



Credebt Exchange Limited

60 Lower Baggot Street, Dublin 2.

Phone: +353 (1) 685-3600

Fax : +353 (1) 685-3688

Website: www.credebtexchange.com



Secure Access Guide v. 1.5

Copyright: Copyright ©2011-2015, Credebt Exchange Limited

Information:

Credebt Exchange

Phone: +353 1 685-3600

Email: support@credebtexchange.com



IMPORTANT NOTE: Basic PC, internet and email knowledge is required to successfully access the Credebt Exchange trading system. If you are unsure of your knowledge, it is advisable to seek the help of a competent and experienced technical person.

Also

IMPORTANT NOTE: Credebt Exchange Support will assist you with getting and installing your Digi-Access™ certificate. You can contact Credebt Exchange Support from **Monday to Friday, 9.00am to 5.00pm**, using dial: **01 685-3600** and select option **4**. For all other enquiries related to the Credebt Exchange trading system, dial: **01 685-3600** and select option **5**.

Please do not rely on Credebt Exchange Support to assist you with PC, Internet, email or other issues related to the usage of the Credebt Exchange trading system.

Table of Contents

1	Applying for a Digi-Access™ Certificate	2
1.1.1	Your PC is up to date with Microsoft® Update Service	2
1.1.2	Your web browser is supported	2
1.1	Setting Windows® Internet Explorer® as default web browser	2
1.1.3	Enable Windows® Internet Explorer® Add-ons	3
1.2	Setting Mozilla® Firefox as default web browser	4
2	Digi-Access™ Registration Form	5
3	Checking the Certificate Chain (pre-configuring your web browser)	6
3.1	Windows® Internet Explorer®	6
3.2	Mozilla® Firefox	8
4	Digi-Access™ Activation Email	10
4.1	Activating and installing the Digi-Access™ certificate	10
5	Checking that you have the Digi-Access™ Certificate	13
6	Access to the Credebt Exchange Trading System	15
6.1	Certificate authentication errors	15

1 Applying for a Digi-Access™ Certificate

Before you proceed, you must ensure that the following two points are met:

1.1.1 Your PC is up to date with Microsoft® Update Service

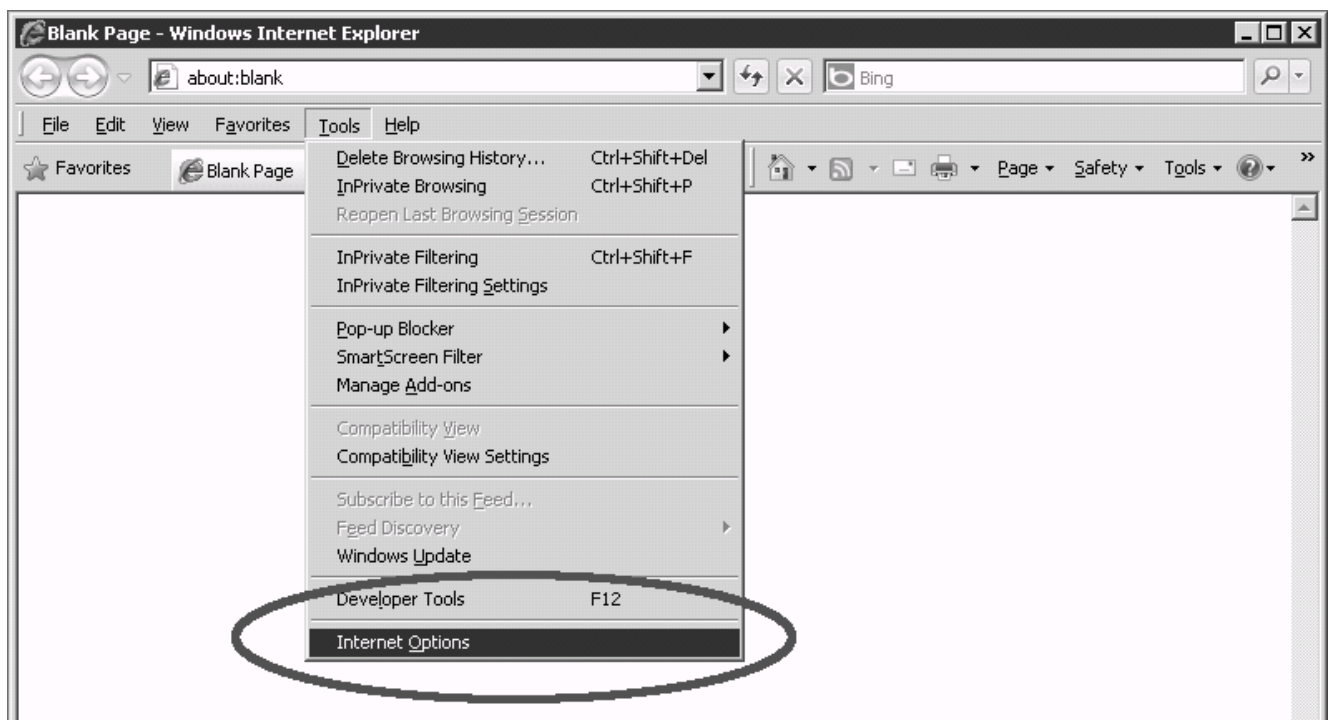
Using Windows® Internet Explorer®, visit <http://update.microsoft.com> to ensure your Personal Computer is fully up to date with all Service Packs, security and other bug fixes. If this is not achieved, you may encounter serious problems that will prevent you from successful installation of Digi-Access™ certificate on your computer.

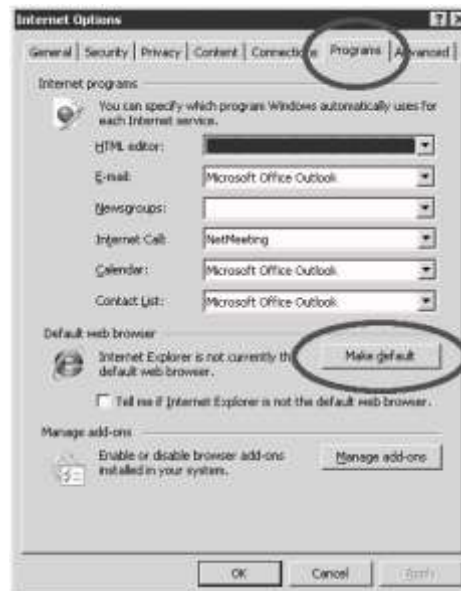
1.1.2 Your web browser is supported

Your default web browser MUST be set to either Mozilla® Firefox or Windows® Internet Explorer®. Google Chrome® and other web browsers are currently NOT supported and will NOT work with the Credebt Exchange trading system. Ensure that your default web browser is either Mozilla® Firefox or Windows® Internet Explorer® before proceeding further.

Instructions for setting up your default web browser as either Windows® Internet Explorer® or Mozilla® Firefox are provided below. You can choose only ONE web browser as your default web browser.

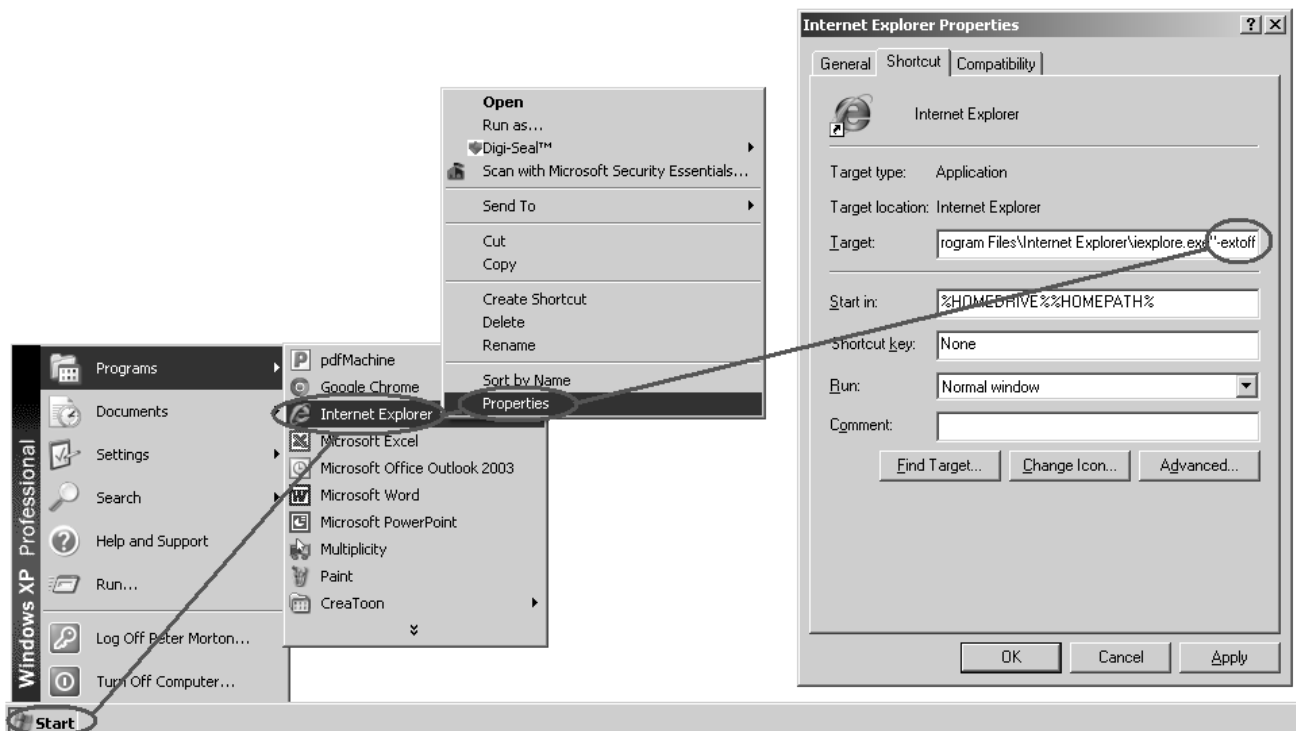
1.1 Setting Windows® Internet Explorer® as default web browser





1.1.3 Enable Windows® Internet Explorer® Add-ons

- Close all instances of Windows® Internet Explorer®
- Go to "Start" -> "Programs" -> Internet Explorer
- Right click the shortcut and select "Properties"

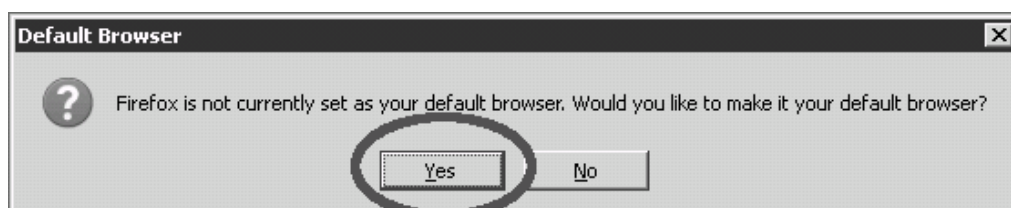
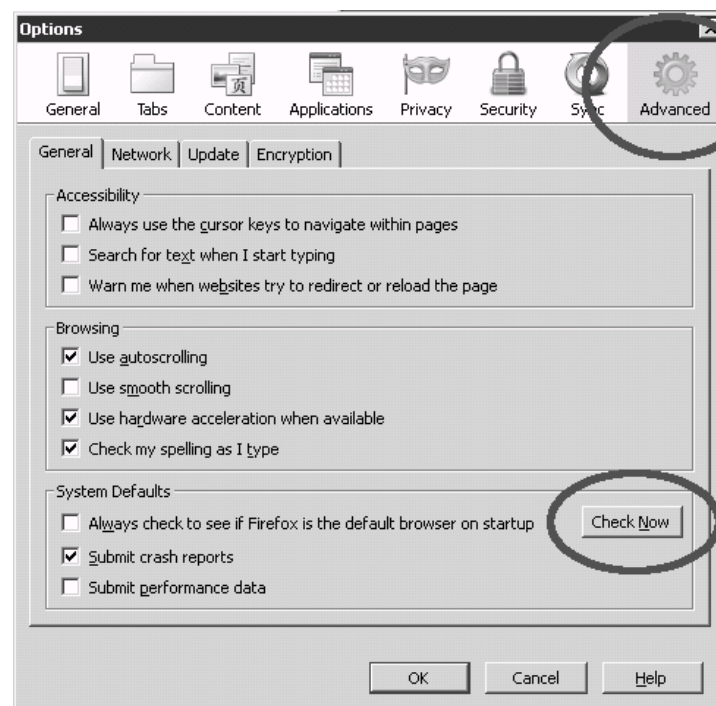


- In Target tab, **remove "-extoff"** if it appears at the end of the Target: field

- Click "OK"
- Re-launch Windows Internet Explorer

Move to page 6 ->

1.2 Setting Mozilla® Firefox as default web browser



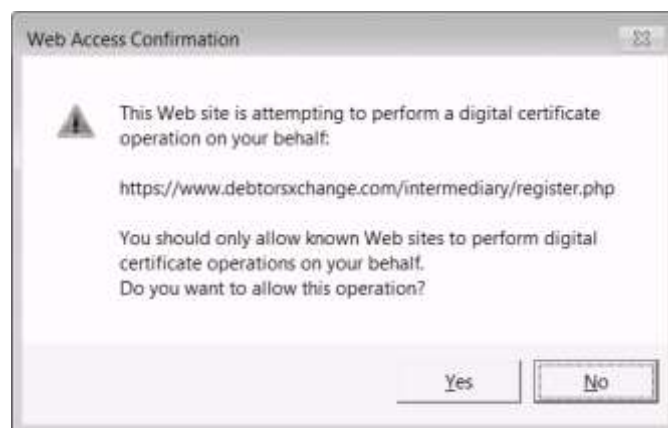
Move to next page ->

2 Digi-Access™ Registration Form

There are four principal users that have access to the Exchange system. Your membership role dictates what registration form you should use, as follows:

- ✚ Investment Intermediary: <https://www.credexbtexchange.com/intermediary/register.php>
- ✚ Agent/Accountant: <https://www.credexbtexchange.com/originator/register.php>
- ✚ Investor: <https://www.credexbtexchange.com/investor/register.php>
- ✚ Originator: <https://www.credexbtexchange.com/originator/register.php>

1. On attempting to access the Registration form in Windows® Internet Explorer®, you will first see the following pop-up warning:



Click the Yes button to proceed. Mozilla® Firefox users will not see this warning.

2. Regardless of what Registration form you are completing (e.g. Intermediary Registration, Investor Registration, or Originator Registration), you must fill each field marked with a red asterisk *

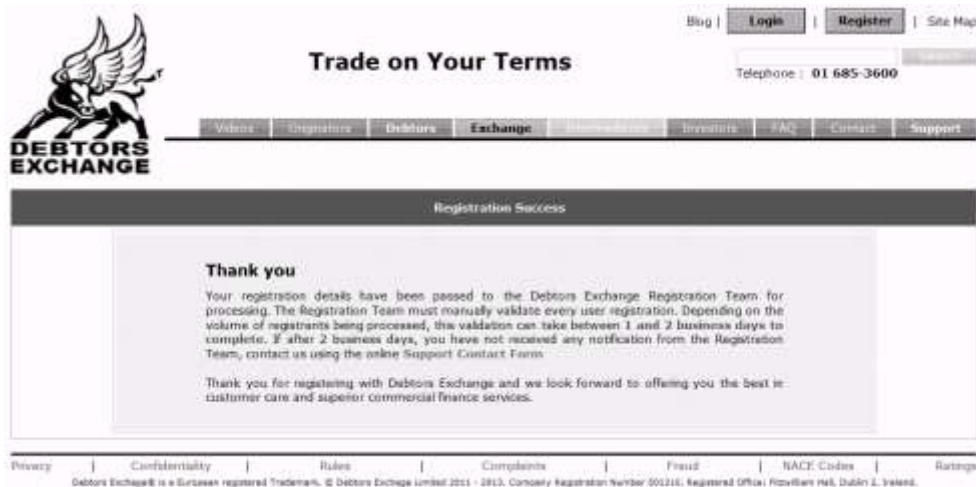
Please Note: all fields marked with * require to complete this form correctly

* Username :	<input type="text"/>	(?)
	<small>Spaces are not allowed</small>	
* Password :	<input type="password"/>	(?)
* Confirm Password :	<input type="password"/>	(?)
* Secret Question :	Select <input type="button" value="v"/>	(?)
* Secret Answer :	<input type="text"/>	(?)

3. On completing the form, check the box beside the text: I agree to the Terms & Conditions of using Debtors Exchange and press the Submit button once only (and wait for the form to be submitted).



4. You will know the form has been submitted successfully because a Registration Success screen, similar to the one below, will appear.



3 Checking the Certificate Chain (pre-configuring your web browser)

If you are about to use Digi-Access™ certificate(s) for the first time (i.e. not renewing your existing certificate) or you have recently repaired or replaced your PC, please ensure you follow the instructions below **BEFORE** you attempt to install the Digi-Access™ certificate on your computer.

If you are using Windows® Internet Explorer®, start at point **3.1** below, otherwise if you are using Mozilla® Firefox, start at point **3.2** (page **9** of this document).

3.1 Windows® Internet Explorer®

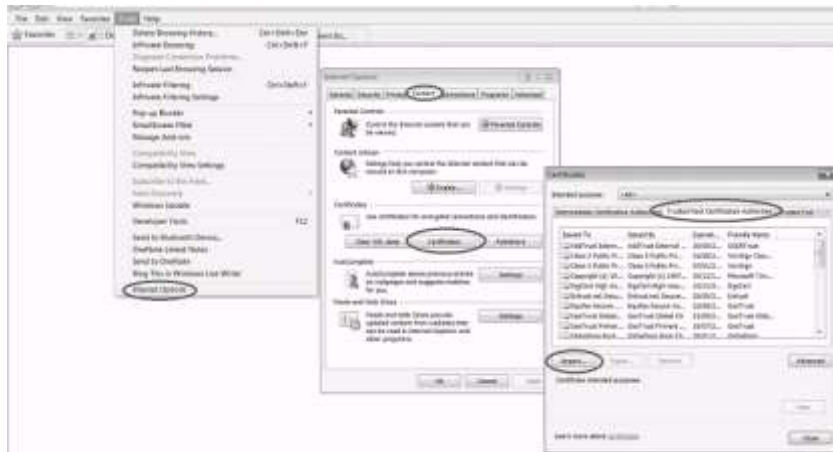
1. Download and save this certificate to 'My Documents' or your C: drive:

<http://www.digi-sign.com/downloads/certificates/dsroot/DigiSignRootCA.cer>

2. Download and save this certificate to 'My Documents' or your C: drive:

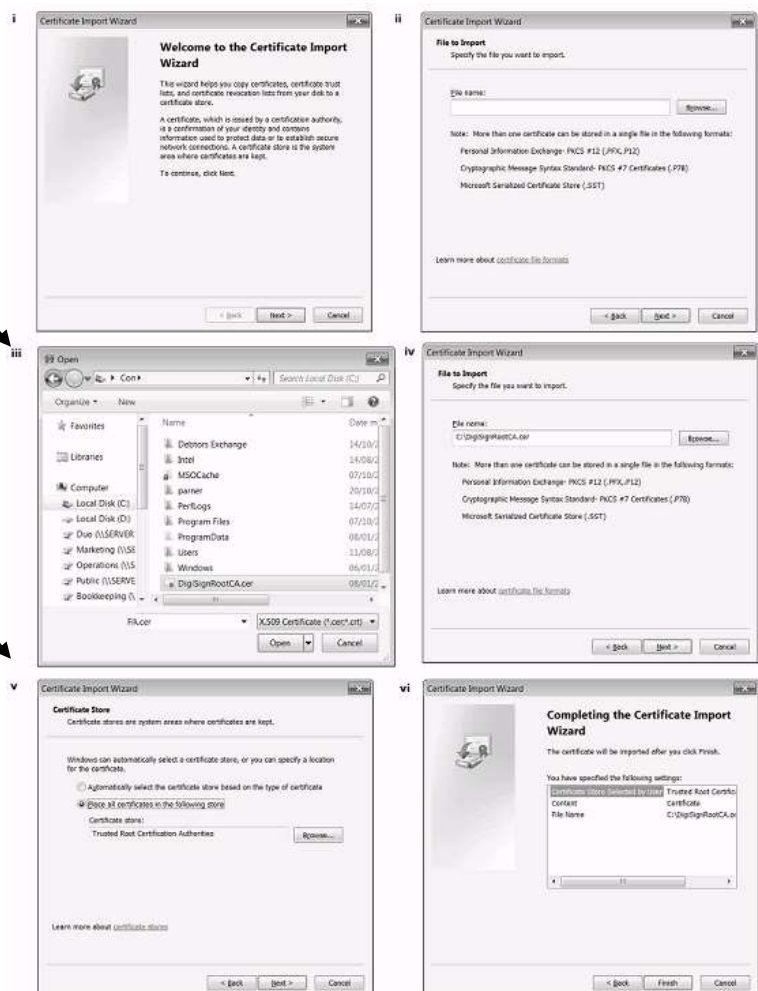
<http://www.digi-sign.com/downloads/certificates/dsroot/DigiSignDigiAccessCA.cer>

3. Click the 'Tools' menu and then select 'Internet Options'. Click the 'Contents' tab and then click the 'Certificates' button. Then select the Trusted Root Certificate Authorities tab and click the Import... button (as shown below).



4. Run through the six steps of this wizard and ensure that:

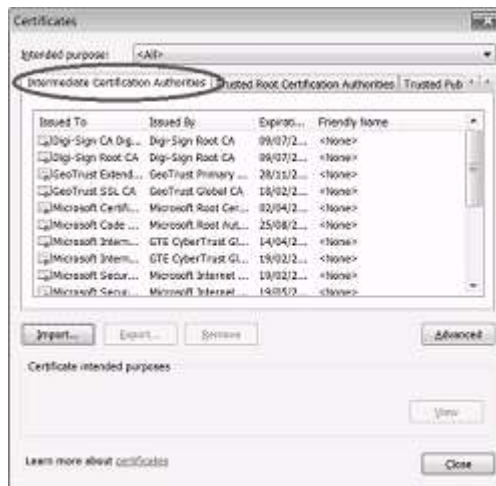
- on step III, "DigiSignRootCA.cer" certificate file is selected
- on step V, (as shown below) "Place all certificates in the following store" is selected and points to "Trusted Root Certification Authorities"
- When the wizard is finished, move to the next step.



Move to next page ->

5. Switch to Intermediate Certification Authorities tab and click the Import... button.
Repeat 4 steps above except this time ensure that:

- on step III, "DigiSignDigiAccessCA.cer" certificate file is selected
- on step V, (as shown below) "Place all certificates in the following store" is selected and points to "Intermediate Certification Authorities".



- When the wizard is finished, move to the next step.

6. Exit out of all the open dialog boxes to finish and return to the certificate activation page.

Move to page 11 ->

3.2 Mozilla® Firefox

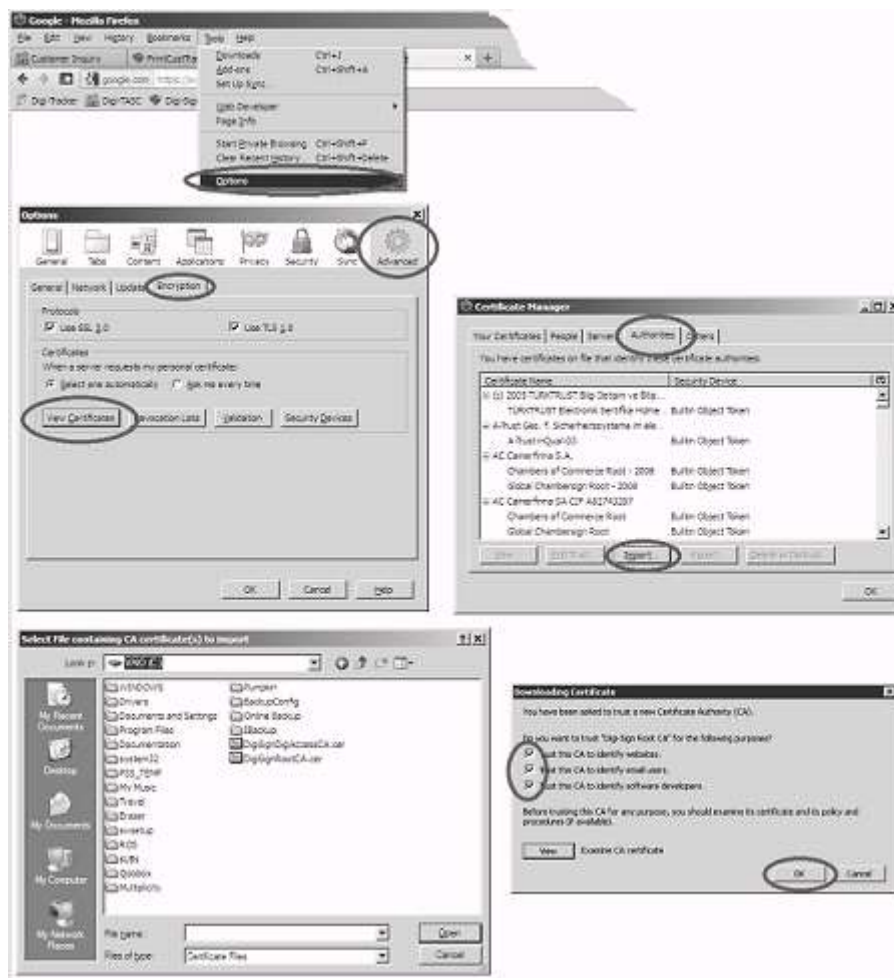
1. Download and save this certificate to 'My Documents' or your C: drive:

<http://www.digi-sign.com/downloads/certificates/dsroot/DigiSignRootCA.cer>

2. Download and save this certificate to 'My Documents' or your C: drive:

<http://www.digi-sign.com/downloads/certificates/dsroot/DigiSignDigiAccessCA.cer>

3. Click the 'Tools' menu and then select 'Options'. Click the 'Advanced' tab and then click the 'Encryption' tab and then the View Certificates button.

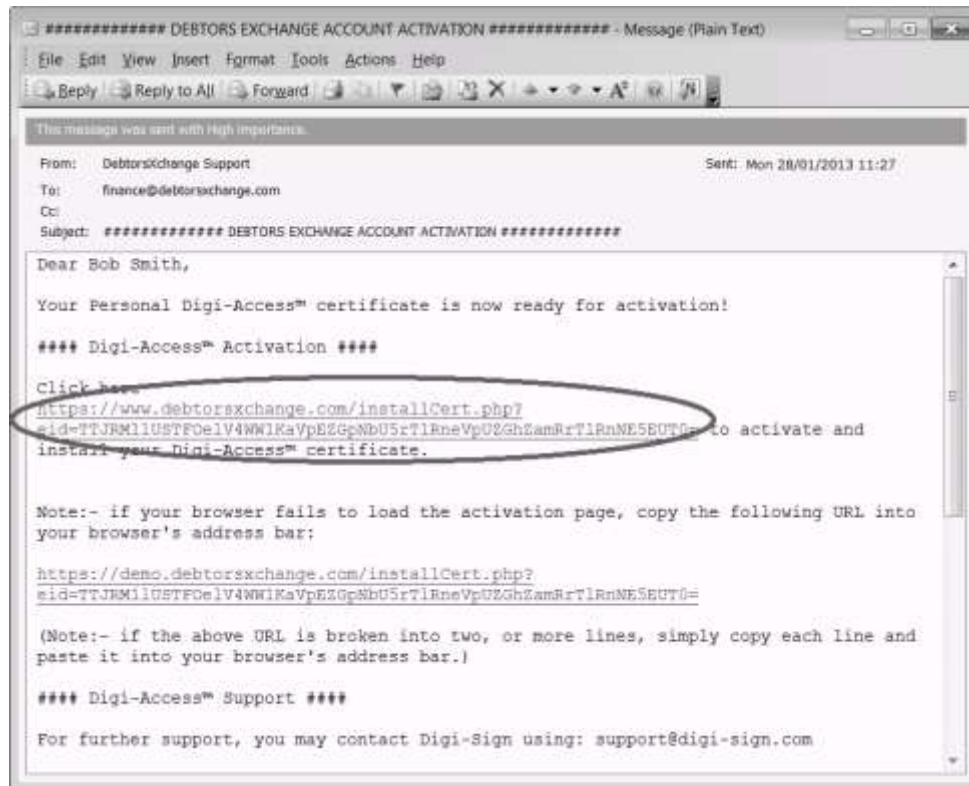


4. Then click the Import... button and browse to the "DigiSignRootCA.cer" certificate file and click 'Open'.
5. Ensure to enable all (3) three trust options for this CA certificate and click 'OK' to complete the import.
6. Repeat step 4.4.4 above except this time, ensure to use "DigiSignDigiAccessCA.cer" certificate file.
7. Exit out of all the open dialog boxes to finish and return to the certificate installation page.

Move to next page ->

4 Digi-Access™ Activation Email

If the Credebt Exchange Registration Team approve your Registration, you will receive the following email and should follow instructions as written in this email.

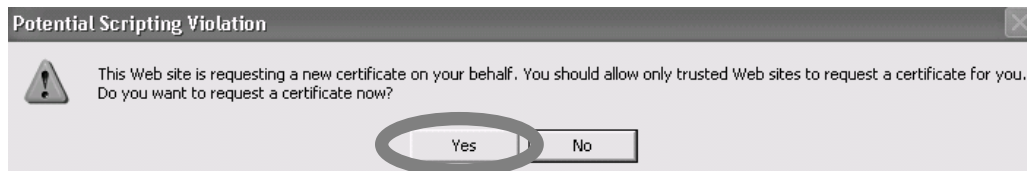


4.1 Activating and installing the Digi-Access™ certificate

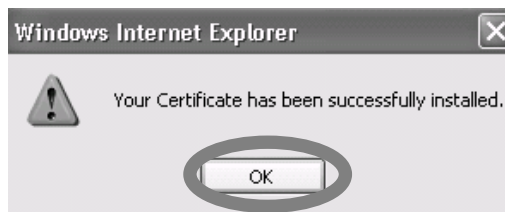
If you have correctly followed the instructions in the email above, you will have clicked the link in the email and will be looking at a web page similar to this, in your web browser:



1. Click the 'Install your Digi-Access™ Certificate' button on this page (see previous for a sample certificate activation page).
2. If you receive a Potential Scripting Violation prompt (this may appear only for Windows® Internet Explorer® users), Click "Yes" in the dialogue box (sample below).



3. You will then receive a message stating "Your Certificate has been successfully installed". You need to click "OK". If the certificate has not been successfully installed on your computer, you will receive an error message indicating the reason for the installation failure. In such instance, please ensure to copy the error text and send it via email along with your to Credebt Exchange Support to: support@credebtexchange.com.



4. To complete the process click on "OK" button.
5. If you encounter an error while installing the Digi-Access™ certificate, follow the instructions described below.

6. 0x80092004 or 0x80090016 error(s)

Error 0x80092004 or 0x80090016 are ONLY applicable to Windows® Internet Explorer® web browser users. The error(s) most likely indicate the system is unable to locate the necessary Certificate Request and/or Private Key created when you originally requested the certificate. You **MUST** ensure that this is the same computer (and the same web browser) from which you originally applied for your digital certificate and that you have not deleted your Certificate Request/Private Key in the meantime (i.e. by reinstalling the operating system or sending your PC for a repair).

WARNING: The error(s) may occur if you try to install the certificate (press the certificate installation button) several times! In such instance, we recommend that you check whether the certificate is already installed on your computer by following the instructions from point **5. Checking that you have the Digi-Access™ Certificate** (page **14** of this document).



7. 0x800704C7 error

Error 800704C7 is ONLY applicable to Windows® Internet Explorer® web browser users. This error may indicate your user account may not have enough permissions to install the certificate on your computer. In such instance, please ensure:

- your computer is up to date with Microsoft Update Service (see point **1.2.1 Your PC is up to date with Microsoft® Update Service**, page **3** of this document);
- ensure you have NOT clicked "**No**" or "**Cancel**" buttons when prompt to accept the installation of the certificate;
- finally, if your computer is already up to date with Microsoft Update Service and you are still receiving this error message, please contact Digi-Sign Support for further assistance;

8. Other 0xXXXXXXXX errors

The 0xXXXXXXXX errors are ONLY applicable to Windows® Internet Explorer® web browser users. If you receive a similar error other than the errors described in points above, please contact Digi-Sign Support for further assistance.

9. This personal certificate can't be installed because you do not own the corresponding private key which was created when the certificate was requested.

This error is ONLY applicable to Mozilla® Firefox web browser users. The error(s) most likely indicate the system is unable to locate the necessary Certificate Request and/or Private Key created when you originally requested the certificate. You **MUST** ensure that this is the same computer (and the same web browser) from which you originally applied for your digital certificate and that you have not deleted your Certificate Request/Private Key in the meantime (i.e. by reinstalling the operating system or sending your PC for a repair).

10. This certificate can't be verified and will not be imported. The certificate issuer might be unknown or untrusted, the certificate might have expired or been revoked, or the certificate might not have been approved.

This error is ONLY applicable to Mozilla® Firefox web browser users. If you receive this error, it means you have NOT correctly completed the certificate chain import as described in point **3.2 Mozilla® Firefox**, page **9** of this document.

5 Checking that you have the Digi-Access™ Certificate

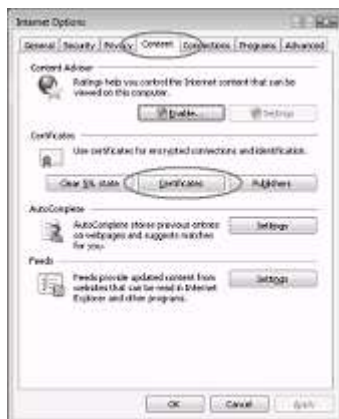
5.1 Depending on your operating system and web browser version, you can view your Digi-Access™ two factor authentication certificate using the instructions below:

Windows® Internet Explorer®

1. To view your Digi-Access™ certificate in Windows® Internet Explorer®, use the Tools menu (you may have to press the 'Alt' button on your keyboard to view this menu) and then select Internet Options



2. In the Internet Options dialog box, select the Content tab and then click the Certificates button

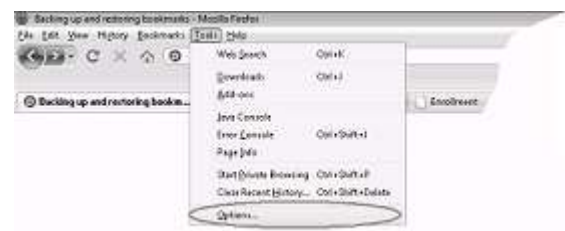


3. In the Certificates dialog box, select the certificate you wish to examine and then click the View button

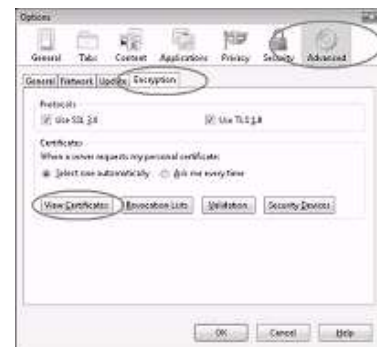
Move to next page ->

Mozilla® Firefox

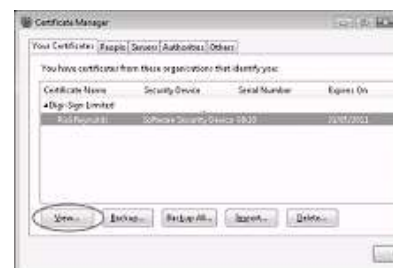
1. To view your Digi-Access™ certificate in Mozilla® Firefox, use the Tools menu and then select Options



2. In the Options dialog box, select the Encryption tab and then click the View Certificates button



3. In the Certificate Manager dialog box, select the certificate you wish to examine and then click the View button



Move to next page ->



4. The chosen certificate will be displayed where you will be able to see:

- The name of the person the certificate was Issued To
- The fact that it is a Digi-Access™ certificate issued by Digi-Sign
- The date the certificate was Issued on and the date it Expires on

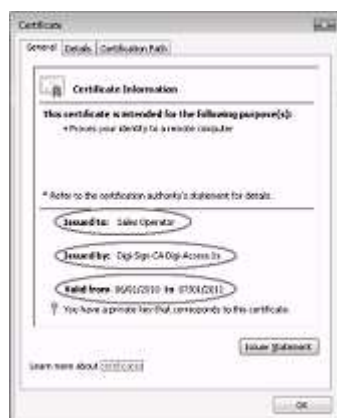
Here is an example of such a Digi-Access™ certificate as seen in the Mozilla Firefox dialog:



4. The chosen certificate will be displayed where you will be able to see:

- The name of the person the certificate was Issued To
- The fact that it is a Digi-Access™ certificate issued by Digi-Sign
- When the certificate was issued (Valid from) and when it will expire (Valid to)

Here is an example of a Digi-Access™ certificate as seen in the Microsoft® Internet Explorer® dialog:



6 Access to the Credebt Exchange Trading System

Once you have successfully installed the Digi-Access™ certificate on your computer and you have received your confirmation that your account has been activated with your username and password, you may login to the Credebt Exchange trading system using the following link:

<https://www.credebtexchange.com/exchange/index.php?do=login>

Or by clicking the Login button on any page of the Credebt Exchange web site:



Your web browser may prompt you to select your certificate, before the login page appears on your screen, as per this sample:



IMPORTANT NOTE: If you are able to see the above login page in your web browser, it means you have successfully passed the certificate based authentication phase.

6.1 Certificate authentication errors

If instead of the above login page you receive a **403 - Forbidden: Access is denied.** error message, carefully ensure that you have correctly completed the steps described in points **3. Checking the Certificate Chain (pre-configuring your web browser)** and then **5. Checking that you have the Digi-Access™ Certificate** above before attempting to contact Credebt Exchange Support via email at support@credebtexchange.com to report this problem.