United States Nuclear Regulatory Commission



# NRC Electronic Information Exchange (EIE) Instructional Guide

**Quick Start Guide** 

Chief of the Information Officer Information Management Division

November 17, 2000

# Instructions for Electronic Information Exchange (EIE) with the U.S. Nuclear Regulatory Commission

In order to submit documents to the NRC server, encryption is required to ensure data integrity. This is accomplished through the use of digital signature technology. First time users must successfully complete steps 1 through 4 before being able to encrypt documents for submission. These are one-time, nonrecurring steps. Steps 5 through 8, however, are recurring and must be repeated each time a new document is submitted.

This document contains instructions for users of the following web browsers:

- 1. *©* Microsoft<sup>®</sup> Internet Explorer (version 5.0)
- 2. **W** Netscape<sup>®</sup> Communicator or Navigator (version 4.6 or higher)

Steps 1 and 2 are different for the two web browsers. Therefore, two sets of instructions are provided below. Following Steps 1 and 2, the instructions are the same no matter which web browser you are using. Should you have any questions regarding these instructions, please contact the Local Registration Authority LRA at (301) 415-6030 or by e-mail at pgn1 @ nrc.gov.

# STEPS 1 and 2 for *Microsoft<sup>®</sup> Internet Explorer (IE)* Users (First Time Users Only)

#### Step 1. Download and Install UWI Viewer Browser (First Time Users Only)

a. Access the NRC EIE home page at <u>http://www.nrc.gov/NRC/EIE/index.html</u> and click on the <u>EIE Start Up</u> hyperlink.



b. From the EIE Start Up page, Go to Step 1 (on screen) and click on <u>Download the UWI</u> <u>Viewer Browser Application</u>. The File Download window appears. Select the radio button **Save this program to disk** and click on the **OK** button. The "Save As" window appears.



c. Navigate to Drive C:\ and a temporary folder in which you wish to save the file, IFV431G.EXE. Click on the **Save** button. The download will take about 2-3 minutes.

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- d. Close your Explorer browser and exit all other windows applications before running the following setup program.
- e. Access Drive C:\and go to the temporary folder in which the downloaded IFV431G.EXE file was saved. Install the UWI InternetForms Viewer Browser, version 4.3.1, by double-clicking the file icon. Follow the steps provided by the setup dialog. During the set-up, save the viewer application in a location where you can easily remember. The file default location is C:\Program Files\UWI.Com\Viewer 4.3\Modules\ directory. Installation is complete when the Setup Complete window appears. Click on the **Finish** button to complete installation.

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f. Once the installation is complete, open your web browser, return to the EIE home page at <u>http://www.nrc.gov/EIE/index.html</u>, and continue to the next step.

# Step 2. Download and Install UWI Viewer Patch (First Time Users Only)

a. From the EIE home page, click on the <u>EIE Start Up</u> link. From the EIE Quick Start page, go to Step 2 (on screen) to download the UWI Viewer Patch. Click on <u>Download</u> the UWI Viewer Patch. The "Save As" window appears.

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	Step 1. Download and Install the UWI Viewer for your browser	
Welcome	(If you already have downloaded this and installed the viewer, go to step 2) Download the UWI Viewer Browser Application	
Legal Basis		
What's New	Step 2. Download required additional files per your browser	
EIE Start Up	If Using Netscape Communicator(4.x or higher)	
Request/Retrieve Certificate	(If you already have downloaded this and installed the Plug-in, go to Retrieve Certificate)	
Submit/Retrieve Documents	Check to see if you already have the plug-in installed     Download the Plug-in	
Getting Answers -	If Using Microsoft Internet Explorer(4.x or higher)	
Quick Start Guide	(If you already have downloaded this and installed the Plug-in, go to RetrieveCertificate)	
Electronic Submittal Procedures (Adobe Acrobat 3.0)	Download the UWL Viewer Patch     Opy this File to your C:\Program Files\UWLcom\ Viewer 4.3\Modules     Directory	
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b. Navigate to Drive C:\ and the same folder in which you saved the IFV431G.EXE file. Click on the **Save** button.

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- c. Close your Explorer browser and exit all other windows applications before running the following patch program.
- d. Access Drive C:\ and go to the folder in which the UWI Viewer Patch, MASQ\_URL.EXE, was saved. Install the patch by double-clicking the file icon. Follow the steps provided by the setup dialog.

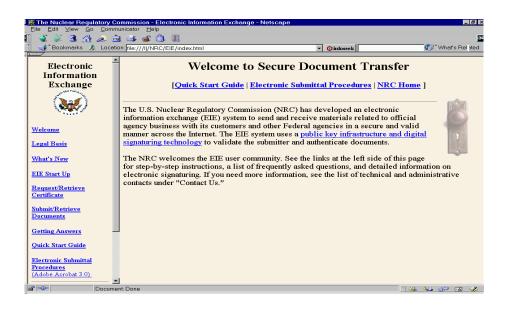
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e. After completing installation, restart your computer. Go to Step 3 (page 9).

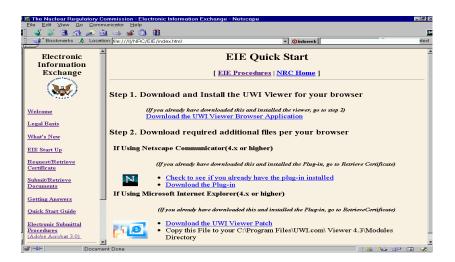


# **Step 1. Download Software/Plug-ins** (First Time Users Only)

a. Access the NRC EIE home page at <u>http://www.nrc.gov/NRC/EIE/index.html</u> and click on the <u>EIE Start Up</u> link.



b. Go to Step 1 (on screen) and click on <u>Download the UWI Viewer Browser Application</u>. The "Save As" window appears.



c. Navigate to Drive C:\ and a temporary folder in which you wish to save the file, IFV431G.EXE. Click on the **Save** button. A saving location window will appear and will disappear once the download is complete. The download will take about 2-3 minutes. Return to the EIE home page.

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File name:     Ifv431g       Save as type:     All Files (*.*)         Cancel	[Cancel]	

d. Go to Step 2 (on screen) and download the Netscape signaturing plug-in. Click on <u>Download the Plug-in</u>. The "Save As" window appears.

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Exchange	[ EIE Procedures   <u>NRC Home</u> ]	
	Step 1. Download and Install the UWI Viewer for your browser	
Welcome	(If you already have downloaded this and installed the viewer, go to step 2) Download the UWI Viewer Browser Application	
Legal Basis		
What's New	Step 2. Download required additional files per your browser	
EIE Start Up	If Using Netscape Communicator(4.x or higher)	
Request/Retrieve Certificate	(If you already have downloaded this and installed the Plug-in, go to Retrieve Certificate)	
Submit/Retrieve Documents	<ul> <li>Check to see if you already have the plug-in installed</li> <li>Download the Plug-in</li> </ul>	
Getting Answers	If Using Microsoft Internet Explorer(4.x or higher)	
Quick Start Guide	(If you already have downloaded this and installed the Plug-in, go to RetrieveCertificate)	
Electronic Submittal Procedures (Adobe Acrobat 3.0)	Download the UWI Viewer Patch     Copy this File to your C:\Program Files\UWL.com\ Viewer 4.3\Modules     Directory	
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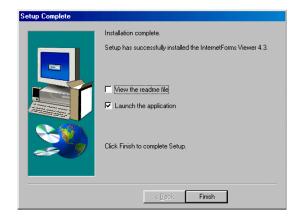
e. Navigate to Drive C:\ and a temporary folder in which you wish to save the file, IFXNDSS.EXE. Click on the **Save** button. A saving location window will appear and will disappear once the download is complete. The download will take approximately one minute. Return to the EIE home page.

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Save as type: All Files (*.*)	<u>k</u>	

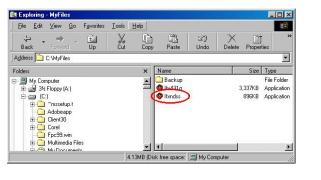
# Step 2. Install Software/Plug-ins (First Time Users Only)

- a. Close your Communicator browser and exit all other windows applications before running the following setup programs.
- b. Access Drive C:\ and go to the temporary folder in which the downloaded plug-ins were saved. Install the UWI InternetForms Viewer Browser, version 4.3.1, IFV431G.EXE, by double-clicking the file icon. Follow the steps provided by the setup dialog. During the setup, save the viewer application in a file location where you will can easily remember. The file default location is C:\Program Files\UWI.Com\Viewer 4.3\Modules\ directory. Installation is complete when the Setup Complete window appears. Click on the **Finish** button to complete installation.

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c. Access Drive C:\ and go to the temporary folder in which the plug-ins were saved. Install the file for InternetForms Extension for Netscape Digital Signature Support, IFXNDSS.EXE, by double-clicking the file icon. Follow the steps provided by the setup dialog. Installation is complete when the Setup Complete window appears. Click on the **Finish** button to complete installation.

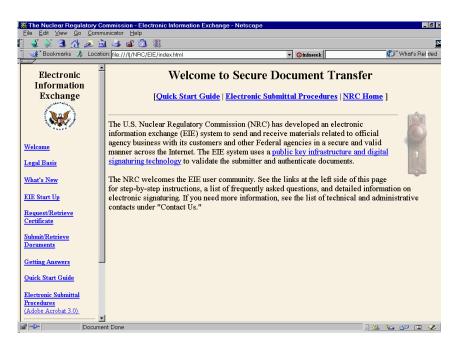


Setup Complete	
	Setup has finished installing the InternetForms Extension for Netscape Digital Signature Support.
<u> </u>	Click Finish to complete Setup.
	< Back Finish

d. After completing installation of both plug-ins, restart your computer. Go to Step 3.



- Step 3. Request a Digital Certificate (First Time Users Only)
- a. Access the NRC EIE home page at <u>http://www.nrc.gov/NRC/EIE/index.html</u> and click on the <u>Request/Retrieve Certificate</u> link.



b. From the Request/Retrieve Certificate page, go to "Step 3 Request a Digital Certificate from VeriSign" and click on <u>Go to the VeriSign/NRC Page</u>.

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	Electronic Information Exchange	Request/Retrieve Certificate [EIE Main Page   NRC Home   Help ]	
		Step 3. Request a Digital Certificate from Verisign	
	Welcome	Go to the Verisign/NRC Page and select the first link, "Enrolt for a Digital ID"	
	Legal Basis	After submission, you will be notified via e-mail of the receipt of the enrollment application. Yo will receive approval and instructions on how to retrieve your Digital ID via e-mail notification	
	What's New EIE Start Up	Step 4. Receive P.I.N. Number in eMAIL	
	Request/Retrieve Certificate	<ul> <li>Use the PIN number you received via email after NRC approval(Use this number in Step 5)</li> <li>Keep this PIN in a safe place as you will need it to retrieve your certificate.</li> </ul>	)
	Submit/Retrieve Documents	Step 5. Retrieve Your Digital ID Certificate (Your Browser)	
	Getting Answers	You must use the same computer that was used to submit the enrollment form.	
	Quick Start Guide	<ul> <li>Go to the VeriSign/NRC Page and click on the "Retrieve your Digital ID (per you browser</li> <li>When you receive this message "Digital ID Installation Complete", you are finished. You d</li> </ul>	
1	Electronic Submittal Procedures (Adobe Acrobat 3.0)	<ul> <li>not need to click on anything else in this page.</li> <li>Return to the EIE home via the EIE home page link in the left frame.</li> </ul>	
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c. From the VeriSign Onsite User Services page, click on the first link, <u>Enroll for a Digital</u> <u>ID</u>.



d. Complete the on-line enrollment form and submit it by clicking on the **ACCEPT** button at the bottom of the screen. You will then be prompted to setup your password that protects your private key.

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also prompt you to set u will use to digitally sign of	If you do not agree to the terms of this Agreement, do not complete this application, click accept, or use the Digital ID. When you submit this Digital ID application by clicking Accept, your browser will generate your public and private keys. The browser will also pompt you to set up a passendot portext your private keys and to store it on a disketet. Your private keys a secret file that you will use to digitally sign or encrypt e-mail. Your public key will become part of your Digital ID—your business associates can use it to verify your digital signature of to send you comproved e-mail.								
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Optional: Choos	e Your Encrypt	ion Strength							
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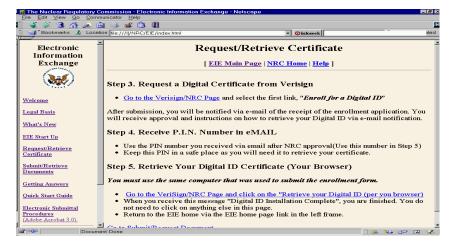
NRC Digital ID Enrollment Form

e. Only Netscape users will be prompted to enter a unique password in the Certificate Database password entry dialog. You will need to re-enter it for confirmation and then click on the **OK** button. The password may be any length. Be sure to use a password

that is easy to remember. If necessary, write it down and store it in a safe place as you will need it each time you use your Digital ID.

Password Entry Dialo	9	×
Please enter the passwo Communicator Certificate		
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	OK	Cancel

- f. After submission, you will be notified via e-mail of the receipt of the enrollment application. You will receive an approval notification e-mail with instructions on how to retrieve your Digital ID. The e-mail will contain a personal identification number (PIN). Copy the **PIN** for use in Step 4.
- Step 4. Retrieve Your Digital ID Certificate (First Time Users Only)
- a. Access the NRC EIE home page at <u>http://www.nrc.gov/NRC/EIE/index.html.</u> Click on the <u>Request/Retrieve Certificate</u> link. Note: Participants must use the same computer used to submit the enrollment form.
- b. Scroll down in your browser to "Step 5, Retrieve your Digital ID for (Your Browser)," and click on the first link, <u>Go to the VeriSign/NRC Page .... Retrieve your Digital ID per your</u> browser.



c. Click on the link representing your browser. You will receive a "Congratulations" message when the install is successfully completed.

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Retrieve your Digital ID for Netscape Navigator	
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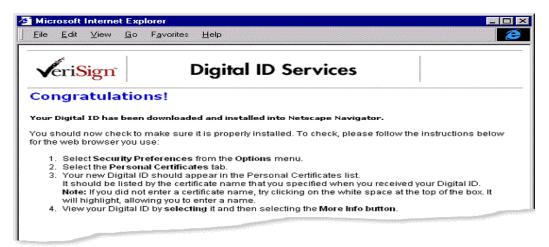
NRC VeriSign OnSite Host Page

d. The "Pick Up Your Digital ID" screen appears. Paste the **PIN** from the digital certification approval notification (e-mail) and click on the **Submit** button to install the Digital ID in your browser.

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<b>v</b> eri <mark>Sign</mark>	Digital ID Services	
Step 3: Pick Up \	Your Digital ID	
message sent to you immedia	need the Personal Identification Number (PIN ately after you submitted your enrollment form ) Center to the e-mail address you entered in	
/ou must complete this step	using the same computer you used to subm	nit the enrollment form.
Copy the PIN number from the	e e-mail, paste (or enter) it into the box below,	and hit SUBMIT.
Digital ID PIN		
	Submit	

Pick Up Your Digital ID

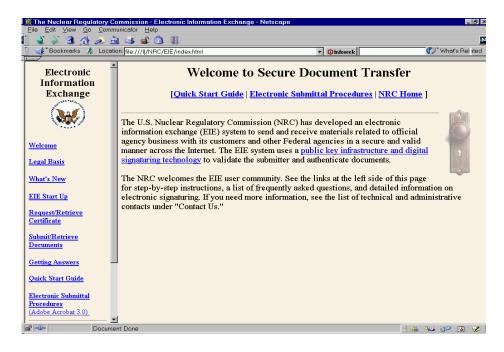
You will receive a "Congratulations" message when the install is successfully completed.



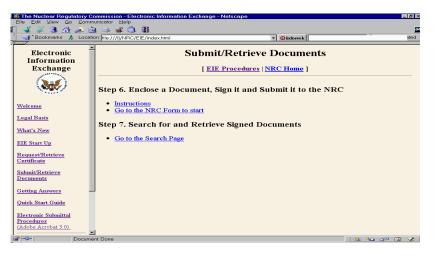
Successful Download and Installation

W STEPS 5 – 8 for Users of Either Web Browser (Recurring Actions)

- Step 5. Submit Documents to the NRC (Recurring)
- a. Access the NRC EIE home page at <u>http://www.nrc.gov/NRC/EIE/index.html</u>. Click on the <u>Submit/Retrieve Documents</u> link.



b. Go to "Step 6 Enclose a Document, Sign it and Submit it to the NRC," and click on the second link listed, <u>Go to the NRC Form to start</u>. The "Select a Certificate" window now appears.



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and

c. Select your NRC issued certificate in the Select Certificate window and click on the **Continue** button.



d. The Password Entry dialog appears (Netscape users only). Enter your password for the Certificate Database and click the **OK** button. You will be prompted to re-enter it for confirmation; click the **OK** button again.

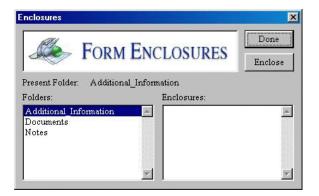
Password Entry Dialog		×
Please enter the password Communicator Certificate [		
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	OK	Cancel

e. A Security Information screen now appears, click on the **Continue** button. The UWI InternetForms viewer is loaded and the NRC EIE Form is now displayed.

curity Information	Display Extract Remove	Sign & Submit a Docum	nent(s)
You have requested a secure document. The document and any information you send back are encrypted for privacy while in			tory Commission mation Exchange
transit. For more information on security choose Document	Docket Number	🔺 License Number	r From Control Vocabulary List 🔻
nformation from the View menu.	AUTHOR INFORMATION Affiliation Name Last Name, eMail	First Name, Middle Initial	ADDRESSEE INFORMATION Affiliation Name eMAIL
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	Attach Document(s) Click t	o Attach a Document(s)	Submit / Update * Submit Signed Documents to NRC story Commission Nov. 28, 200
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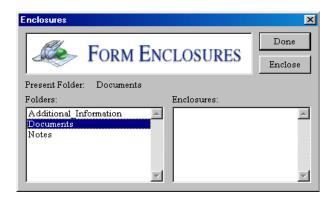
Step 6. Enclose Document(s) (Recurring)

a. On the form, click on the **Click to Attach a Document(s)** button. The Enclosures dialog opens.



b. Select a folder from the Folders window on the left of the dialog box. For documents, select the "Documents" folder.

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c. Click on the **Enclose** button on the upper right of the Enclosures dialog box. The Enclose File dialog now appears.

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- d. Navigate to the drive and/or folder where the document to be submitted resides and choose the file.
- e. Select a document and click on the **Open** button. The document is added to the Enclosures window on the right side of the Enclosures dialog. When you finish attaching documents, click on the **Done** button to close the Enclosures dialog.

ENCLOSE FILE: Choose the File	Enclosures
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# Step 7. Sign Document(s) (Recurring)

a. With the NRC EIE Form open, fill in the required information for each field on the form. All fields require completion except the Comment field which is optional. Passing the mouse pointer over each field will show a pop-up screen to describe what information should be entered into the selected field.

Documents submitted to the NRC should be addressed in the following manner.

#### ADDRESSEE INFORMATION

Affiliation	U.S. Nuclear Regulatory Commission
Name	Document Processing Center
Email	DocProcessingCenterX@nrc.gov

		latory Commission <i>formation Exchange</i>
Docket Number	50.54(f) * License Num	ıber   1234-5678 ▼
AUTHOR INFO	RMATION	ADDRESSEE INFORMATION
Affiliation	Your Company Name 🔹	Affiliation U.S. Nuclear Regulatory Commission
Name	John Doe 🔹	Name A. B. Copper
eMail	john.doe@company.com	eMAIL abc123@nrc.gov
File Type Document Date Title	WordPerfect 7/8/9   *	2nd Signature Required ?   ⊙ Yes   ⊙ No
Availability	Non-Publicly Available	
Availability Est. Page Count		SIGN & SUBMIT
-		
Est. Page Count Doc. Sensitivity	15	
Est. Page Count Doc. Sensitivity	15 Public - Non-sensitive/Unclassified ▼	Digital Signature 🔺

b. Once the required fields on the form are completed, click on the **Click to Digitally Sign Document(s)** button.

Click to Digitally Sign Document(s)

c. The Digital Signature Viewer dialog appears displaying the caption "No Signature." Click on the **Sign** button. (Netscape users will need to enter their password). When the

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signature information is displayed, click on the **OK** button to sign the form.





# Step 8. Submit Document(s) (Recurring)

a. With the NRC EIE Form open, click on the **Submit Signed Documents to NRC** button. The cursor changes to a black and white color wheel as the Internet connection is attempted. Depending on the speed of your Internet connection and the size of the file, this may take approximately 4-6 minutes.

Submit Signed Documents to NRC

b. Once the connection is established and the upload is complete, the browser displays a window that states "Your Form Has Been Submitted." After you are finished submitting, return to the NRC EIE Home Page.



c. Exit the EIE Home page and close your browser.

#### Terminology

#### Certificate

A certificate is a unique digital identification that can be used to verify the identity of a person, web site, or JavaScript/Java Applet. The certificate always includes a public key, the name of the entity it identifies, an expiration date, the name of the certificate authority (CA) that issued the certificate, the digital signature of the CA, and a serial number.

#### Certificate Database

A small database used by your browser to store your digital identification information. You cannot access or view it using any other program.

#### **Certificate Password**

A unique password that a user selects to access the Certificate Database in user's browser.

#### Signaturing Plug-in

An add-on to your browser that allows for a digital signature, or digital identification.

