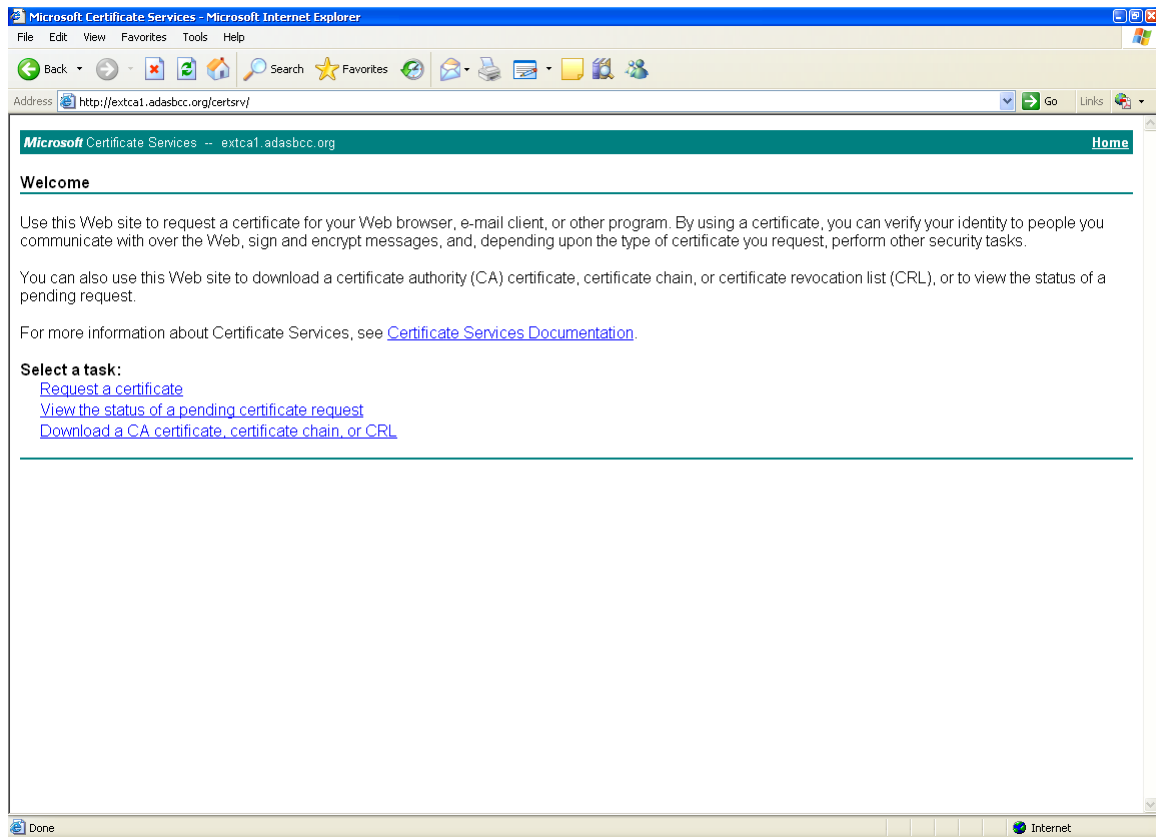


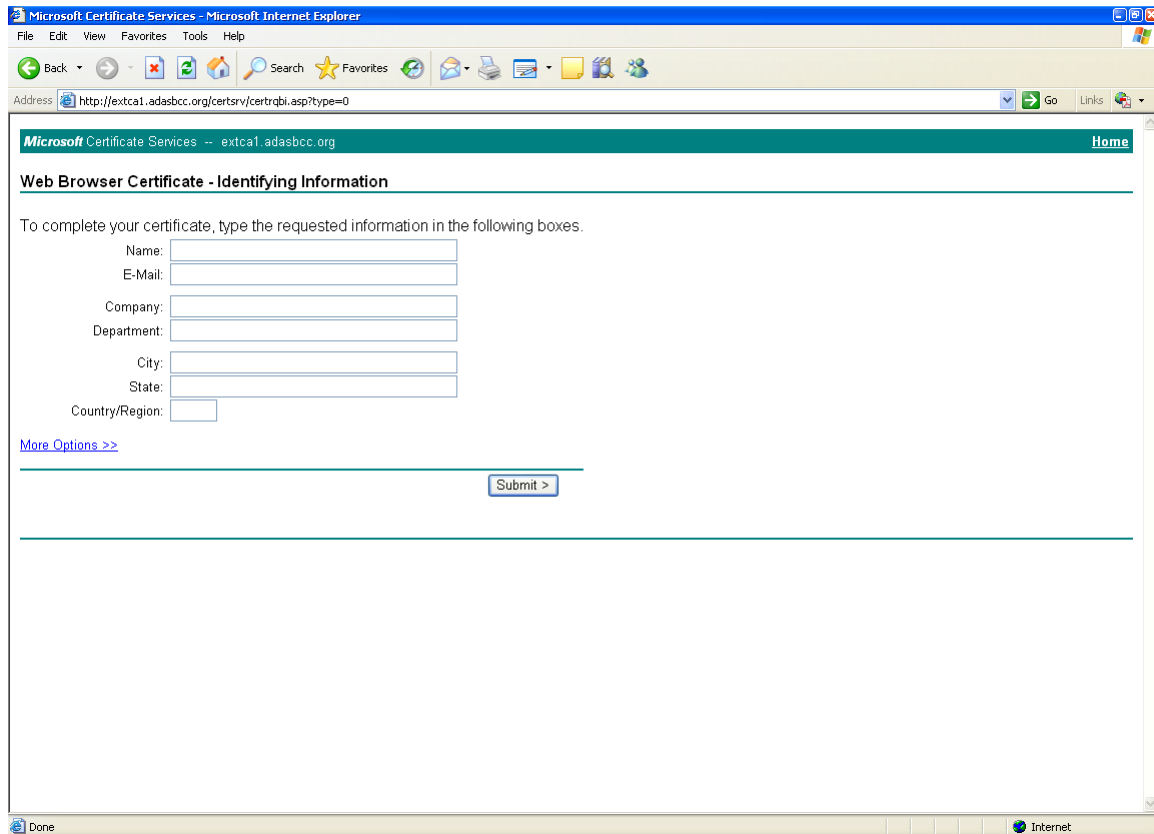
ADAMHSCC

Requesting Access to the Secure Website

Once we have received your written request for secure web access, you will need to request a certificate from our secure web server. In your browser, open the address <http://storage.adasbcc.org>. You will have the option of either entering the secure site, or requesting access. Choose **Request Access**, and you will see the following screen:



The first thing you will need to do is click "**Request a certificate**". This will bring you to the following screen:



Fill in the fields of the form with your information. Make sure that your agency's name is filled in correctly in the Company field, or the certificate request will be denied. To avoid delays in processing the certificate request, all fields must be filled out correctly. **Any grammatical or incorrect information will cause the request to fail.**

Once you have entered all the information on this screen, click "Submit", then "Yes" to any security warnings and your certificate request will be complete. Please allow up to 24-48 hours for processing.

You can check on the certificate's status by clicking "View the status of a pending certificate request" from the menu you see after choosing "Request Access" from the main menu of <http://storage.adasbcc.org>.

After your certificate request has been approved you must install it in order to gain access to the secure site. Instructions for installing the certificate can be found at: <http://www.adasbcc.org/pdf/CertificateDownloadProcedure.pdf>.

If you have any questions on this process, please contact Nick Papadorotheou at the board.