



## Adding a New User

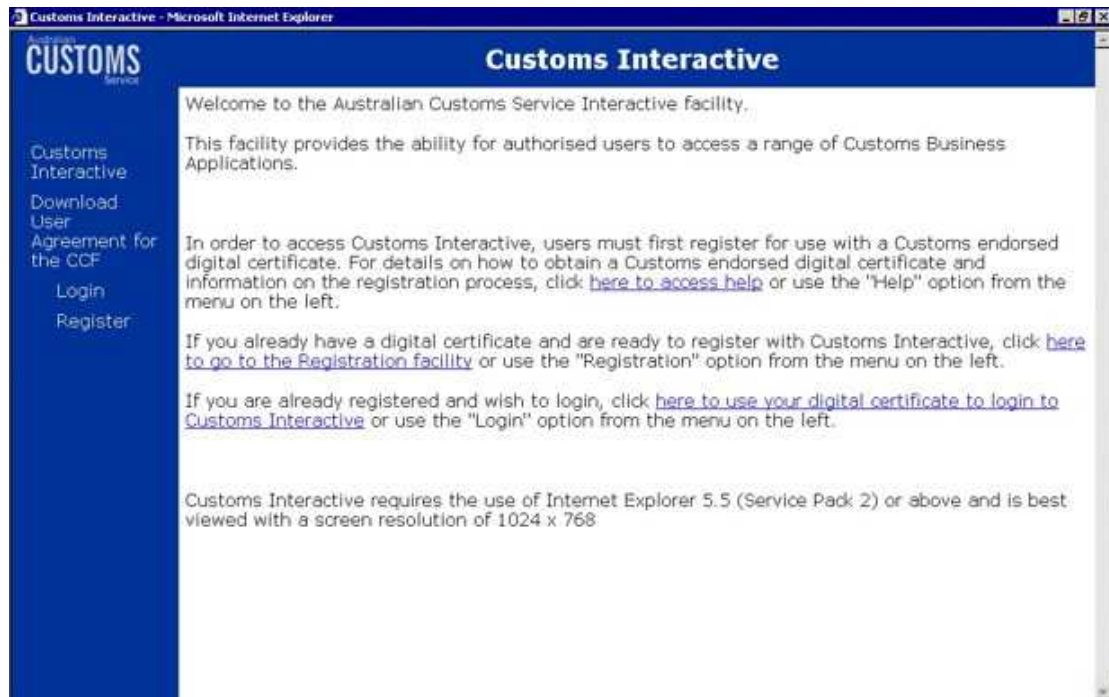
Users with the role of signing authority or administrator have the ability to add new users. The person who self registers the company is given the role of signing authority by default.

To add a new user, you will first need the public signing key of that user. Ensure that you have this before commencing.

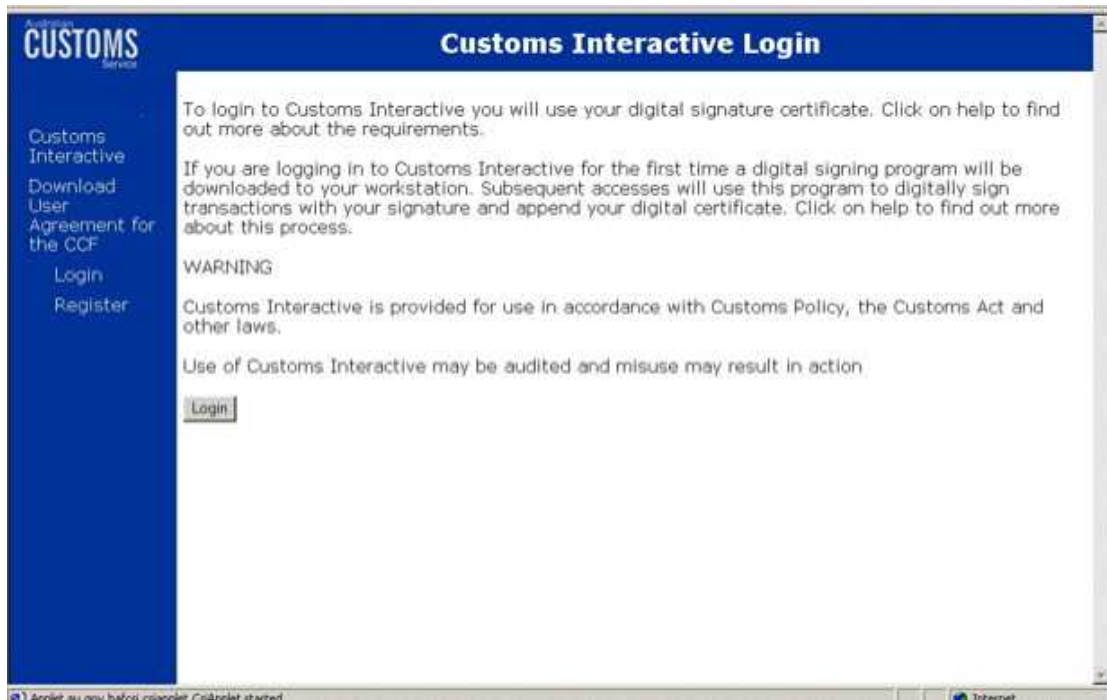
1. Access the following URL <https://www.ccf.customs.gov.au>

The 'Customs Interactive' screen displays.

Click on the **Login** from the Menu bar on the left of the screen.

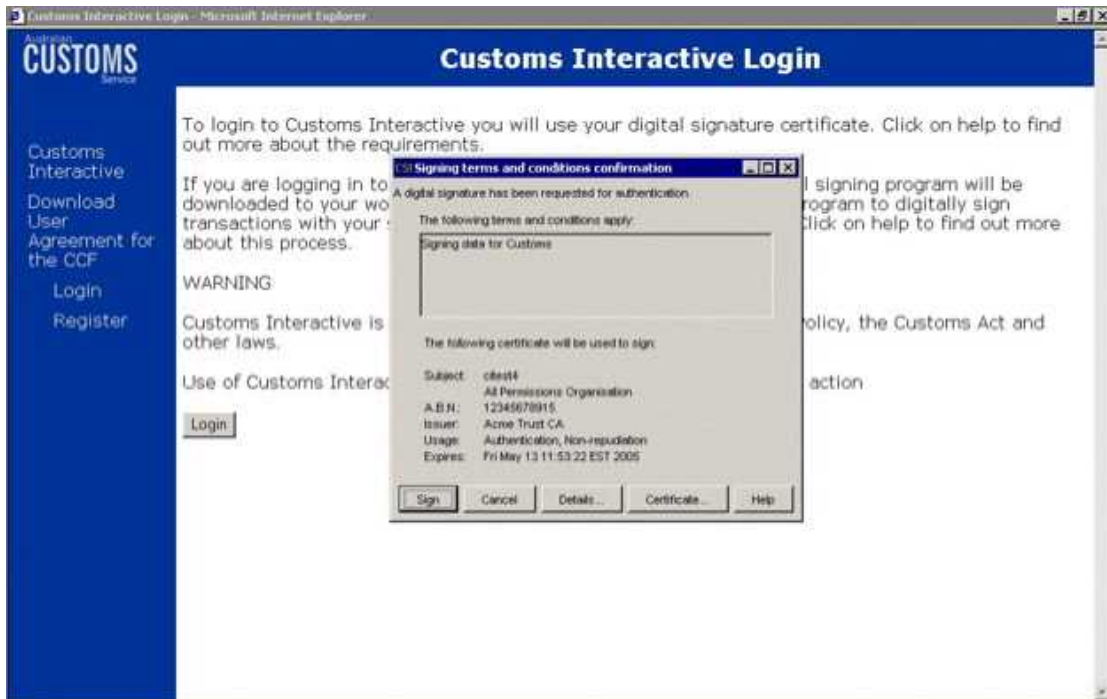


2. In the resulting screen, click on the **Login** button.



The 'CSI Signing terms and Conditions Confirmation' dialogue box displays.

3. Click **Sign** to accept the terms & conditions and continue with the login. (i.e. Sign this transaction)



The 'Password required to sign for authentication' dialogue box will display.

4. Enter your password and click **OK**.



The 'Customs Interactive Menu' screen displays.

5. Click on **User/Certificate Maintenance** hyperlink to enable user to add a new certificate.



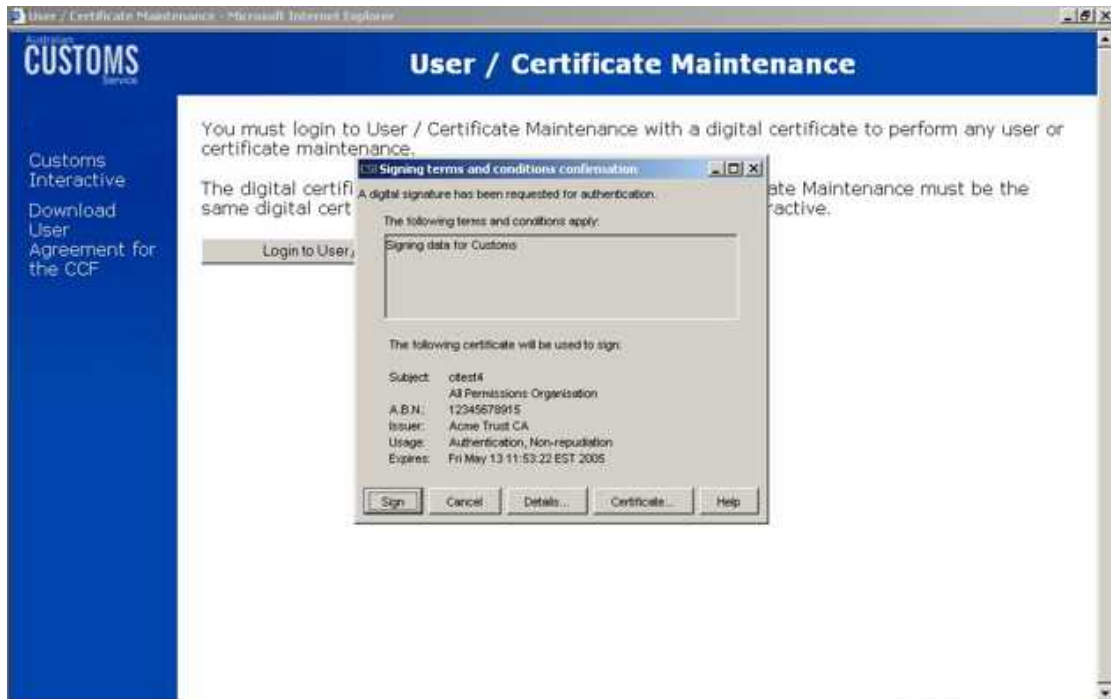
The 'User/Certificate Maintenance' screen displays.

5. Click **Login to User/Certificate Maintenance** button.



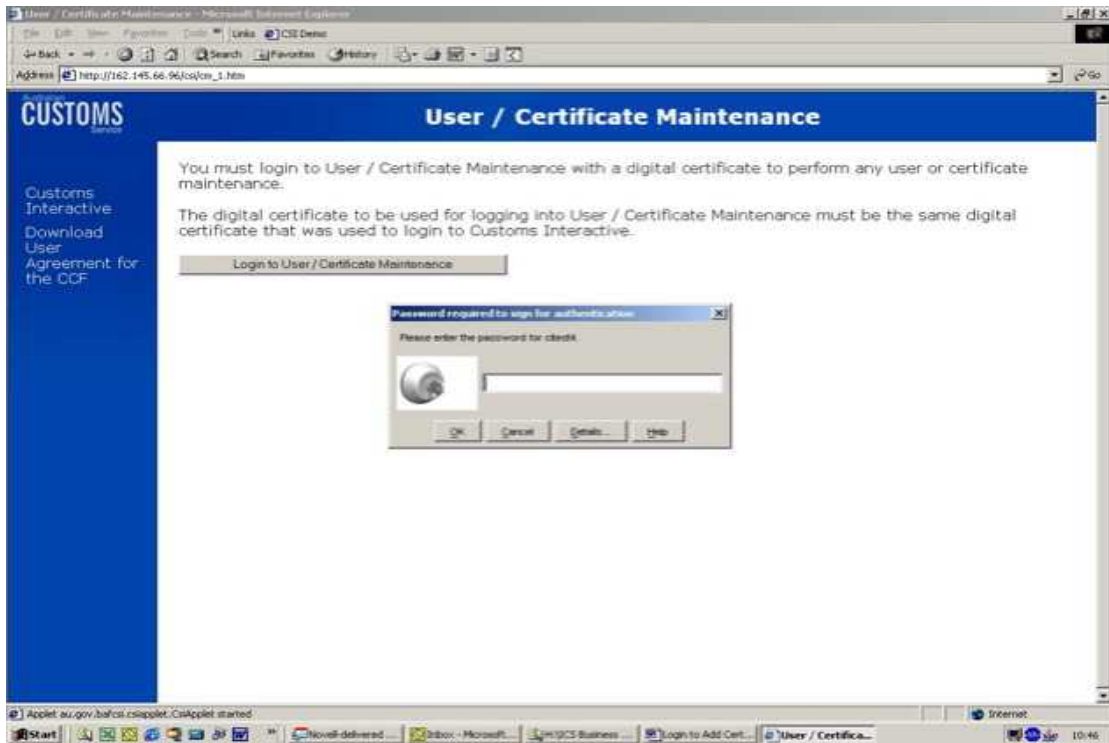
The CSI Signing terms and Conditions Confirmation window displays.

7. Click **Sign** to accept the terms & conditions and continue with the login. (i.e. Sign this transaction)



The 'Password required to sign for authentication' dialogue box will display.

8. Enter your password and click **OK**.



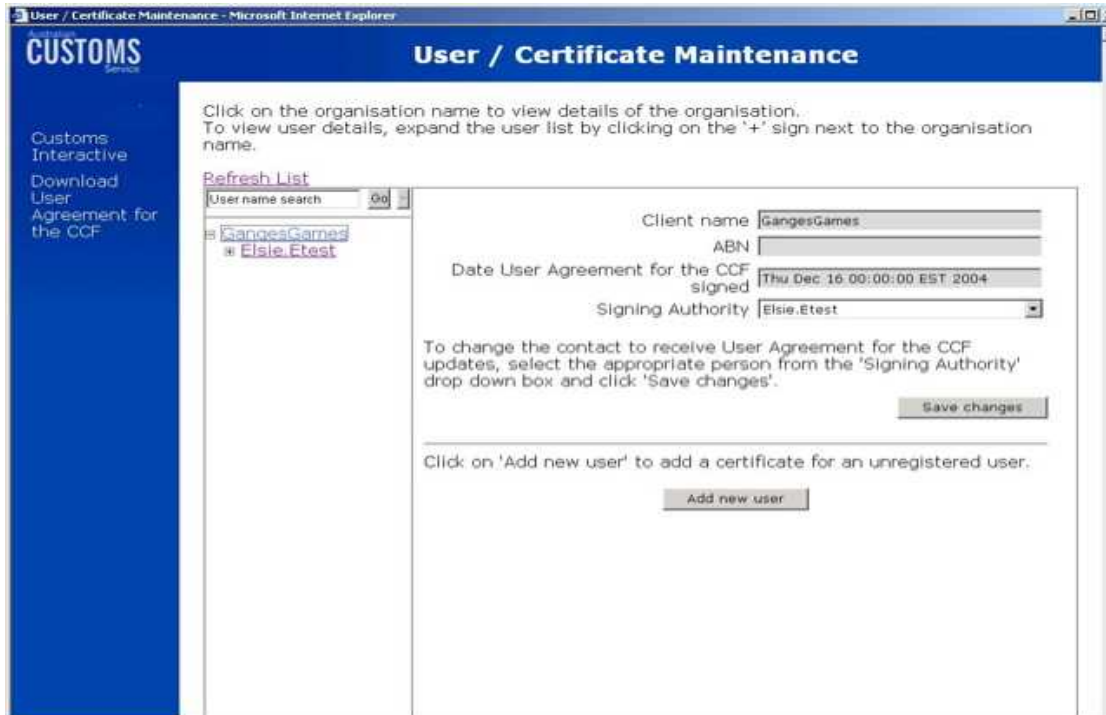
The User/Certificate Maintenance screen displays.

9. Click on the 'Client Name' or 'Number' hyperlink (GangesGames in the below screenshot).



The Add new user command button displays.

10. Click on **Add new user** button to add a certificate for selected user.



You will be prompted to locate the user's public signing key.

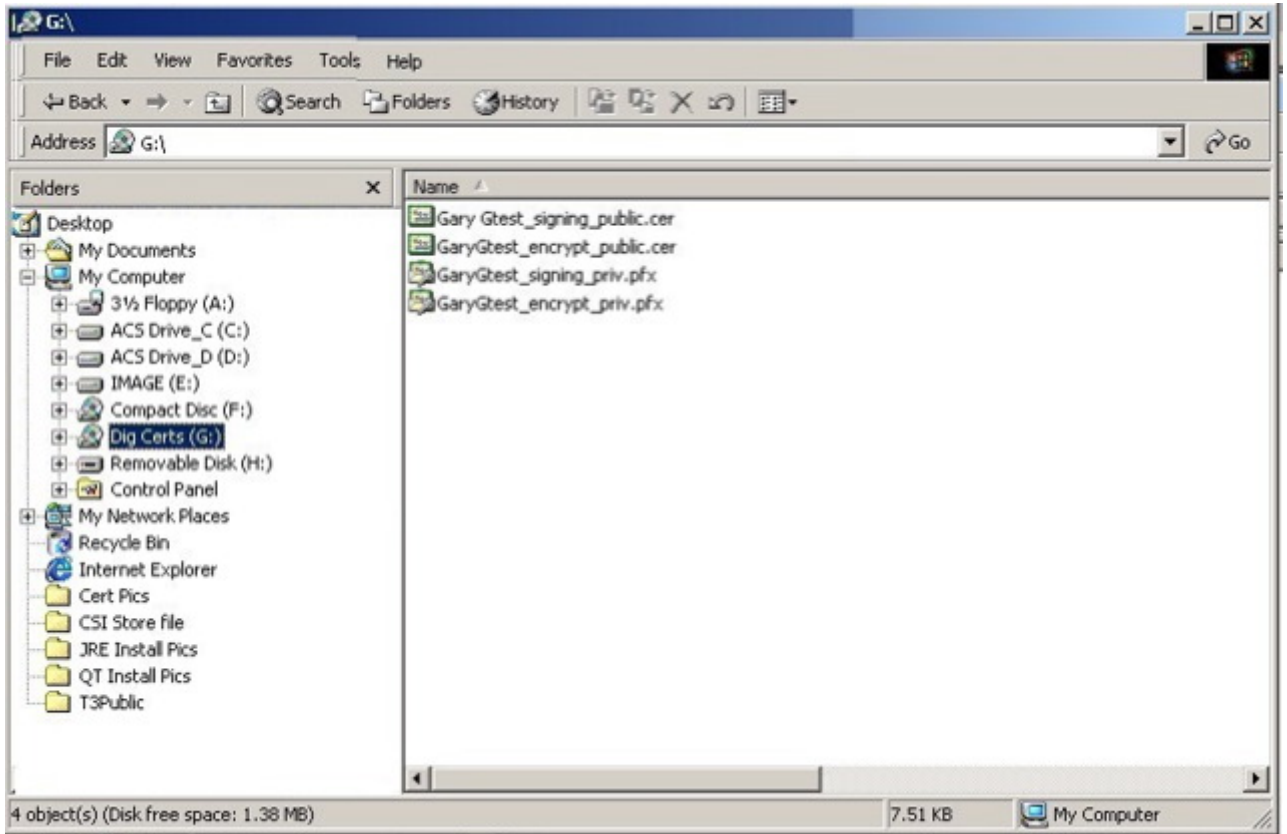
11. To do this, click on the **Browse** button.



12. Navigate to the directory containing the certificate file to be registered. Select the digital certificate you want to add. It should be the signing public key which has a file extension of .cer. The file named GaryGtest\_signing\_public.cer would be the certificate to be added.

Double click on this certificate, and it will be populated in the above screen in the **Path** field.

Click **Enter** (in the above screen).



The New Certificate details screen displays.

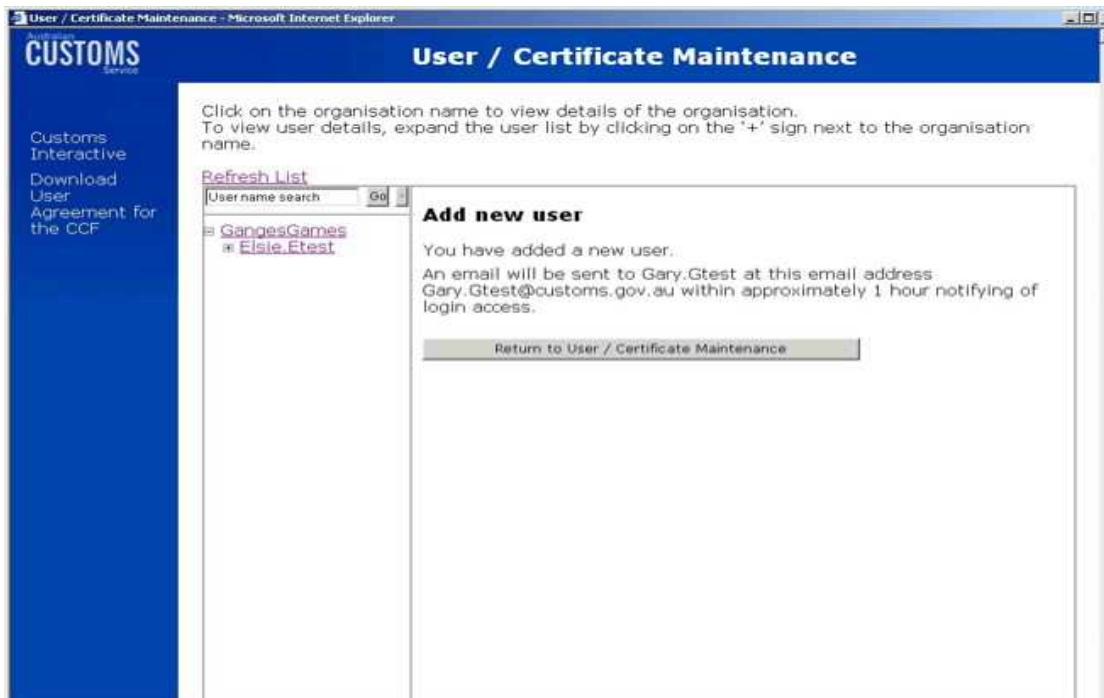
The User / Certificate Maintenance screen updates

13. Click on the **Proceed** button.



A screen informs that the new user will receive an email notifying them of login access.

14. To update the screen to display the newly created user, click on the refresh hyperlink.



15. Click on **Return to User/Certificate Maintenance** to add new users. Alternatively, click on 'Customs Interactive' from the side menu to return to Customs interactive.