United States
Nuclear Regulatory Commission

NRC Electronic Information Exchange (EIE) Instructional Guide

Quick Start Guide

Office of the Chief Information Officer

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:

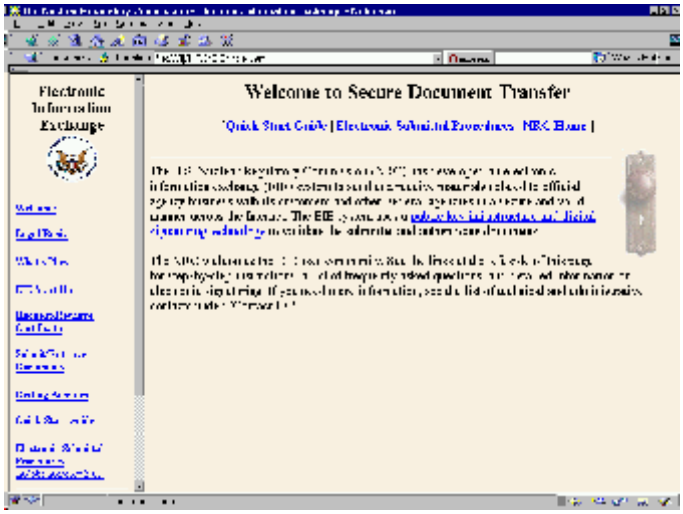
1. ***Microsoft® Internet Explorer (version 5.0)***
2. ***Netscape® Communicator or Navigator (version 4.6 or higher)***

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.

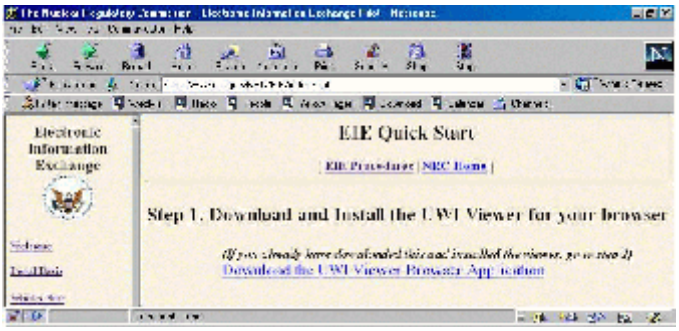
STEPS 1 and 2 for *Microsoft® Internet Explorer (IE)* Users (First Time Users Only)

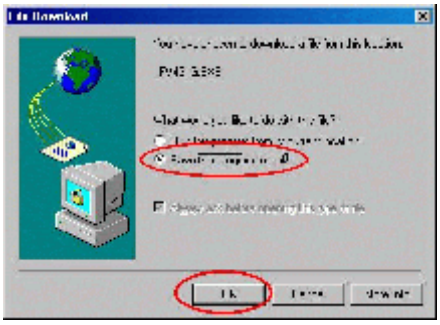
Step 1. Download and Install UWI Viewer Browser (First Time Users Only)

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

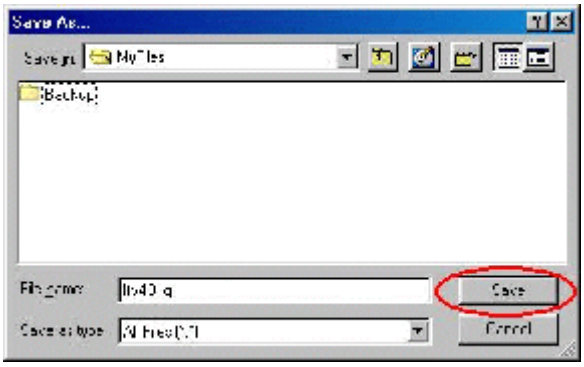


b. From the EIE Start Up page, Go to Step 1 (on screen) and click on Download the UWI Viewer Browser Application. The File Download window appears. Select the radio button **Save this program to disk** and click on the **OK** button. The "Save As" window appears.





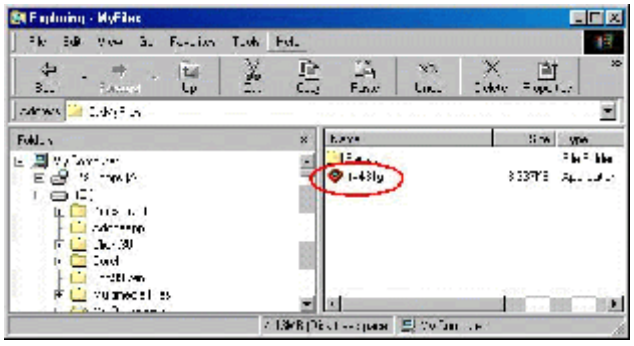
c. Navigate to Drive C:\ and a temporary folder in which you wish to save the file, IFV431G.EXE. Click on the **Save** button. The download will take about 2-3 minutes.

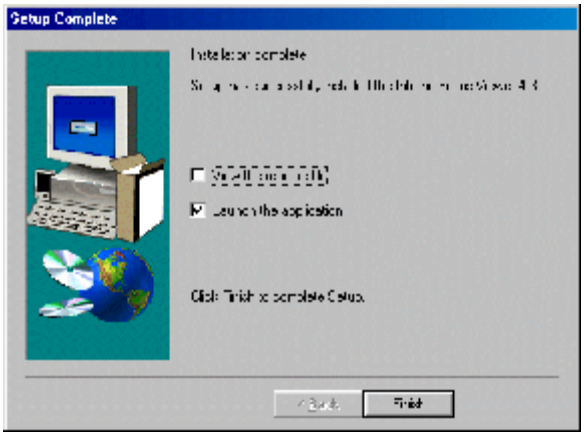


d. Close your Explorer browser and exit all other windows applications before running the following setup program.

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.





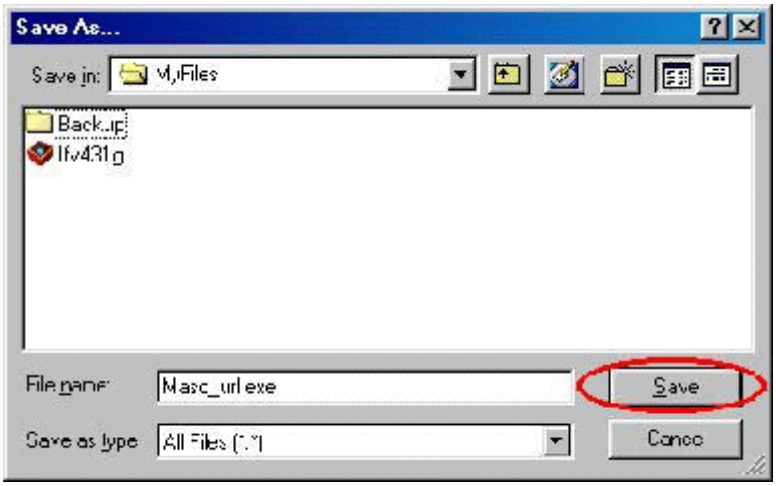
f. Once the installation is complete, open your web browser, return to the EIE home page at http://www.nrc.gov/EIE/index.html, and continue to the next step.

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

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

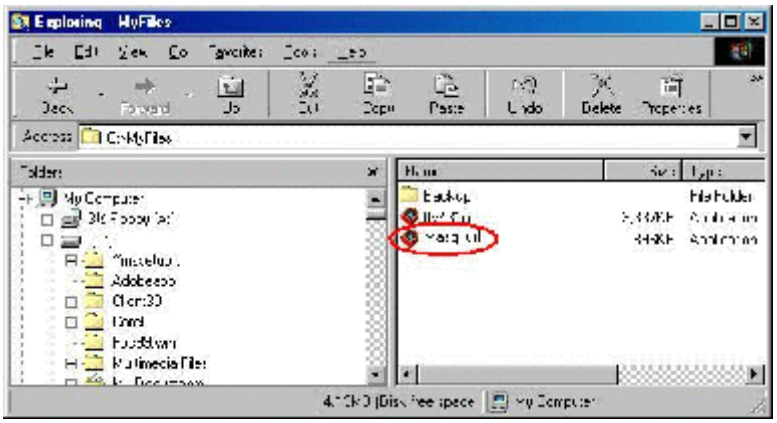
b. Navigate to Drive C:\ and the same folder in which you saved the IFV431G.EXE file.

Click on the **Save** button.



c. Close your Explorer browser and exit all other windows applications before running the following patch program.

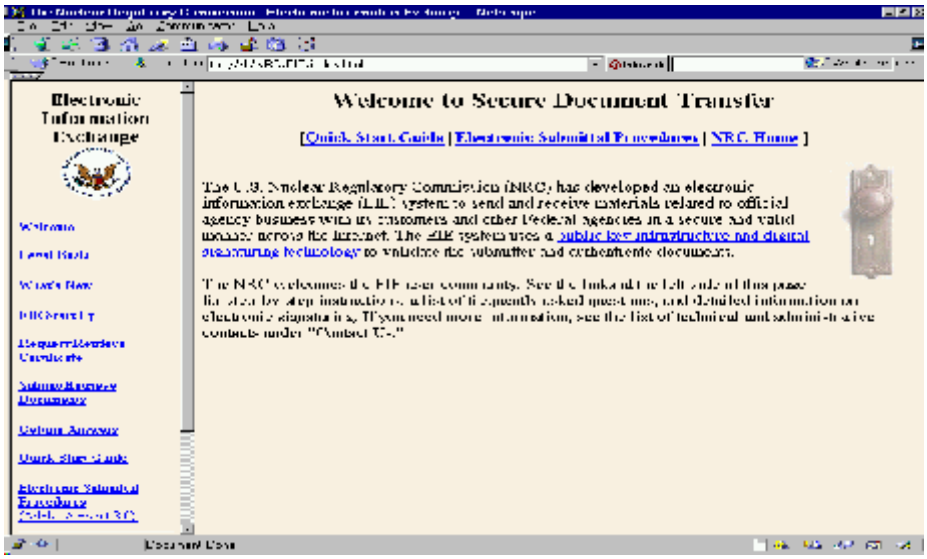
d. Access Drive C:\ and go to the folder in which the UWI Viewer Patch, MASQ_URL.EXE, was saved. Install the patch by double-clicking the file icon. Follow the steps provided by the setup dialog.



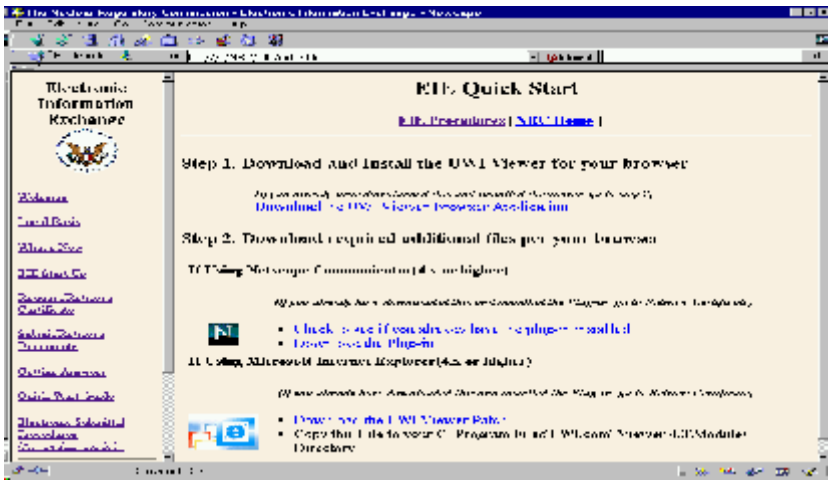
e. After completing installation, restart your computer. Go to Step 3 (page 9).

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

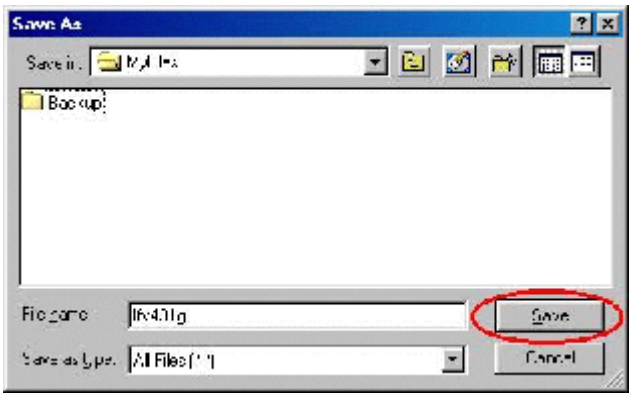
a. Access the NRC EIE home page at http://www.nrc.gov/NRC/EIE/index.html and click on the EIE Start Up link.



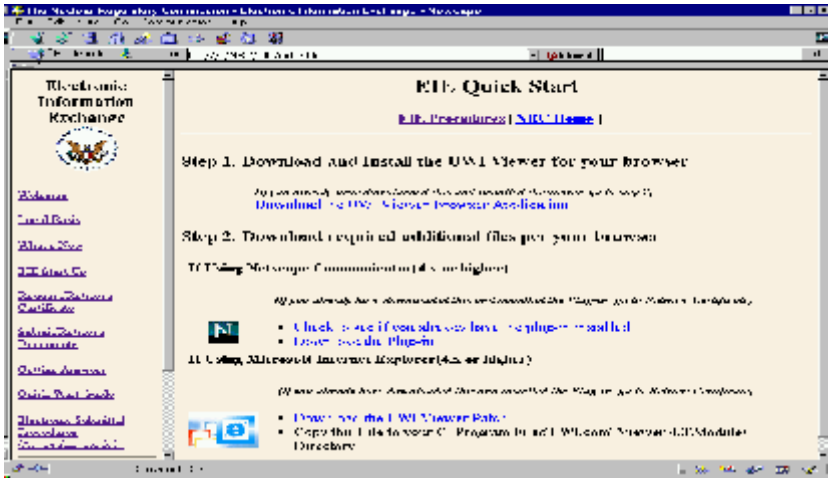
b. Go to Step 1 (on screen) and click on Download the UWI Viewer Browser Application. The “Save As” window appears.



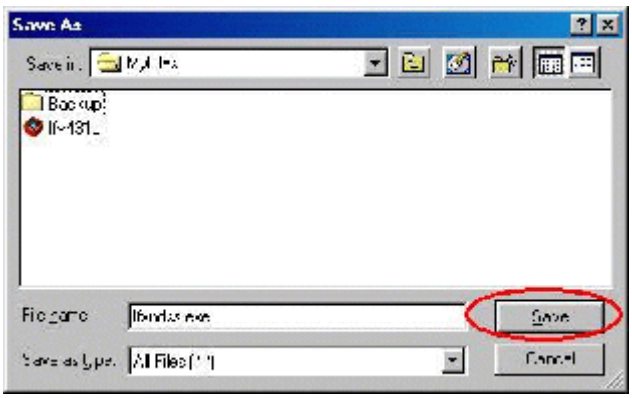
c. Navigate to Drive C:\ and a temporary folder in which you wish to save the file, IFV431G.EXE. Click on the **Save** button. A saving location window will appear and will disappear once the download is complete. The download will take about 2-3 minutes. Return to the EIE home page.

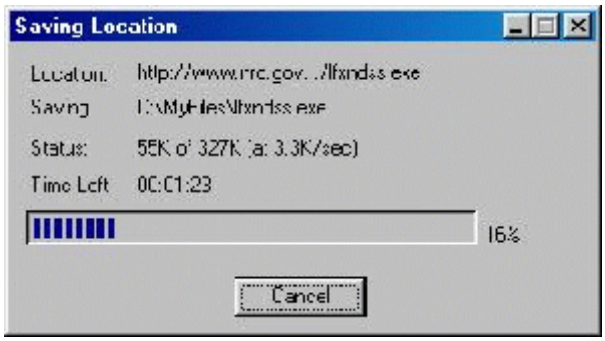


d. Go to Step 2 (on screen) and download the Netscape signaturing plug-in. Click on Download the Plug-in. The "Save As" window appears.



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.

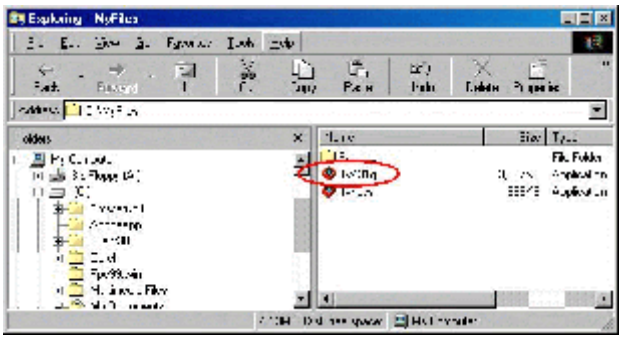


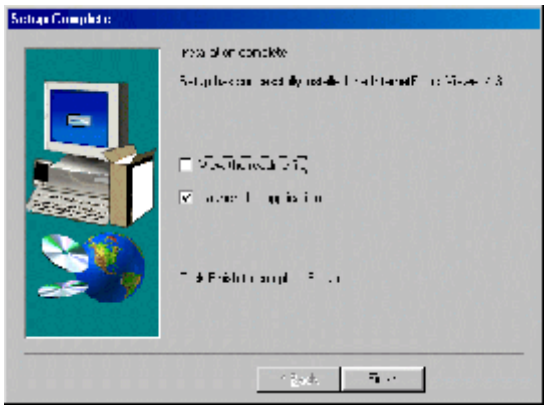


Step 2. Install Software/Plug-ins (First Time Users Only)

a. Close your Communicator browser and exit all other windows applications before running the following setup programs.

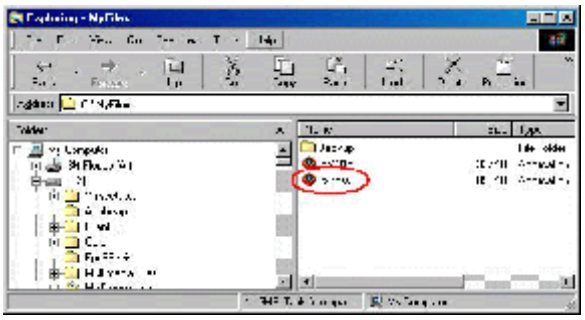
b. Access Drive C:\ and go to the temporary folder in which the downloaded plug-ins were saved. Install the UWI InternetForms Viewer Browser, version 4.3.1, IFV431G.EXE, by double-clicking the file icon. Follow the steps provided by the setup dialog. During the set-up, save the viewer application in 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.

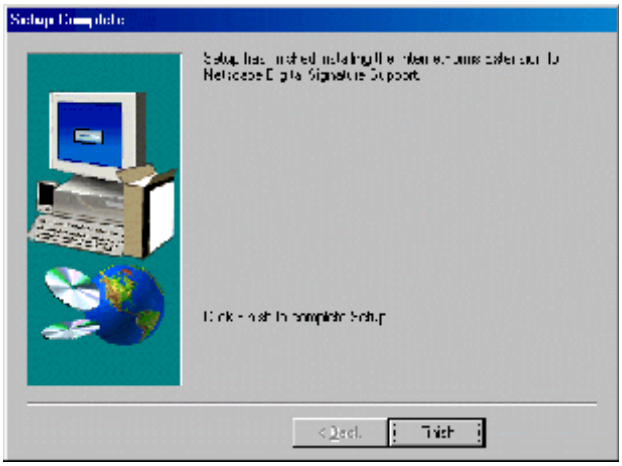




c. Access Drive C:\ and go to the temporary folder in which the plug-ins were saved. Install

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.

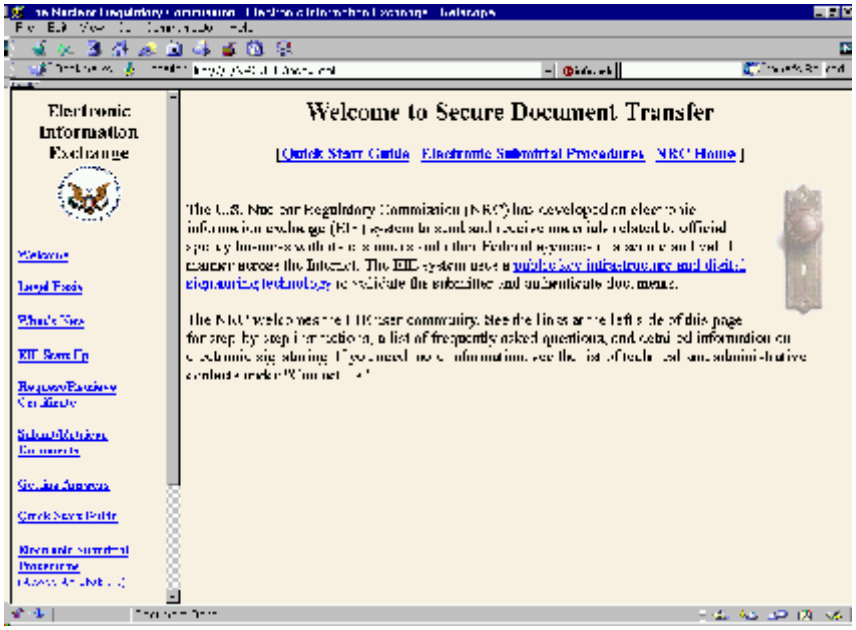




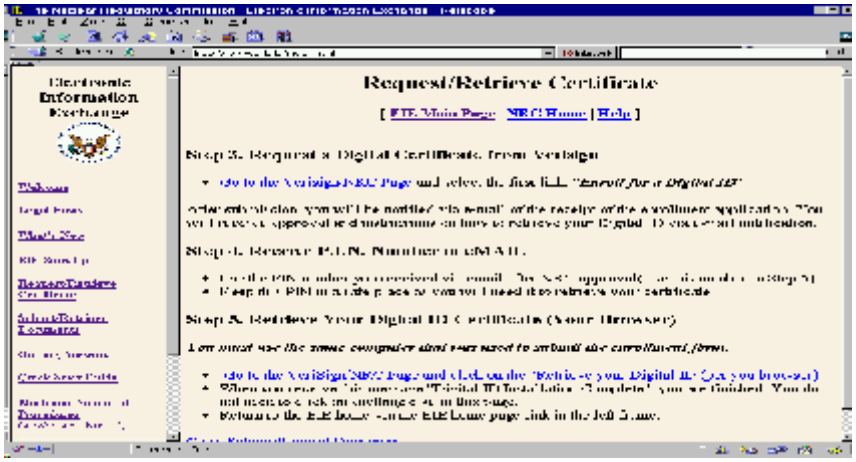
d. After completing installation of both plug-ins, restart your computer. Go to Step 3.

Step 3. Request a Digital Certificate (First Time Users Only)

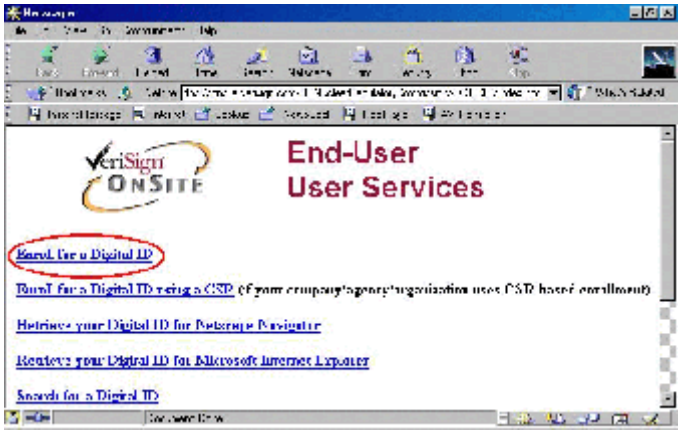
a. Access the NRC EIE home page at http://www.nrc.gov/NRC/EIE/index.html and click on the Request/Retrieve Certificate link.



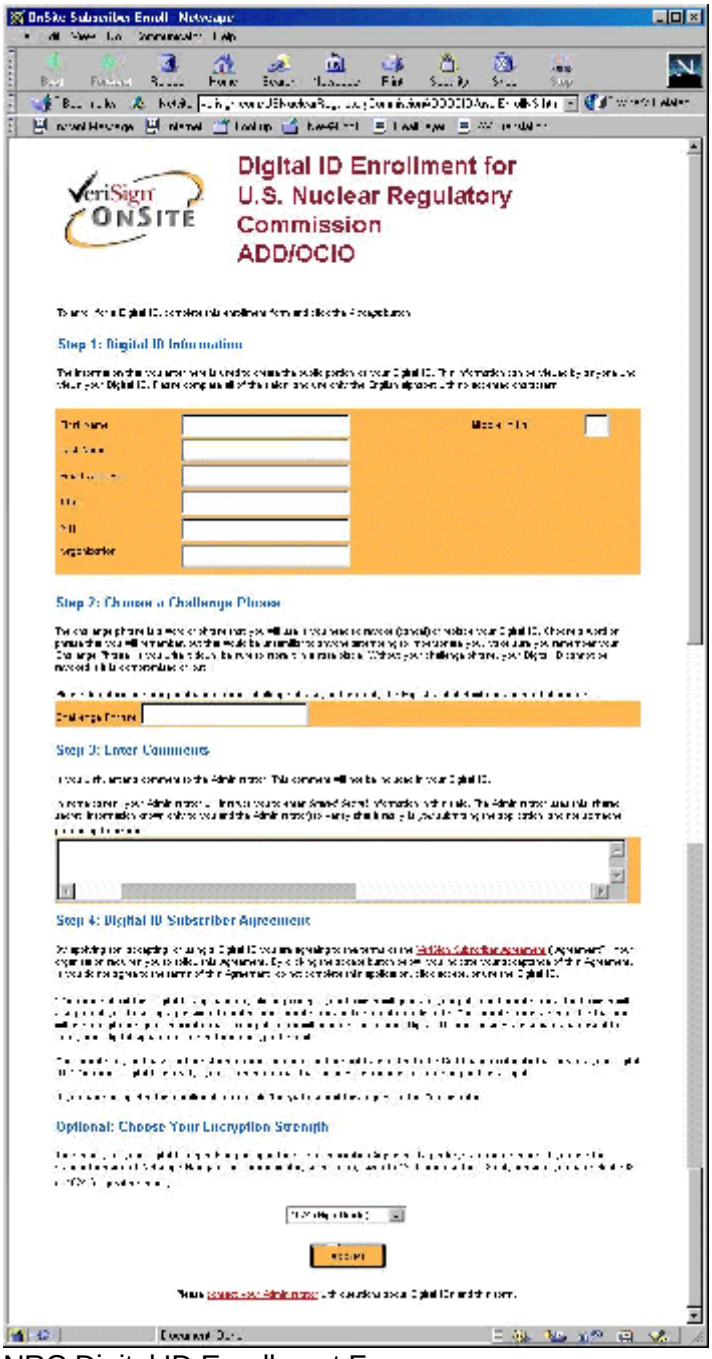
b. From the Request/Retrieve Certificate page, go to "Step 3 Request a Digital Certificate from VeriSign" and click on Go to the VeriSign/NRC Page.



c. From the VeriSign Onsite User Services page, click on the first link, Enroll for a Digital ID.



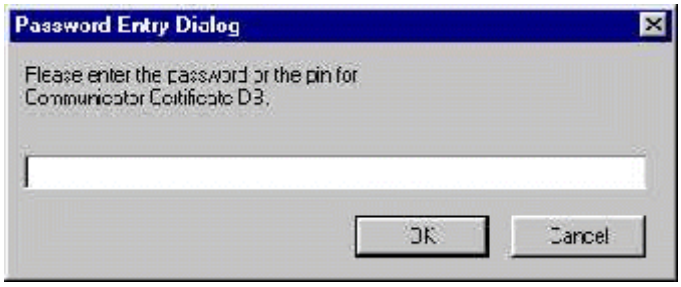
d. Complete the on-line enrollment form and submit it by clicking on the **ACCEPT** button at the bottom of the screen. You will then be prompted to setup your password that protects your private key.



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.

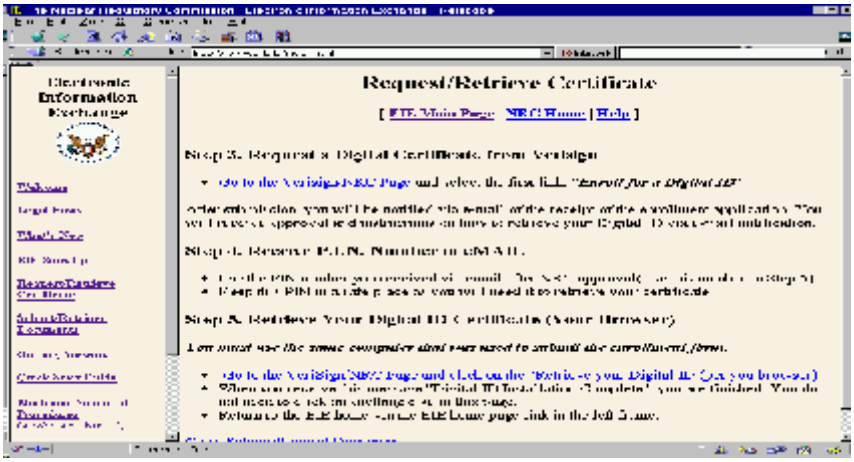


f. After submission, you will be notified via e-mail of the receipt of the enrollment application. You will receive an approval notification e-mail with instructions on how to retrieve your Digital ID. The e-mail will contain a personal identification number (PIN). Copy the **PIN** for use in Step 4.

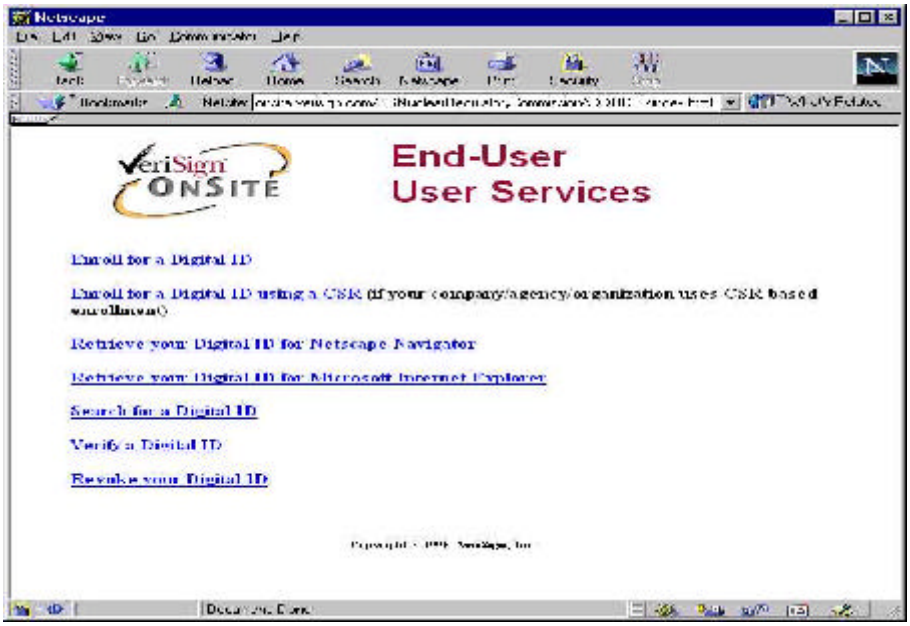
Step 4. Retrieve Your Digital ID Certificate (First Time Users Only)

a. Access the NRC EIE home page at http://www.nrc.gov/NRC/EIE/index.html. Click on the Request/Retrieve Certificate 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, Go to the VeriSign/NRC Page .... Retrieve your Digital ID per your browser.

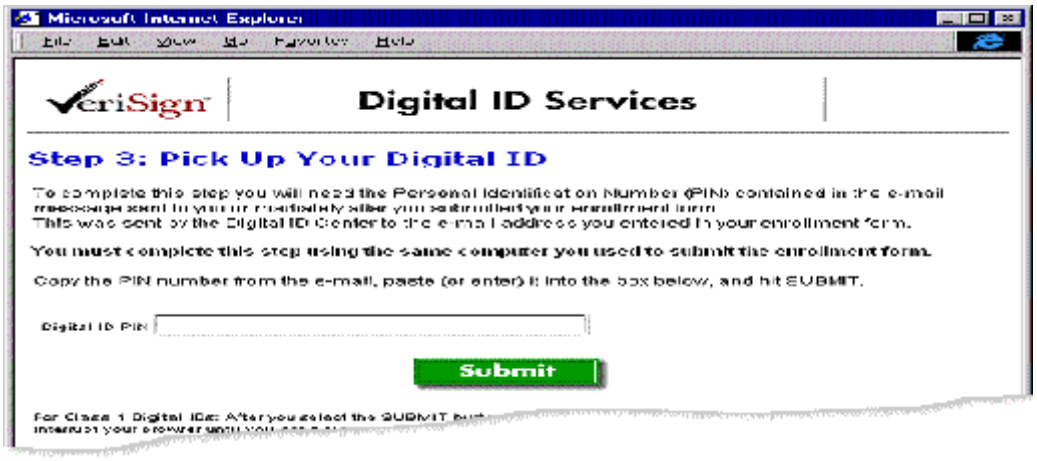


c. Click on the link representing your browser. You will receive a "Congratulations" message when the install is successfully completed.



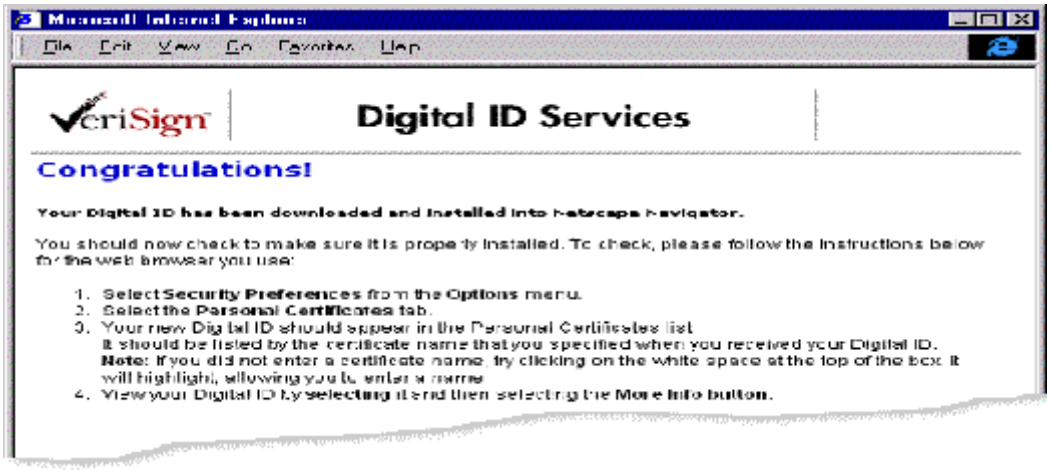
NRC VeriSign OnSite Host Page

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.



Pick Up Your Digital ID

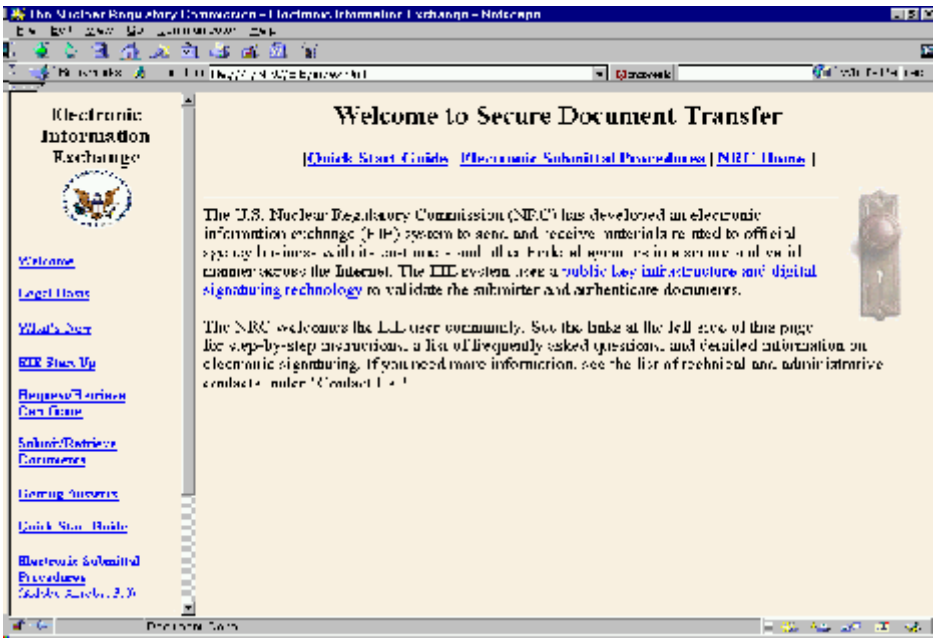
You will receive a “Congratulations” message when the install is successfully completed.



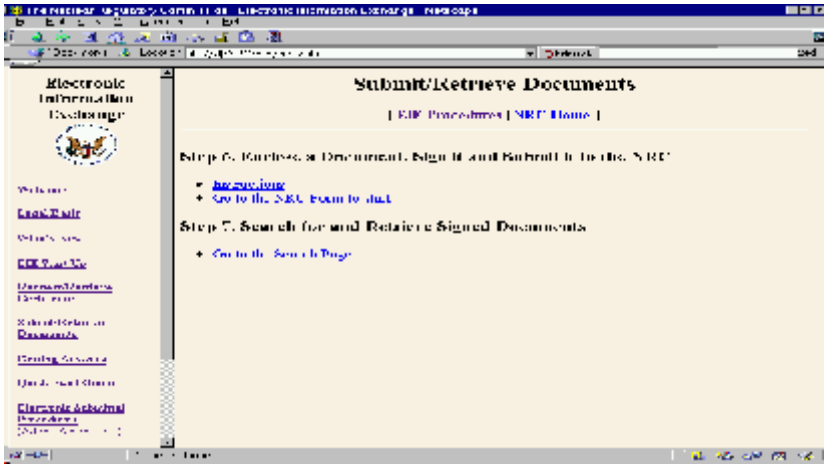
Successful Download and Installation

Step 5. Submit Documents to the NRC (Recurring)

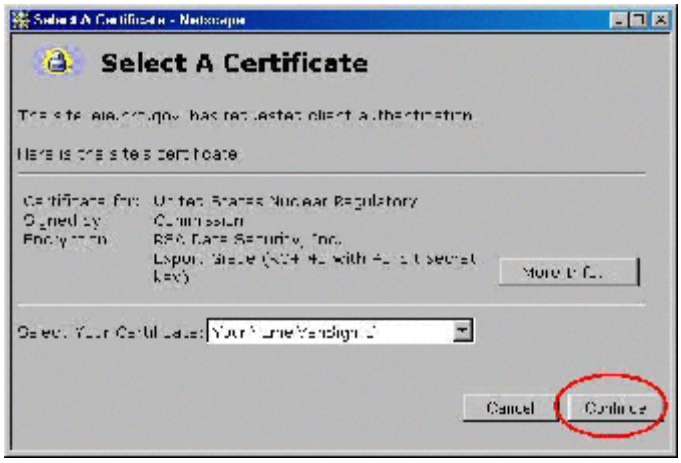
a. Access the NRC EIE home page at http://www.nrc.gov/NRC/EIE/index.html. Click on the Submit/Retrieve Documents link.



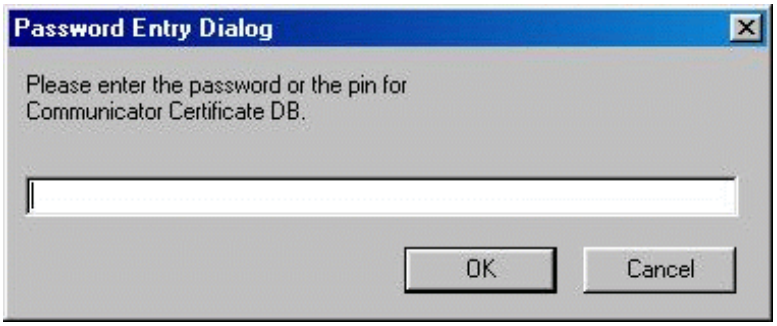
b. Go to "Step 6 Enclose a Document, Sign it and Submit it to the NRC," and click on the second link listed, Go to the NRC Form to start. The "Select a Certificate" window now appears.



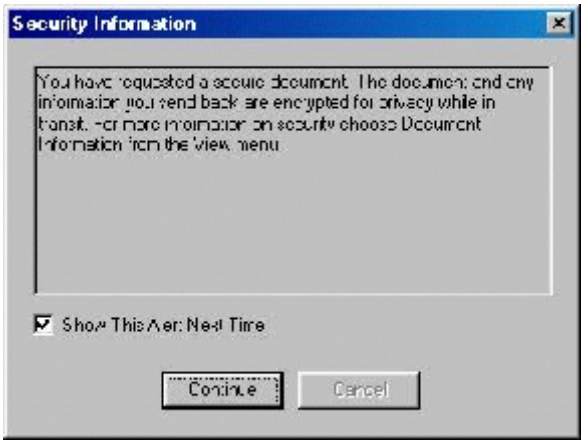
c. Select your NRC issued certificate in the Select Certificate window and click on the **Continue** button.

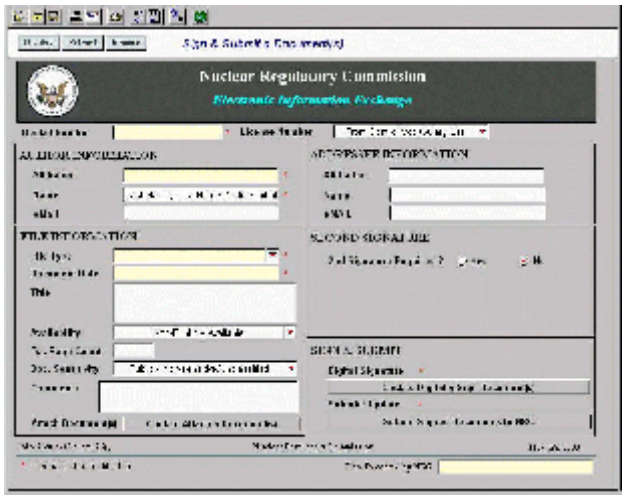


d. The Password Entry dialog appears (Netscape users only). Enter your password for the Certificate Database and click the **OK** button. You will be prompted to re-enter it for confirmation; click the **OK** button again.



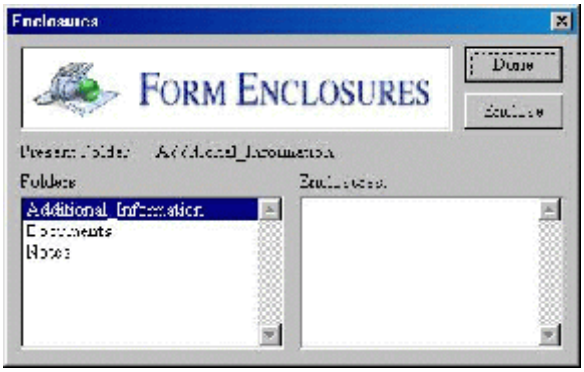
e. A Security Information screen now appears, click on the **Continue** button. The UWI InternetForms viewer is loaded and the NRC EIE Form is now displayed.



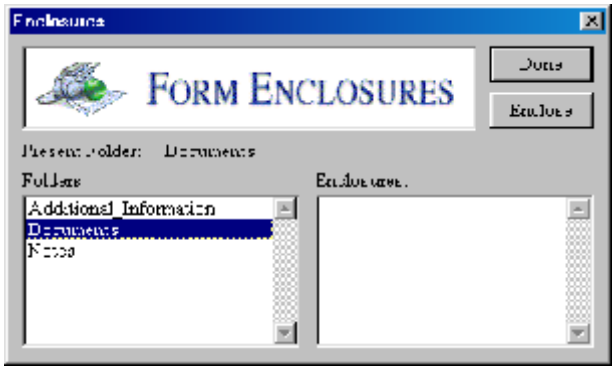


Step 6. Enclose Document(s) (Recurring)

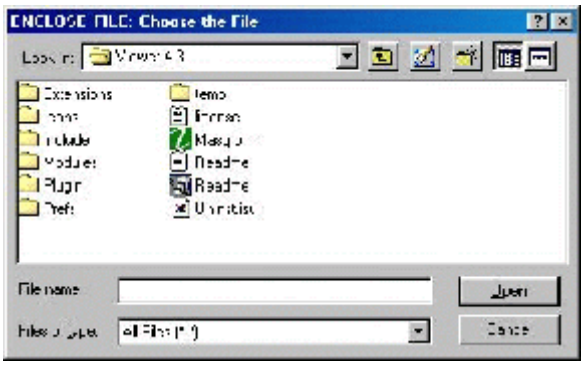
a. On the form, click on the **Click to Attach a Document(s)** button. The Enclosures dialog opens.



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

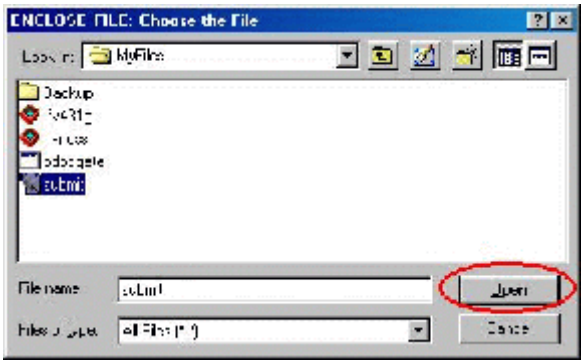


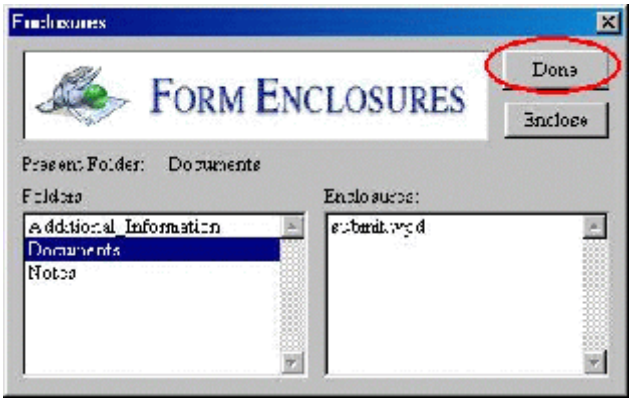
c. Click on the **Enclose** button on the upper right of the Enclosures dialog box. The Enclose File dialog now appears.



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.





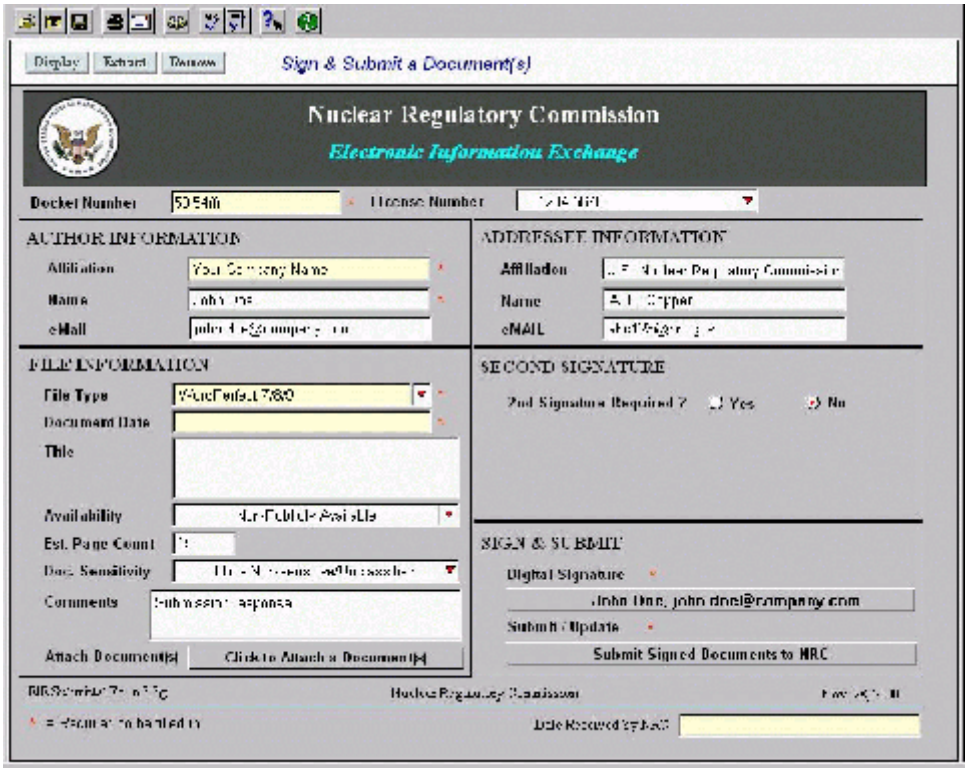
Step 7. Sign Document(s) (Recurring)

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

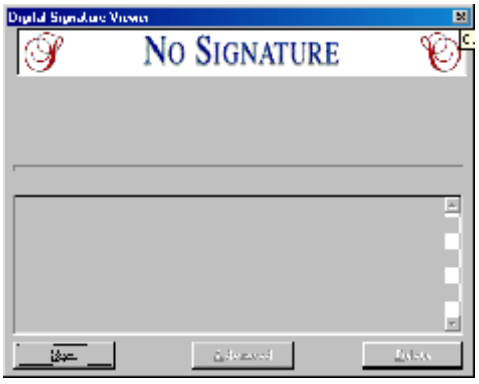
Affiliation	U.S. Nuclear Regulatory Commission
Name	Document Processing Center
Email	DocProcessingCenterX@nrc.gov



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

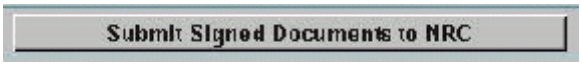
c. The Digital Signature Viewer dialog appears displaying the caption “No Signature.” Click on

the **Sign** button. (Netscape users will need to enter their password). When the 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.



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.

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