

# Interconnect Mediated Access 40.0 Connection Guide

How to set up and connect to IMA

April 3, 2017

## **Document information**

If you use this guide, please let us know at imadocs@centurylink.com. We welcome your feedback on this document.

The versions of this guide for the <u>new</u> release are listed below:

Document date	Description
March 6, 2017 [Draft]	Draft guide for CMP review posted at http://www.centurylink.com/wholesale/cmp/review.html
March 13, 2017	Final guide posted at http://www.centurylink.com/wholesale/cmp/ review_archivesystem.html
April 3, 2017	Final guide posted at http://www.centurylink.com/wholesale/ima/gui/index.html

You can find guides for <u>prior</u> releases at <u>http://www.centurylink.com/wholesale/cmp/review\_archivesystem.html</u>.

## **Change log**

Changes to IMA for this release are provided through CMP (change management process) at <u>http://www.centurylink.com/wholesale/cmp/index.html</u>.

Change for this release:

- Section 2 Software Requirements Support IE 11 and support HTML5 compliant browsers
- Section 2 Java Run Runtime Environment Support Java 1.8

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# 1

# Getting started

This guide provides

- basic information about Interconnect Mediated Access (IMA)
- software and hardware requirements
- instructions for
  - configuring Internet Explorer
  - modifying the java.policy file
  - Internet access to IMA

This guide is intended for employees of the ISC (Interconnect Service Center), IWSC (Interconnect West Service Center), the LOC (Listing Operation Center), and Competitive Local Exchange Carriers (CLECs).

This guide assumes you have a background in telecommunications local service.

IMA is available for use by CLECS in the legacy Qwest territories within the former 14-state Qwest region.

## **CenturyLink SYADs**

CenturyLink<sup>™</sup> system administrators create IMA accounts for all CLECs, including establishing the first CLEC system administrator and maintaining user profiles.

## **CLECs**

CLECs interact with IMA on two levels:

- administrators create and manage all CLEC user accounts
- users manage all service requests through IMA

IMA allows CLECs access to local service elements of the CenturyLink network and electronic access to its legacy operations support systems (OSS).

CLECs use IMA to create local service requests (LSRs) and submit them to CenturyLink for processing. LSRs contain the information CenturyLink needs to create service orders for the CLECs.

## System security

IMA provides a secure environment for its users.

System security	Description and access
Username and password	IMA usernames and passwords for CLEC system administrators are obtained from a CenturyLink system administrator. CLEC system administrators must receive these before they can access IMA.
	CLEC system administrators give CLEC users their username and password. To ensure security, new users should change their individual password the first time they log in to IMA. (See "Changing your password" on page 21.)
	You can change your password at any time. (System administrators can also reset passwords.)
User PIN and Corporate ID	PINs and IDs are obtained from a CenturyLink Wholesale Markets service manager. Only users who have these credentials can enter the IMA secure environment and access its data, preventing unauthorized persons from gaining access to protected information.

IMA provides an additional level of security by letting the CLEC system administrators decide the access rights users will need—administrator privileges or user privileges. Access rights define specific privileges users have to operate within IMA. If a user performs the tasks of both an administrator and a user, this user requires two IMA usernames and passwords, one as a user and one as an administrator.

An administrator can inactivate a user when necessary, preventing the user from accessing IMA and data stored in any of the databases. For more information on CLEC system administrative privileges, see the *CLEC System Administrator's Guide* (http://www.centurylink.com/wholesale/ima/gui/index.html).

## IMA hours (Mountain Time)

Monday-Friday	6 a.m. to midnight
Saturday	6 a.m. to 9 p.m.
Sunday	10 a.m. to 7 p.m.

## **Additional resources**

## Web sites

#### **IMA Access**

https://ima.centurylink.com/ima

#### **Products and Services**

http://www.centurylink.com/wholesale/pcat/index.html

#### CenturyLink E-Business—Digital Certificate Procedures

http://ecom.centurylink.com

#### Wholesale Customer Contacts business procedure

http://www.centurylink.com/wholesale/clecs/escalations.html

#### Wholesale Resources-IMA

http://www.centurylink.com/wholesale/ima/index.html

### Documents

In addition to this document, CenturyLink provides four other guides to help you use IMA.

The first three guides are available at <a href="http://www.centurylink.com/wholesale/ima/gui/index.html">http://www.centurylink.com/wholesale/ima/gui/index.html</a>

- *CLEC System Administrator's Guide*—guidelines for managing CLEC users' accounts
- *Facility-Based Directory Listings Guide*—guidelines for submitting orders for facility-based directory listings
- *IMA User's Guide*—guidelines for preparing, submitting, and following up on LSRs

The fourth guide is available at <a href="http://www.centurylink.com/wholesale/training/coursecatalog.html">http://www.centurylink.com/wholesale/training/coursecatalog.html</a>:

• Loop Qualification and Raw Loop Data CLEC Job Aid—guidelines for retrieving raw loop data and for checking whether a loop qualifies (for CenturyLink HSI/Broadband Service or for unbundled ADSL service)



# 2

# Requirements

This chapter describes hardware and software requirements for IMA. If non-IMA applications are running concurrently with IMA, these requirements may need to be increased.

**Note:** When a new version of IMA is installed, you must log out of IMA and log back in to continue working.

## Software requirements

**Important:** CenturyLink supports and certifies Windows 7 as the operating system for IMA. CenturyLink recommends you to use Internet Explorer 10.0/11.0 as your browser when running Windows 7. IMA may function using different browsers and Windows operating systems, however, CenturyLink will not be responsible for any problems encountered when using operating systems other than Windows 7.

- Microsoft Windows 7
- Internet Explorer 10.0/11.0 (recommended)
- HTML5 compliant browsers such as Firefox, Safari, and Chrome have been tested with the Java applet. These browsers will require plugins to support Java applets – see https://java.com/en/download/help/ enable\_browser.xml.
- Java Runtime Environment 1.7\_u52 thru 1.8\_u51 for Internet Explorer. However, CenturyLink recommends that Internet Explorer users upgrade to at least Java Runtime Environment 1.8.

## Hardware requirements (minimum)

- 1 gigahertz (GHz) or faster 32-bit (x86) or 64-bit (x64) processor
- 1 gigabyte(GB) RAM (32-bit) or 2GB RAM (64-bit)
- 16 GB available hard disk space(32-bit) or 20 GB(64-bit)

- DirectX 9 graphics device with WDDM 1.0 or higher driver
- LAN connection to CenturyLink
- 200 MB free disk space (after all software installation and Windows virtual memory file allocation)

Additional memory (RAM) and a faster network connection and CPU may improve performance of IMA.

## Java Desktop Runtime Environment for IMA

IMA is certified for Java Runtime Environment (JRE) 1.8.0\_51 (1.8 u51). Please contact your desktop support if you need the Java RE for your desktop.(Backward compatibility is provided for JRE 1.7.0\_52 (1.7 u52).

The Java Desktop Runtime Environment (JRE) can be found at

#### http://java.com/en

If the Java Desktop JRE has not already been installed, a **Java Runtime Environment Not Installed** popup window appears in IMA GUI. This appears only when PreOrder/Order/PostOrder is launched for the first time and the Java Desktop Runtime Environment has not been installed.

**Note:** It might be possible for an unsupported browser to run the PreOrder/Order/PostOrder GUI after the Java Runtime Environment has been installed. If you encounter problems, however, CenturyLink first recommends that you install IE 10 or IE 11 browser.



# 3

# Connecting to IMA

If you are accessing IMA over the Internet, several factors external to CenturyLink (such as your Internet service provider—your ISP—and Internet traffic) may impact response time.

If you're accessing IMA using a digital certificate, use this URL: <u>https://</u> <u>ima.centurylink.com/ima</u>. (CenturyLink recommends that you bookmark this URL.)

## Logging in to IMA for the first time

The **Interconnect Login** window ensures that only authorized users access IMA. To log in, you need your corporate ID, username, and password. (You can get this information from your system administrator.)

Interconnect Login

See "System security" on page 5.

- **1** In the **Interconnect Login** window, type your corporate ID, username, and password. (These fields are case-sensitive.)
- 2 Click Login.

The first time you log in to IMA, your password is the same as your username. As soon as you create your personal profile, you should change your password. (See page 21.)

## Creating your personal profile

The first time you log in to IMA, you must fill in your personal profile before you can go on to other tasks. Your personal profile contains information that CenturyLink uses to contact you.

**Tip:** Administrators—you might want create a joint e-mail account and phone number so that all users have access to this e-mail or phone number in case of absence, emergency, or work flow. This group e-mail and phone number can then be entered in the individual user's profile.

🖉 Personal Profile - Windows I	nternet Explorer
<b>GO</b> - <b>E</b>	V 😽 🗙 Live Search
<u>Eile Edit Yiew Favorites To</u>	ols <u>H</u> elp
🚖 🏟 🏠 Home 🔹 🖶 Print	🔻 📴 Bage 🛪 🍈 Tools 👻 🛞 Help 👻
Either an Email addre	ss or valid Fax Number is required as part of the User Profile information.
	Personal Profile
	Name:         Telephone Number:         E-Mail Address:         Fax:         Street Address:         Floor:         Room/Mail Stop:         City:         State:         Algo:         Zip/Postal Code:
	Update Database Logout
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- 1 Fill in the fields. (Floor and Room/Mail Stop are optional.)
  - **a** For your telephone and fax numbers, use the format **555-555-5555**.
  - **b** Fill in your e-mail address, fax number, or both to indicate how you want to receive system notifications.
- 2 Click **Update Database**. (If you click **Logout**, your profile won't be saved and you'll still need to create your personal profile next time you log in.)
- 3 Click Return to Main Menu.

The **Interconnect Functions** window appears. Depending on your access level, you may see fewer options.

Interconnect Functions	
System Administration	
User Administration	
Set CUID	
PreOrder/Order/PostOrder	
Status	
Line Loss	
Batch Hot Cut Status	
Firm Order Manager	
Lock Administration	
Resource Return	
SOV Recent Page Report	
Virtual CSR	
View Reference Data	
Logout	

*Important:* Be sure to use buttons within IMA. Don't use the browser's buttons (e.g., **Back**) or you may get an error.

## Modifying your personal profile

After you have created and saved your personal profile, you can modify it further as needed.

1 In the Interconnect Functions window, click User Administration.

🥟 Personal Profile -	Windows Internet Explorer	
<b>3</b> - <b>2</b>	V 47 X Live Search	P -
File Edit View Fav	arites <u>T</u> ools <u>H</u> elp	
🚖 🏟 🏠 Home 🔹	🖶 Print 🔹 📴 Page 👻 🎯 Tools 👻 🔞 Help 👻	
	Personal Profile	
	Name: MA Documentation	
	E-Mail Address: imadocs@awest.com	
	Fax: 123-456-7890	
	Street Address: 930 15th Street	
	Floor: 5	
	Room/Mail Stop:	
	State: CO V	
	Zip/Postal Code: 80202	
	Update Database	
	Second intranet	€ 100% ·

- 2 Click in each field to be modified, and change the information. (Remember to use the format **555-5555** for the telephone and fax numbers.)
- 3 Click Update Database.
- 4 Click Return to Main Menu.

## **Changing your password**

For security reasons, you should change your password often.

#### 1 In the Interconnect Functions window, click Set Password.

🖉 Set Password - Windows Inter	rnet Explorer	
G 🔾 🕶 🙋	💌 🐓 🗙 Live Search	P -
Eile Edit Yiew Favorites Tools	Help	
🚖 💠 🏠 Home 🔹 🖶 Print 🕚	• 📴 Page • ۞ Tools • ❷ Help •	
	Set Password	<
	Enter New Password.	
	Old Password:	
	New Password:	
	Re-Type New Password:	
	SetPassword Clear Return to Main Menu	

**2** Do the following:

In this field	Туре
Old Password	Your current password
New Password	Your new password (6–8 characters, at least one of which is
Re-Type New Password	

#### 3 Click Set Password.

IMA changes your password.

4 Click Return to Main Menu.



# 4

# **E-business Internet connection**

CenturyLink E-business digital certificates (or digital IDs) are issued for each of your employees. They are required for each personal computer used to access CenturyLink systems via the Internet.

E-business digital certificate registration is a one-time process and must be renewed every five years.

You must first request a digital certificate before starting the registration process.

## **Requesting a digital certificate**

The CenturyLink E-Commerce group obtains the VeriSign and legacy Qwest cobranded digital certificates needed to access IMA via the Internet.

The digital certificate process is administered by the CenturyLink WSSA (Wholesale Systems Security Administration) group. This group has responsibility over these certificates for end users, including revocation of a certificate and updating user information.

#### To request a digital certificate

- 1 Contact your CenturyLink service manager at: <u>http://www.centurylink.com/wholesale/clecs/accountmanagers.html</u>
  - **Note:** You may also go to the Wholesale Systems Web site at <u>http://www.centurylink.com/wholesale/systems/</u><u>generalinfo.html</u> for request information and forms.
- **2** Fill out the digital certificate request form.
- **3** E-mail the completed form to your CenturyLink service manager.

The CenturyLink service manager verifies that the information is complete and correct and then forwards your request to WSSA. The WSSA sends your information to ECOM to assign the certificate and PIN information.

*Important:* All digital certificate requests must go through a CenturyLink service manager. Under no circumstances should you e-mail your request directly to the CenturyLink Wholesale Systems Security Administration group. Your request will **not** be processed. Once your request is processed, the information is updated in the LDAP server and an e-mail reply is sent to you. Please allow a minimum of 48 hours to process and update security databases.

The e-mail contains the following information you must have before registering your digital certificate:

- digital certificate number
- PIN
- instructions for their use

Once you've registered your digital certificate, you must have the following before you can access IMA:

- your company's corporate ID
- username
- password

## Downloading your digital certificate

#### To begin the downloading process

 Go to the CenturyLink Online Service Center Web site at (<u>http://www.centurylinkapps.com/wholesale/cert/index.html</u>).



2 Select Begin Digital Certificate Download Process.

**Important:** Digital certificates must be downloaded within 30 days of receipt. Digital certificates not downloaded within this time are removed from the system. If your digital certificate has been removed, you must request a new one.

Conception      Conception		- • •
File Edit View Feverite Teols Help         File Edit View Feverite Teols Help    CenturyLink	🗲 🛞 🧭 https://cens.centurylink.com/enroll_msie_qwest_v6.html 🖉 = 🔒 C 🗶 🦉 CenturyLink OneStep Centin X	
<form></form>	File Edit View Favorites Tools Help	
€ <u>1</u> 00% <del>-</del>	CenturyLink OneStep Certificate Enrollment Step 1: Install may be ose by per mot browser. you may proceed to step 2.  Provide a Root CA Certificate in your browser. you may proceed to step 2.  • To install the Root CA Certificate, click the button to the right. Install Certificate • On the Root CA Certificate, click the button to the right. Install Certificate • On the root of the Root CA Certificate in your browser. If you anady have a Root CA Certificate in your browser. If you anady have a Root CA Certificate, click the button to the right. Install Certificate • On the Root CA Certificate, click the button to the right. Install Certificate • On the Root CA Certificate Least Trust this CA to identify web sites and Trust this CA to identify web sites and Trust this CA to identify web sites and Trust this CA to identify and user. • Click OK  Step 2: Information for your Digital ID The information that you enter here is used to create the public portion of your Digital ID. Fill in all fields. User ID PH D Step 3: Corptographic Service Provider Step 3: Corptographic Service Provider for go town hox are based upon the configuration of your machine. Choose one of the Microsoft Strong Cryptographic Provider 10 or Microsoft Strong Cryptographic Service Provider Corptographic Service Provider Corptographic Service Provider Corptographic Provider 10 Cryptographic Service Provider Corptographic Service Provider Corptographic Provider 10 Cryptographic Provider 10 Cryptographic Provider 10 Cryptographic Provider 10 Cryptographic Provider Corptographic Provider Corptograph	-
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#### 3 Fill in the User ID and PIN fields and click Accept.

**Note:** The client certificate is a personal certificate that identifies an individual CLEC user via a 9 character ID stored in their CenturyLink /Legacy Qwest issued client Public / Private Keys. This client certificate is requested via CenturyLink / Legacy Qwest form and the certificate key Pair is downloaded into the browser on your local machine to encrypt data that is transmitted from you, the CLEC user to CenturyLink. (Note: These certificates are still being issued by the Qwest certification authority (CA)).

This certificate is stored only on the workstation and browser for that you downloaded it into. Multiple users' client certificates may be stored on a single workstation. However, if another workstation or a different browser version is to be used by the same user, then either the Public / Private Key pair must be re-downloaded to the new browser version / workstation or the certificate must be exported from the existing location and imported into the new browser/workstation. For this, you must use the Windows certificate export tools and export the client certificate (look for the 9 character user ID) to a USB drive/CD and then on the new workstation/browser use certificate import tools to download the same files from the USB Drive/CD. 4 Click **Yes** if you receive an ActiveX Control warning.



**5** Click **Yes** at the security warning to proceed with installation.



When the client digital certificate is fully loaded on the workstation, the registration process is complete.



## Verifying the installed certificate

1 Choose Tools > Internet Options in your Internet Explorer browser.



- Internet Options
   Image: Content Connections Programs Advanced

   General Security Privacy Content Connections Programs Advanced

   Content Advisor

   Image: Advanced

   Image:
- 2 On the **Content** tab, choose **Certificates**.

**3** Double click on the certificate's name.

tended purpose: Personal Other Peop	<all></all>	n Authorities Tru	sted Root Certification
Issued To	Issued By	Expiratio	Friendly Name
Qwest Communi	cati ECOM User CA	9/11/2016	<none></none>
Import	ort		<u>A</u> dvance
Import Exp Certificate intended p <all></all>	oort <u>R</u> emove		<u>A</u> dvance

4 View the **General** tab.

Certificate
General Details Certification Path
Certificate Information
This certificate cannot be verified up to a trusted certification authority.
Issued to: Qwest Communications International Inc
Issued by: ECOM User CA
Valid from 9/ 12/ 2011 to 9/ 11/ 2016
You have a private key that corresponds to this certificate.
Issuer <u>S</u> tatement
Learn more about <u>certificates</u>
ОК

**5** View the **Certification Path** tab.

Certificate
General Details Certification Path
Certification gath Qwest Communications International Inc Root CA v1
Qwest Communications International Inc
<u>V</u> iew Certificate
Certificate status:
This certificate is OK.
 Learn more about <u>certification paths</u>
ОК

## Modifying the java.policy file

*Important:* CenturyLink highly recommends that you create a backup copy of the java.policy file.

- Using Windows Explorer, access the java.policy file from the folder C:\ProgramFiles(x86)\Java\jre1.7.0\_51\lib\security for a 32 bit Internet explorer or C:\ProgramFiles\Java\jre1.6.0\_xx\lib\security for a 64 bit Internet Explorer
- 2 Select the **java.policy** file.

# 3 Select Edit > Copy, then select Edit > Paste.A copy of the java.policy file appears in this same folder.

Image: Conjust       Open       Newfolder       Image: Conjust       Image: Conjust	L Computer	<ul> <li>OSDick (C)</li> <li>Brownen Filer</li> </ul>	A loss & idl/170.51 & in	h lib h cocurity					- 4. County converts			
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4 Using WordPad, open the **java.policy** file.

📳 🛄 🎐 🥐 🗴   java.policy - WordPad	THE REPORT OF THE REPORT OF	0.0 - *-
Home View		÷
Parte Copy Courier New 11 B Z U dat X, X <sup>2</sup>	A →      B (B E = - (S - A →      B = = B R     Prior     Prior	
	-1	
	permission java.util.vropertyvermission "line.separator", "read"; permission java.util.PropertyVermission "java.specification.version", "read"; permission java.util.PropertyVermission "java.specification.name", "read"; permission java.util.PropertyVermission "java.wm.specification.version", "read"; permission java.util.PropertyVermission "java.wm.specification.version", "read"; permission java.util.PropertyVermission "java.wm.specification.version", "read"; permission java.util.PropertyVermission "java.wm.specification.name", "read"; permission java.util.PropertyVermission "java.wm.specification.name", "read"; permission java.util.PropertyVermission	
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	<pre>permission java.util.PropertyPermission "java.vm.mame", "read"; permission java.util.PropertyPermission "java.vm.name", "read"; permission java.util.PropertyPermission "java.vm.name", "read"; permission java.util.PropertyPermission "user.home"; "read"; permission java.util.PropertyPermission "setFactory"; };</pre>	

- **5** Edit the **java.policy** file by adding the following 3 lines:
  - permission java.util.PropertyPermission "javax.net.ssl.\*", "read,write";
  - permission java.util.PropertyPermission "user.home", "read";
  - permission java.lang.RuntimePermission "setFactory";

Insert these lines at the bottom of the file just above the **}**; symbol.

- **Tip:** If you're reading these guidelines in Adobe Acrobat, you can use the **Select Text** tool to select the lines of text, copy them, and paste them into the java.policy file. Copy and paste one line of text at a time eliminating the leading bullet.
- 6 Save and close the **java.policy** file.

If you are unable to access the IMA PreOrder/Order/PostOrder functions after completing the above procedure, do one of the following:

- If you do not receive an error message, close all active windows and programs and restart your computer.
- If one of the following error messages displays, follow the instructions and try accessing IMA PreOrder/Order/PostOrder again:

Error Me	singe 📓
X	Internet Access Problem - A problem occurred with System Permissions.
	Please review the IMA GUI Connection Guide at http://www.centurylink.com/wholesale/ima/puilindex.html
	by clicking on the 'Download and view the Connection Guide' link. The section titled 'Modifying the java.policy file'
	starts at approximately page 14.
	Check the javapolicy file to ensure the following lines have been added:
	permission java.util.PropertyPermission "javax.net.ssl.*","read,write";
	permission java.util.PropertyPermission "user.home", "read";
	permission java.lang.RuntimePermission "self-actory";
	For Windows OSs, like Windows 7 or Windows XP or Windows 2000, the default directory should be something like C:Program Files/Javajier1.6.0_xxilbisecurit
	OK

If this error message displays, check the **java.policy** file and make sure the 3 new additional lines you entered are accurate and placed correctly.

M Error	X
Messages:	
There is an error in the certificate password you entered or in the name of the certificate.	^
Please see the instructions in the Manual.	
•	~
OK Print Preview E-mail	
Java Applet Window	

If this error message displays, check to make sure the certificate password and name are correct. The password is one you previously entered for the certificate or **qwest1**. The certificate name in your **UserID** folder must be **QwestIMACertificate.p12**.

**Note:** For digital certificate assistance, call the CenturyLink Wholesale Systems Help Desk (888-796-9102, option 2).

## Importing your digital certificate to Internet Explorer

This section is for current and new Internet Explorer users and explains how to "move" your digital certificate.

All requirements for modifying the java.policy file must be completed before continuing.

**1** Open Internet Explorer.

- 2 From the **Tools** menu, select **Internet Options**.
- **3** Click the **Content** tab.

Internet Options
General Security Privacy Content Connections Programs Advanced
Content Advisor
Ratings help you control the Internet content that can be viewed on this computer.
PEnable 🛞 Settings
Certificates
Use certificates for encrypted connections and identification.
Clear SSL state Certificates Publishers
AutoComplete
AutoComplete stores previous entries Settings on webpages and suggests matches for you.
Feeds and Web Slices
Feeds and Web Slices provide updated Settings content from websites that can be read in Internet Explorer and other programs.
Some <u>settings</u> are managed by your system administrator.
OK Cancel Apply

#### 4 Click **Certificates**.

tificates			ĺ
tended purpose: <a>All:</a>	>		
ersonal Other People I	ntermediate Certificatio	n Authorities Tru	sted Root Certification 4
Issued To	Issued By	Expiratio	Friendly Name
Qwest Communicati	ECOM User CA	9/11/2016	<none></none>
Import Export	Remove		Advance
Certificate intended purpos			
			View

5 Click Import to activate the Certificate Wizard.



6 Click Next.

Certifi	cate Import Wizard					
File	e to Import					
	Specify the file you want to import.					
	File name:					
	Browse					
	Note: More than one certificate can be stored in a single file in the following formats:					
	Personal Information Exchange- PKCS #12 (.PFX,.P12)					
	Cryptographic Message Syntax Standard- PKCS #7 Certificates (.P78)					
	Microsoft Serialized Certificate Store (.SST)					
Lea	rn more about certificate file formats					
	< Back Next > Cancel					

7 Type the URL or select Browse to locate your certificate. Your certificate should be located at C:\Documents and Settings under your specific UserID and the file name of the certificate should be QwestIMACertificate.p12.

8 Click Next.

Certificate Import Wizard					
Password To maintain security, the private key was protected with a password.					
Type the password for the private key.					
Paswora:					
Enable strong private key protection. You will be prompted every time the private key is used by an application if you enable this option.					
Mark this key as exportable. This will allow you to back up or transport your keys at a later time.					
Include all extended properties.					
Learn more about <u>protecting private keys</u>					
< Back Next > Cancel					

**9** In the **Password** field, type **qwest1**. This password is case-sensitive.

#### 10 Click Next.

Certificate Import Wizard							
Certificate Store							
Certificate stores are system areas where certificates are kept.							
Windows can automatically select a certificate store, or you can specify a location for the certificate.							
Automatically select the certificate store based on the type of certificate							
Place all certificates in the following store:     Certificate store:							
Personal Browse							
Learn more about <u>certificate stores</u>							
< Back Next > Cancel							

**11** Leave the settings at their default positions and click **Next**.

Certificate Import Wizard		<b>—</b>	
	Completing the Certificate Import Wizard The certificate will be imported after you click Finish.		
	You have specified the follo Certificate Store Selected Content File Name	wing settings: by User Personal PFX C: \Users\460794\Des	
	[ • ][ • ]]		
	< Back	Finish Cancel	

#### 12 Click Finish.

Certificates							
Intended purpose:	<all></all>						
Personal Other People Intermediate Certification Authorities Trusted Root Certification							
Issued To	Issued By	Expiratio	Friendly Name				
Qwest Commun	icati ECOM User CA	9/11/2016	<none></none>				
Import Exi Certificate intended p <all></all>	oort <u>R</u> emove		Advanced				
Learn more about cert	ficates						
contraste about <u>cont</u>			Close				

The name of the certificate appears in the **Certificates** list box along with a confirmation message.

13 Click **OK** and close all active windows.



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