

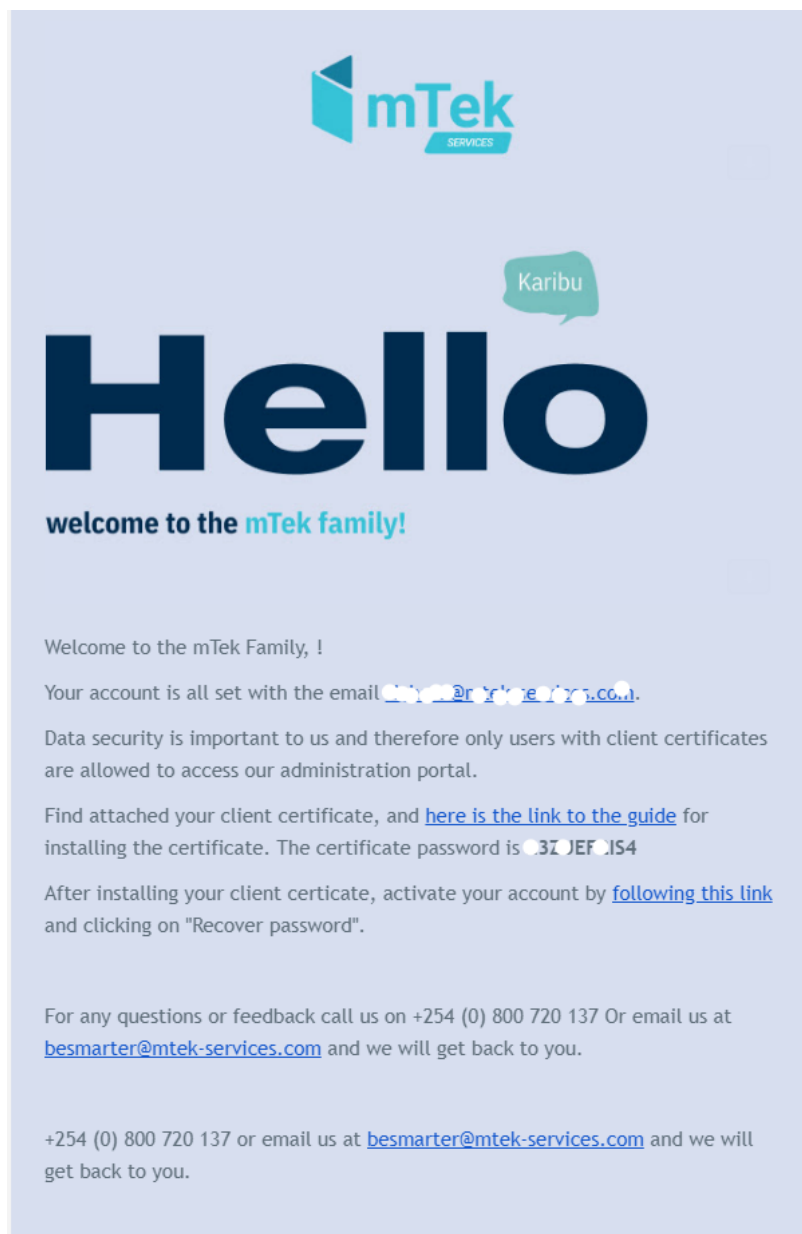
INTRODUCTION

Apart from your email and password, the mTek Administration portal has an added layer of security called the client certificate authentication. This layer ensures that only persons with a certificate installed on their browser can see the portal.

This manual guides you through the installation of the client certificate on your browser.

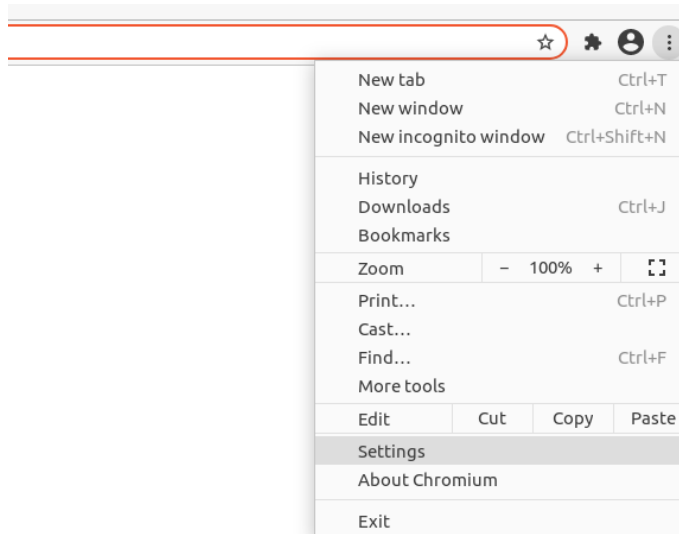
RECEIVING YOUR CERTIFICATE

Once you are set up on the mTek system, you automatically receive a welcome email as shown in the screenshot below. The email includes the password and an attachment of your client certificate, which you need to install on your browser.

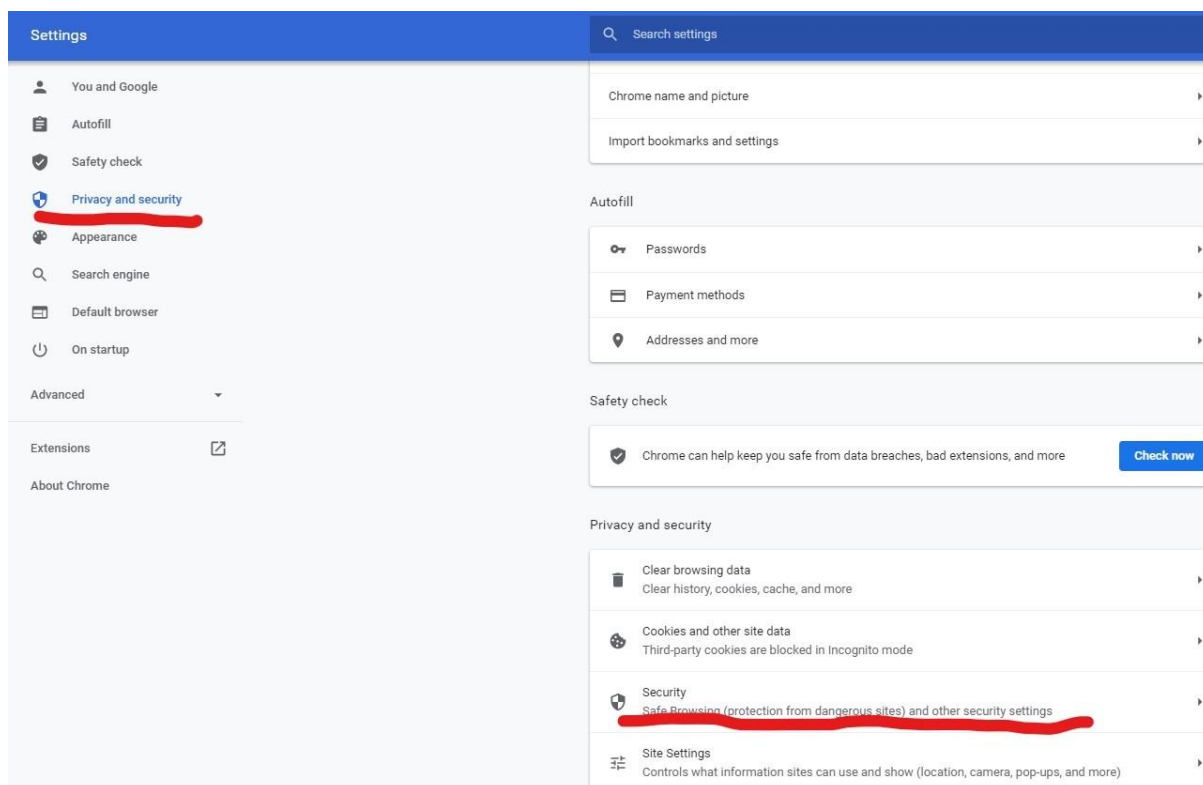


INSTALLING THE CLIENT CERTIFICATE

1. On the Google Chrome Menu item, click on settings, as indicated below:



2. On the emerging settings page, select **Privacy and Security** and then click on **Security**



3. On the next screen, click on **Manage Certificates**

Settings Search settings

- You and Google
- Autofill
- Safety check
- Privacy and security**
- Appearance
- Search engine
- Default browser
- On startup

Advanced ▼

Extensions 🔗

About Chrome

Advanced

Safe Browsing
Detects and warns you about dangerous events when they happen

Safe Browsing protection
Checks URLs with a list of unsafe sites stored in Chrome. If a site tries to steal your password, or when you download a harmful file, Chrome may also send URLs, including bits of page content, to Safe Browsing.

Help improve security on the web for everyone
Sends URLs of some pages you visit, limited system information, and some page content to Google, to help discover new threats and protect everyone on the web.

Warn you if passwords are exposed in a data breach
Chrome periodically checks your passwords against lists that have been published online. When doing this, your passwords and usernames are encrypted, so they can't be read by anyone, including Google. When you sign in to your Google Account, this feature is turned on.

No protection (not recommended)
Does not protect you against dangerous websites, downloads, and extensions. You'll still get Safe Browsing protection, where available, in other Google services, like Gmail and Search.

Advanced

Use secure DNS
Determines how to connect to websites over a secure connection

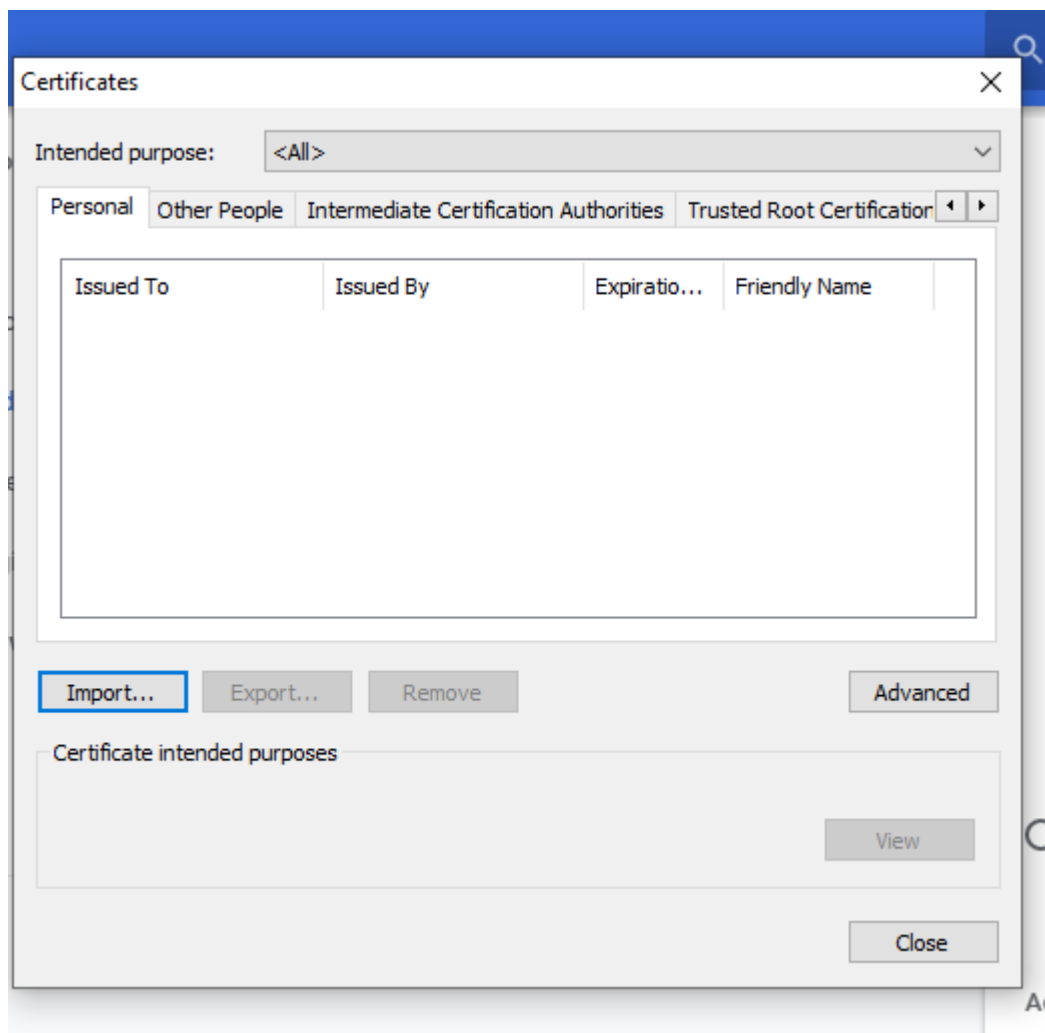
With your current service provider
Secure DNS may not be available all the time

With **Custom** ▼

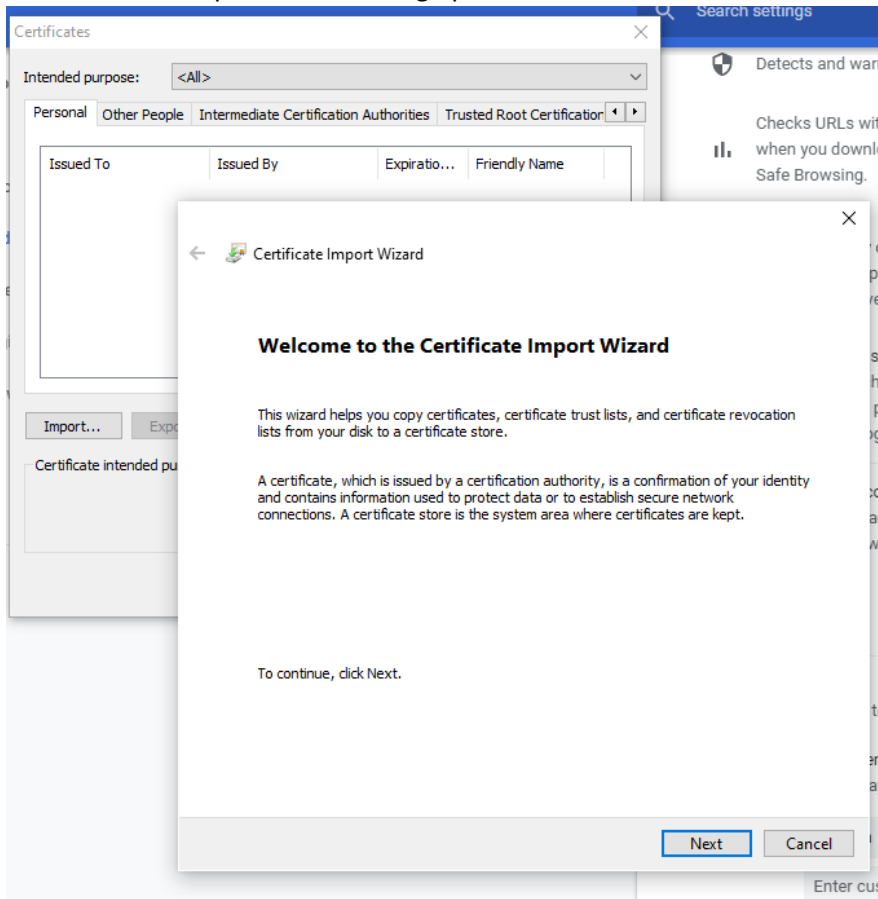
Manage certificates 🔗
Manage HTTPS/SSL certificates and settings

Google Advanced Protection Program 🔗
Safeguards the personal Google Accounts of anyone at risk of targeted attacks

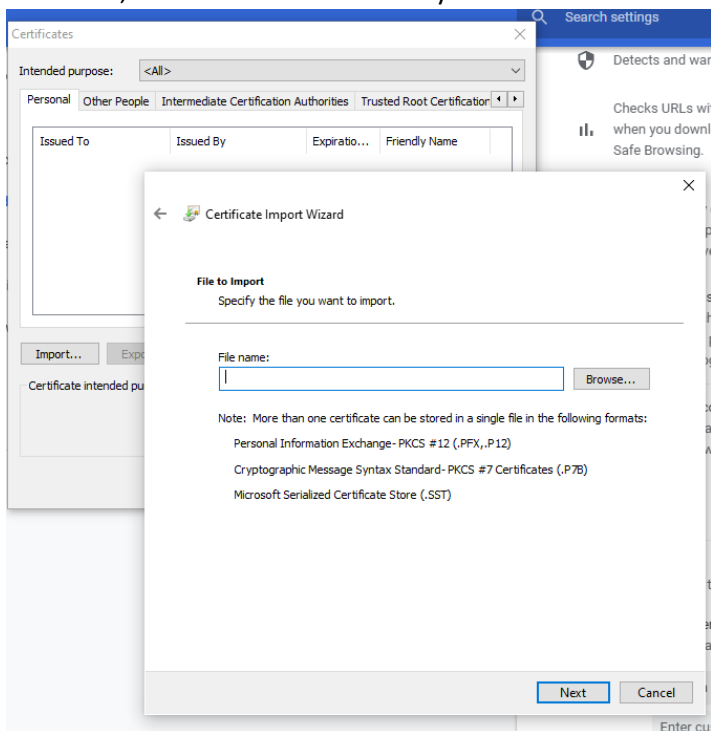
4. A dialog opens prompting you to import the certificate, click on **Import**



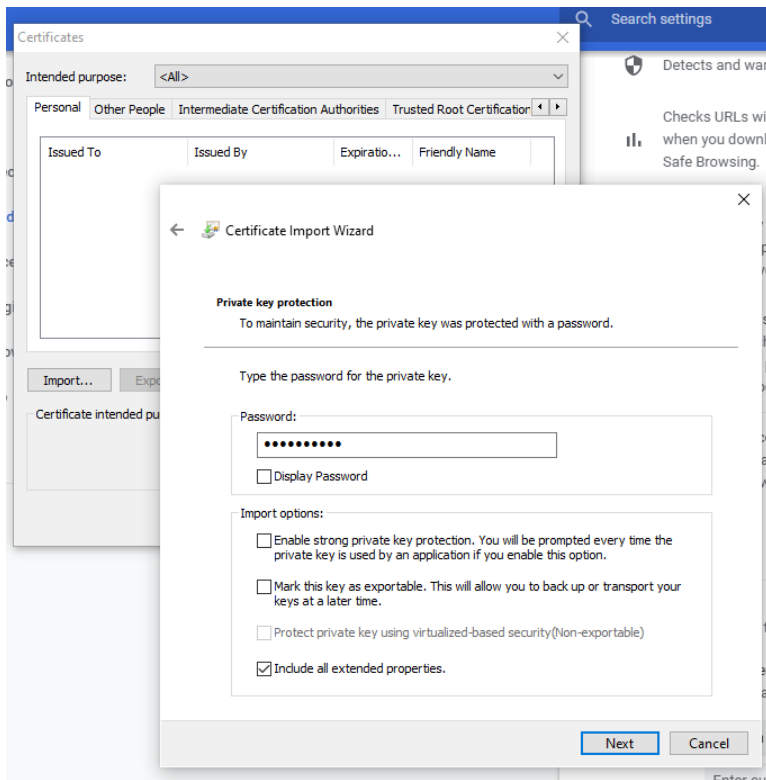
5. The certificate import wizard dialog opens



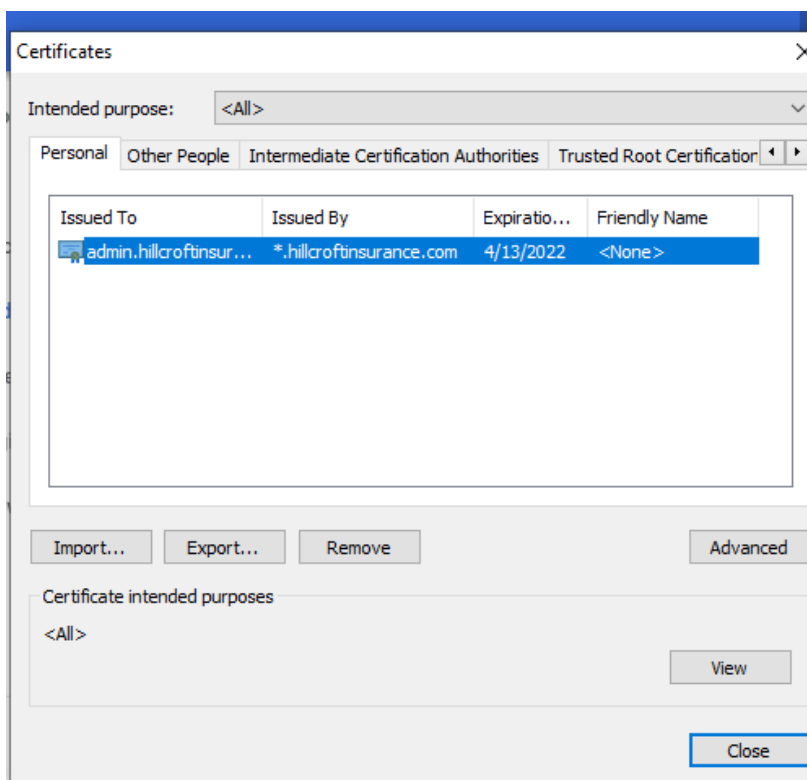
6. Click next, and select the certificate you received on email. Click **Next** once done



- Copy the password from the email address and paste in the password box.



- For the next two steps, click next until you have the **Certificated Imported Successfully** message. When done, you should see the newly imported certificate listed as shown below:



Once the certificate is installed, click on the link <https://admin.hillcroftinsurance.com> to access the portal. You should see the login screen as shown below:

