**Customer Partner Access**

**Partner Registration Guide**

You have received an email invitation from the Customer Partner Access (CPA) tool containing your temporary logon ID, temporary password, blank Export Control Status Verification form (C-638), and a link to the registration page.

Prior to accessing the registration page, please complete the C-638 and have your company’s Human Resource or Security Department verify your citizenship and that your company is incorporated in the US. Scan the completed and signed C-638 and have it available to upload when you access the registration website to register.

Northrop Grumman is required to meet strict Personally Identifiable Information (PII) standards dictated by the Federal Government.

CPA can accept and use certain smartcard MLOA hardware certificates for multi-factor authentication; examples include (but not limited to) US government-issued DOD CAC, Exostar, Boeing, Lockheed Martin, or Raytheon certificates. If you do not currently have one of these, an alternative remote access solution will be provided.

# Registration Instructions

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| **1**. Click on the registration link provided in the email invitation.  Enter the “Registration Username” provided in your invitation email into the **User Name** field.  Example:  Registration Username: CPA\_6000012345  Enter the “Temporary Password” provided in your invitation email into the **Password** field. Type in the password (copying and pasting the password may add an extra space).  Example:  Temporary Password: 7~C1^RcHjL  Click **Login**  Notes:  If you have a problem accessing the registration site, ensure that there are no blank characters after the User Name and Password and the values are entered exactly as provided in the email. **Tip**: Check this by pasting into a document where you can see the User Name and Password.  If problems continue, clear the temporary files in your browser, restart browser, and retry logging in. |  |
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| **2**. The “Password Change” page displays.  The first time you log into registration, you will need to change your registration password. The new password must meet the complexity rules displayed on the screen.  Enter a new password in the **New Password** and **Confirm Password** fields.  Remember this password, as it will be entered for subsequent logons to registration, if needed.  Click **Continue**  Note: To exit registration, click **Goodbye**. |  |
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| **3**. The “Invitation to Register” page displays.  Read all of the information.  Click **Continue** to start registering |  |
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| **4**. The “Personal Information” page displays.  Fields marked with an asterisk (\*) are required. Enter your personal informationin the fields displayed. This information is required to establish your identity.  **Generation** field is only used if you have a generation suffix (e.g., Jr., Sr., III)  Select the appropriate country from the **Country of Primary Citizenship** dropdown.  **4.1** US Citizen  Select the **Yes** radio button for **US Citizen**  Ensure there is a check in the box next to “I certify that all information I entered on this form is correct and accurate to the best of my knowledge.”  Click **Continue**  Notes: To return to the previous page, click **Back**.  If you return to the “Personal Information” page, your personal information will need to be re-entered. |  |
| **4.2** US Person:  If you are not a US Citizen, but have a green card or SSN, you are a US Person.  You must be a US resident. Check the box next to **Verify Residence**.  Note: If you are not a US resident, you may not use this registration site to obtain an account. Click **Goodbye** and contact your primary Northrop Grumman contact or program mailbox, listed at the bottom of your invitation email.  Select the **No** radio button for **US Citizen**  Select the **Yes** radio button for **US Person**  Enter your number in the **Green Card Number** field  Ensure there is a check in the box next to “I certify that all information I entered on this form is correct and accurate to the best of my knowledge.”  Click **Continue** |  |
| **4.3** Non US Person:  If you are not a US Citizen or US Person, you may not use this registration site to obtain an account.  Contact your primary Northrop Grumman contact or program mailbox, listed at the bottom of your invitation email.  Click **Goodbye** |  |
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| **5.** The “Company Information” page displays.  Fields marked with an asterisk (\*) are required.  Enterthe legal name of your company and the corporate address of your company.  Note: If you do not know the corporate address, enter your local business mailing address.  Enter your personal business work information.  Click **Continue** |  |
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| **6.** The “Business Mailing Address” page displays.  Fields marked with an asterisk (\*) are required.  **6.1** If your local business mailing address is different than your company’s corporate address, enter your local business mailing address  Note: If you are not using a certificate to authenticate, and you enter a PO box as your business mailing address, you are required to enter a physical address for your shipping address on next screen.  Click **Continue** |  |
| **6.2** If your local business mailing address is the same as your company’s corporate address, select the box next to **Use Company Address**  The fields will “grey out” and you won’t be able to enter information. The address you entered on the **Company Information** page will be your local business mailing address.  Note: If you are not using a certificate to authenticate, and your company’s mailing address is a PO box, you are required to enter a physical address for your shipping address on next screen.  Click **Continue** |  |
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| **7.** The “Shipping Address” page displays.  If you will not be using a certificate to authenticate, your sponsor will request a Northrop Grumman remote access token for you. If you are not able to use a smartphone for the mobile token, a physical token will be shipped to the address you entered for local business mailing address (previous screen) or your company mailing address if they are the same.  Note: Physical tokens cannot be shipped to a PO box  Click **Skip** if you do not need to enter a shipping address or if you are using a certificate to authenticate.  **7.1** If you need a physical token shipped to an address other than your business mailing address, enter the shipping address on this page  Note: You will need to enter a shipping address here if you entered a PO box for your local business mailing address.  Fields marked with an asterisk (\*) are required.  Click **Continue** |  |
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| **8.** The “Identity Authentication” page displays.  Fields marked with an asterisk (\*) are required. Enter a response to the security questions. Enter “NA” for ones you do not answer. These are used to authenticate your identity when you contact the Northrop Grumman IT Service Center.  Note: You must answer at least two questions.  Click **Continue** |  |
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| **9.** The “Documentation” page displays  Have your completed and signed citizenship (C-638) form available to upload. “SECTION 1” and “SECTION 3” must be filled in. The “CERTIFICATION” section must be signed by your HR or Security department.  **9.1** Select the **Browse** button | cid:image001.jpg@01D740F7.F6CB0900 |
| **9.2** Select the file and click the **Open** button  Note: The file cannot be larger than 4 MB and must be one of these file types: DOC, DOCX, PDF, ZIP, ZIPX, JPG, PRN, TXT |  |
| **9.3** The file that you selected is displayed in the box  Select **Upload** | cid:image001.jpg@01D740F7.F6CB0900 |

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| **9.4** The “Successful upload” message displays  Click **More Files** and repeat the steps if you have additional files to upload.  Click **Continue** if there are no other files to upload.  Note: If you have a problem uploading your file, select **Skip**. You will need to send the file to your sponsor and they can upload it for you during the approval process. They will need the form before they can approve you for an account. |  |
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| **10.** The “Authentication Method” page displays.  No certificate:  If you do not have a MLOA (Medium Level of Assurance) hardware certificate that you can use for authentication, click **Skip**.  Notes: You can check the Northrop Grumman approved list in “Certificate Issuer” dropdown (see next step).  If you do not have an approved certificate to use, your sponsor will request a Northrop Grumman remote access token for authentication for you. |  |
| **10.1** Certificate:  If you have an MLOA hardware certificate to use for authentication, follow the instructions to view your certificate information.  Select your certificate Issuer from the **Certificate Issuer** dropdown.  Note: If you do not see your exact Issuer listed in the dropdown, click **Skip**. Send an email to the program mailbox listed at the bottom of your invitation email and ask that your certificate be approved. Include an exported copy of your certificate ([click here for export instructions](#_Exporting_certificate)). |  |
| **10.2** After you select your **Certificate Issuer** from the dropdown, the title of the field you need to enter information in will change, depending upon the certificate type  The field title is either **Subject** or **Subject Alternative Name**. Take note of this for the next step when you need to copy information from your certificate. |  |

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| Certificate Examples  An example of what data you should copy out of your certificate will be displayed. The example changes based on which certificate you choose in the **Certificate Issuer** dropdown. | Example 1    Example 2 |
| **10.3** On the **Details** tab in your certificate, select the **Subject** (or **Subject Alternative Name**) field and copy all of the information in the lower pane of the dialog box  Notes: If you are using an Exostar certificate, the “CN=” value should contain “(Identity)”  Determine whether to copy from the **Subject** or **Subject Alternative Name** field from the field title in the previous step. |  |
| **10.4** Paste all of the information into the **Subject** (or **Subject Alternative Name**) field in registration  Note: You won’t be able to see everything that you pasted; if you scroll down, you can see everything you pasted.  Add the certificate expiration date in the **Valid To** field. Ensure that your certificate is not expired; if it is expired, you will not be able to logon.  Click **Continue** |  |
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| **11.** The “Terms and Conditions” page displays.  Read the information and select the **I Agree** radio button.  You may enter a message for the sponsor in the **Message for Program Sponsor** box.  Click **Register**  If you do not click “Register”, your registration will not be complete. | cid:image002.png@01D299AD.03088E50 |
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| **12.** The “Registration Complete” page displays.  Close your browser to end the registration session.  CPA will notify the program that you completed registration. The program can now begin the process to on-board your Northrop Grumman account. The program will notify you when ready. |  |

# Exporting Certificate

Edge:

1. Click **…**
2. Click settings (gear icon)
3. In **Security** heading, click **Manage Certificates**
4. Highlight certificate you want to export, click **Export**
5. Export wizard appears, click **Next**
6. Radio button – No do not export the private key, click **Next**
7. Radio button – DER encoded binary X.509 (.cer), click **Next**
8. Click **Browse**
9. Enter in **File Name** Lastname.NGCER
10. Change **Save as type**: All files (\*.\*)
11. Note location (folder) of the file being created
12. Click **Save**
13. Click **Next**
14. Click **Finish**
15. Click **OK**
16. Click **Close** for Certificates pane
17. Click **OK** for Internet Options pane

Internet Explorer:

1. Select the **Tools** menu
2. Select **Internet Options**
3. Select the **Content** tab
4. Click the **Certificates** button
5. Select the **Personal** tab
6. Highlight the certificate with the intended purposes of “Smart Card Logon” and/or “Client Authentication”

* If more than one certificate is displayed, click each certificate and check below in the “Certificate intended purposes” dialogue. Select the one which has Smart Card Logon and/or Client Authentication listed. The certificate with Smart Card Logon is preferred over one with just Client Authentication.
* Verify that the certificate is not expired
* If Exostar is the Issuer, select the one that contains “Identity”

1. Click **Export** button
2. Follow the "wizard" default prompts until you are prompted for the **File name**
3. Click **Browse**
4. Click “Desktop” (or another location that you can find when attaching a file to email)
5. Name the file ***User Last Name* Exported Certificate.cer**
6. Click **Save**
7. Click the remaining default prompts to finish the wizard
8. Close all open dialog boxes and exit Internet Explorer
9. Attach the exported certificate file just saved on your desktop (or other location) into an e-mail to your sponsoring manager/program mailbox

# Certificate Examples

Boeing

**CN = John.X.Smith.1234567**  
OU = certservers  
O = Boeing  
C = US

Booz Allen Hamilton CA

RFC822 Name=john@simulyze.com

Citibank IdenTrust Certificate Authority

**CN = John X Smith:A010969000001230EDA4B120000009C**  
OU = TEST ASSISTANCE CORPORATION  
OU = IdenTrust  
OU = ECA  
O = U.S. Government  
C = US

Class3 (Raytheon)

RFC822 Name=john\_x\_smith@raytheon.com  
Other Name:  
**Principal Name=ABDC1234@raytheon.com**

DHS CA

**RFC822 Name=0123456789@dhs.gov**  
Other Name:  
Principal Name=0123456789@HQ.DHS.GOV   
Other Name:  
2.16.840.1.101.3.6.6=01 19 d7 02 23 d8 21 0c 2c d0 cd 1c e5 45 68 58 21 e3 67 36 f3 30 89 02 10 d7 eb

DOD CA/DOD ID CA/DOD EMAIL CA

**CN = SMITH.JOHN.X.1234567890**  
OU = USN  
OU = PKI  
OU = DoD  
O = U.S. Government  
C = US

Entrust Managed Services SSP CA

RFC822 [Name=JOHN.SMITH@OPM.GOV](mailto:Name=JOHN.SMITH@OPM.GOV)

Exostar

**CN = John Smith\_1234(Identity)**  
O = Test Systems Corporation North America  
DC = fis  
DC = evincible  
DC = com

HHS

Other Name:  
**Principal Name=ABC6@cdc.gov**  
Other Name:  
2.16.840.1.101.3.6.6=01 19 d7 2a 10 d8 67 08 6c 44 55 a2 9d a1 45 5a 01 08 48 89 41 b0 23 2a 8c d7 fc

IdenTrust ECA

**CN = John X Smith:A010969000001230EDA4B120000009C**  
OU = TEST ASSISTANCE CORPORATION  
OU = IdenTrust  
OU = ECA  
O = U.S. Government  
C = US

Lockheed Martin

Other Name:  
**Principal Name=e123456@acct03.us.lmco.com**

ORC ECA

**CN = Smith.John.ORC1000012345.ID**  
OU = Test Research Inc.  
OU = ORC  
OU = ECA  
O = U.S. Government  
C = US

Symantec Client External Certification Authority

**RFC822 Name=jsmith@scdit.com**  
Other Name:  
Principal [Name=jsmith@scdit.com](mailto:Name=jsmith@scdit.com)

VeriSign Client External Certification Authority

RFC822 Name=john@simulyze.com