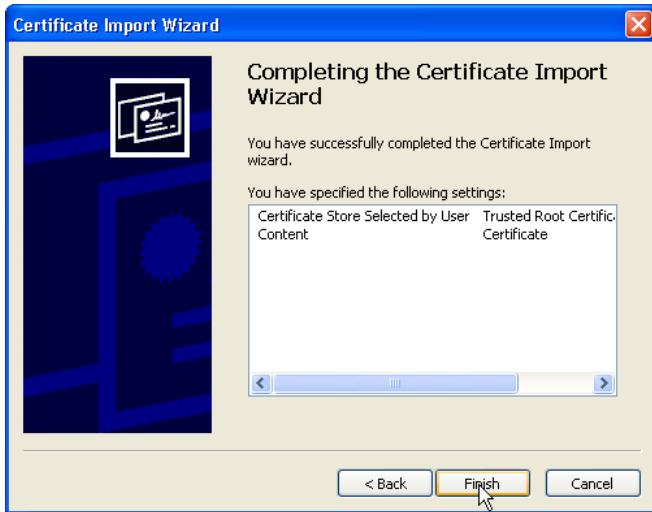


## Install FileNet Certificate

- Once the Certificate store is selected, click Next

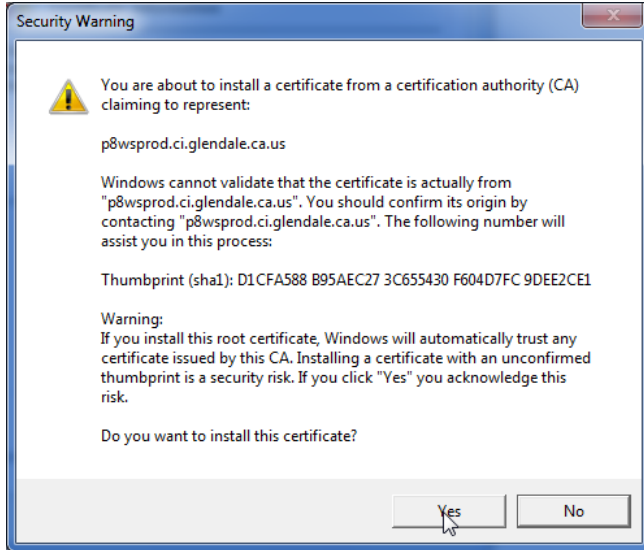


- Click Finish to complete the wizard.



## Install FileNet Certificate

9. You should get two warning screens indicating that you are importing a certificate, click Yes.

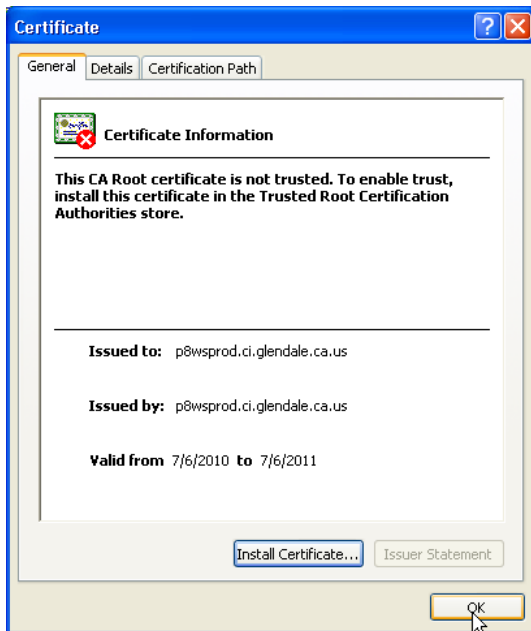


## Install FileNet Certificate

10. A confirmation screen will display the successful import, click Ok.



11. The information concerning the certificate should display, indicating the time that the certificate will be valid for. Click OK. You should be able to access the FileNet web site normally.



## Install FileNet Certificate

12. Click the red x in the corner to dismiss the dialog box.

