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

1. Click on the registration Customer Partner Access - Registration link provided in the email Login invitation. Enter the "Registration Username" provided in your invitation email into the User Name field. Login Goodbye 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.

2. The "Password Change"

page displays.

The first time you log into registration, you will need to change your registration password. The new password <u>must</u> 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.

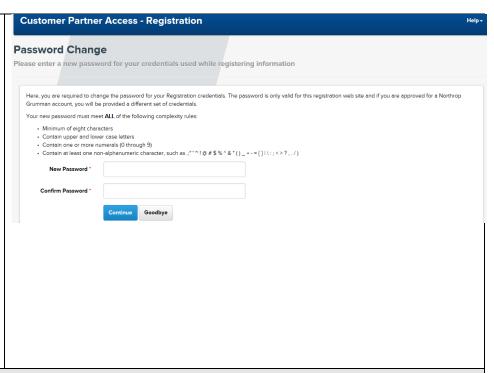
Click Continue

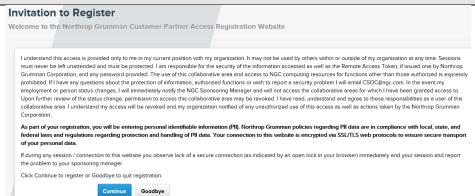
Note: To exit registration, click **Goodbye**.

**3**. The "Invitation to Register" page displays.

Read all of the information.

Click **Continue** to start registering





Updated 05/04/21

# **4**. The "Personal Information" page displays.

Fields marked with an asterisk (\*) are required. Enter your personal information in 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

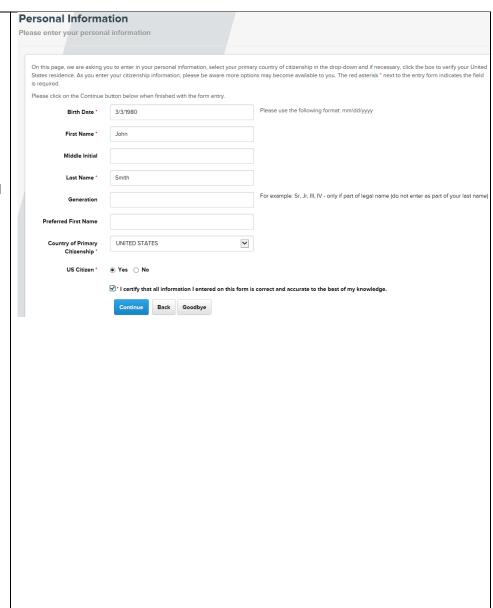
Select the **Yes** radio button for **US Citizen** 

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.



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# 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

Personal Information					
Please enter your personal information					
On this page, we are asking you to enter in your personal information, select your primary country of citizenship in the drop-down and if necessary, click the box to verify your United States residence. As you enter your citizenship information, please be aware more options may become available to you. The red asterisk 'next to the entry form indicates the field is required.					
Please click on the Continue button below when finished with the form entry.					
	Birth Date	6/23/1990	Please use the following format: mm/dd/yyyy		
	First Name	Alden			
	Middle Initia	al			
	Last Name	Tester			
	Generatio	n III			
Prefe	rred First Nam	e			
Cor	untry of Primai Citizenship				
Country	y of Residence	* UNITED STATES	Customer Partner Access only accepts residents of the United States. If you are not a resident of the United States please refer to your invitation email and contact the Program.		
Ve	rify Residence	. 🗹 I verify that my country of residence is the United	States.		
	US Citizen	' ○ Yes   No			
	US Perso	n • Yes O No			
Gree	n Card Numbe	A123456789			
		$\overline{\mathcal{A}}$ . I certify that all information I entered on this form	is correct and accurate to the best of my knowledge.		
		Continue Back Goodbye			
	ersonal Informa	ation rule exception Violations: US Citizen US Person - US	Person must be marked if US Citizen is not Green Card Number must be provided for US		
Person Birt	h Date *	01/01/1950	Please use the following format: mm/dd/yyyy		
First	t Name *	John			
Middle Initial					
Last	t Name *	Smith			
Ge	neration				
Preferred Fir	st Name				
Country of Citiz	Primary enship *	CANADA			
us	Citizen • (	○ Yes ● No			
US Person O Yes   No					
☑*I certify that all information I entered on this form is correct and accurate to the best of my knowledge.					

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**5.** The "Company Information" page displays.

Fields marked with an asterisk (\*) are required.

Enter the 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

Company Information							
P	lease enter your company ar	nd address information					
	On this page, please enter the company you work for, the corporate address, your Job Title, telephone number and validate your email address.						
	Company Legal Name *						
	Company Address Line 1*						
	Company Address Line 2						
	Company Address Line 3						
	Company Address Line 4						
	Company City *						
	Company State Abbreviation *						
		Enter the 2-character state abbreviation.					
	Company Country *	Select from list					
	Company Zip Code *						
	Enter your personal business work information below						
	Job Title *						
	Telephone Number *						
	Email Address *	bob.tester@home.com					
		Continue Back Goodbye					

**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

Business Ma	ailing Address					
Please enter your lo	local business mailing address					
On this page, please enter y Company Address" label.	you local business address of your employer. If the local business address is the same as the corporate address, please check the box next to the *Us					
	ot using a certificate to authenticate, a remote access token must be shipped to you. If entering a PO Box below for your mailing address, er a physical address for your Shipping Address on the next page.					
Use Company Address						
Address Line 1 *						
Address Line 2						
Address Line 3						
Address Line 4						
City •						
State Abbreviation *						
	Enter the 2-character state abbreviation.					
Country •	Select from list					
Zip Code *						
	Continue Back Goodbye					

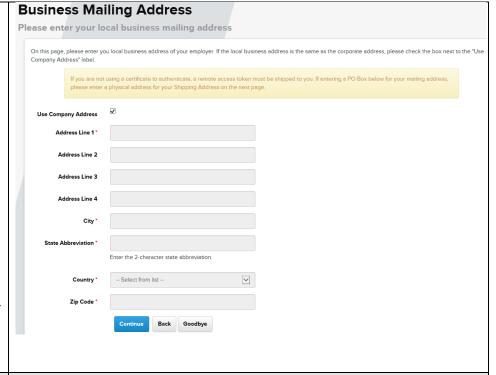
Updated 05/04/21

**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

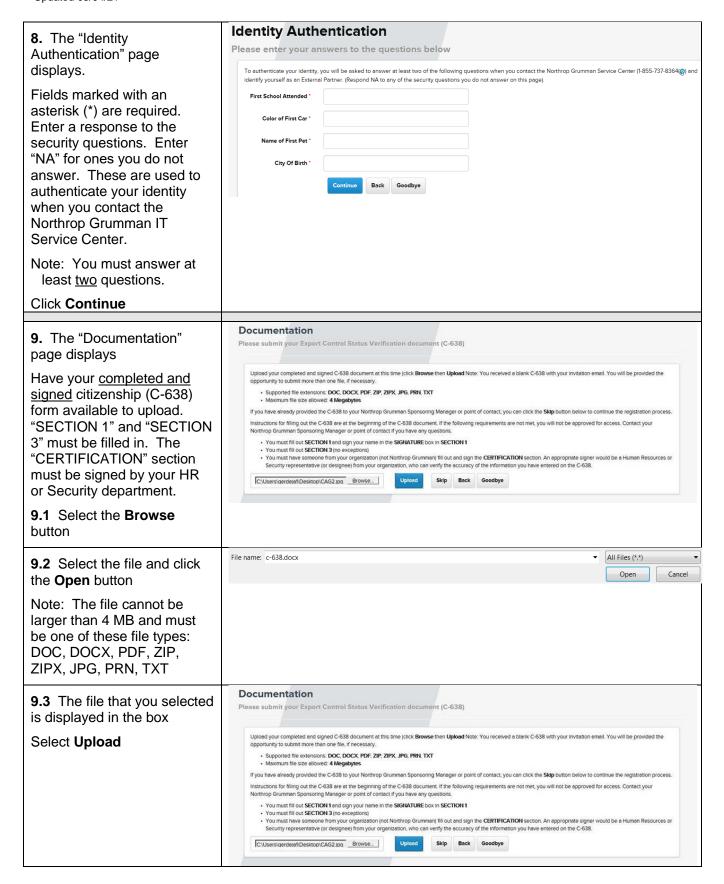
Note: You will need to enter a shipping address here if you entered a PO box for your local business mailing address.

Fields marked with an asterisk (\*) are required.

Click Continue

0.11		
circumstance where you wor		ceive any materials from Northrop Grumman. A shipping address may be used in the I to enter a shipping address if you are using a certificate or if your business mailing ss.
Address Line 1 *	Do not enter a PO Box	
Address Line 2		
Address Line 3		
Address Line 4		
City •		
State Abbreviation *		
	Enter the 2-character state abbreviation.	
Country *	Select from list	
Zip Code *		
	Continue Back Skip Goodbye	

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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.



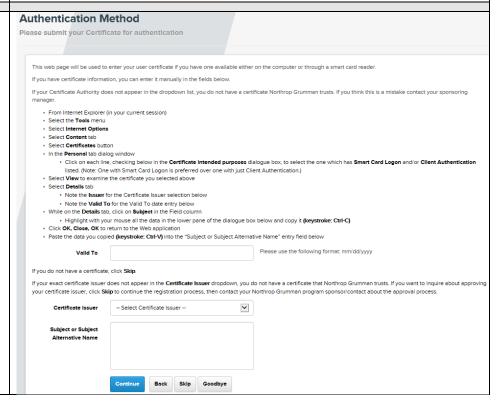
**10.** The "Authentication Method" page displays.

#### 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.



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### 10.1 Certificate:

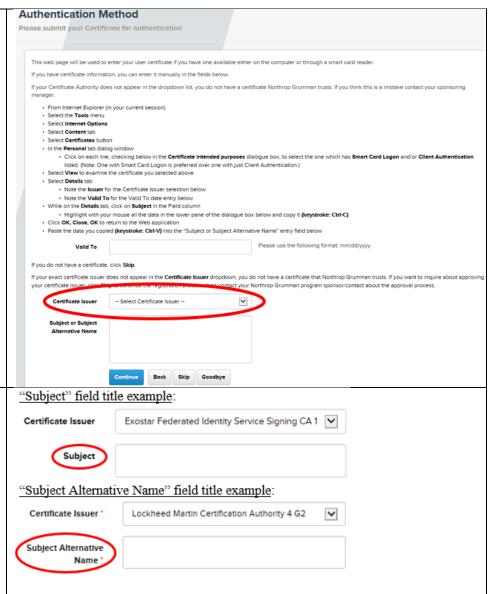
If you have an MLOA hardware certificate to use for authentication, follow the instructions to view your certificate information.

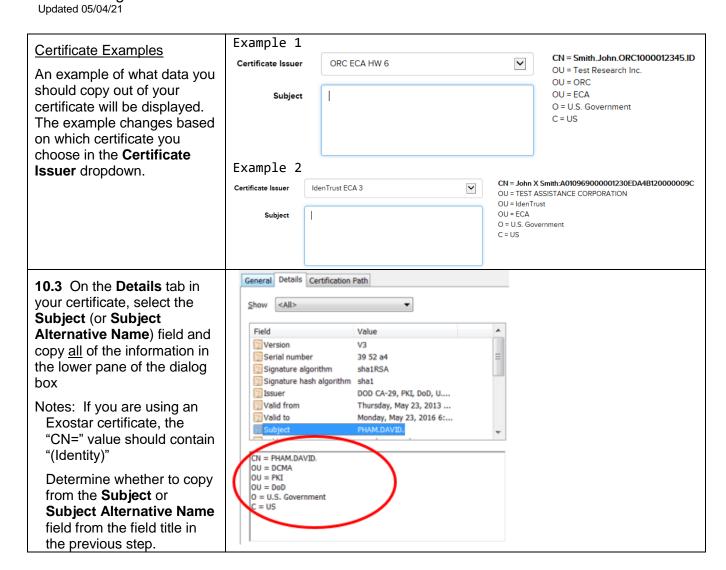
Select your certificate Issuer from the **Certificate Issuer** dropdown.

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).

**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.





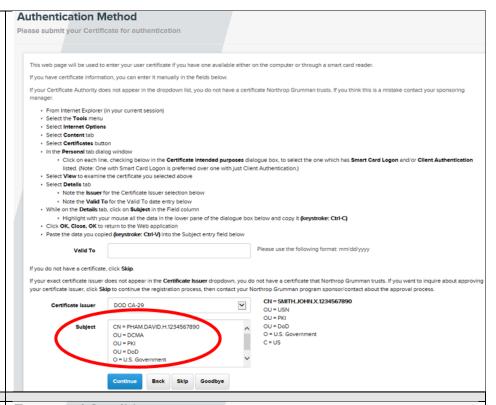
Updated 05/04/21

# **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



# **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.

#### **Terms and Conditions**

Please acknowledge the terms and conditions below

I understand this access is provided only to me in my current position with my organization. It may not be used by others within or outside of my organization at any time. Sessions must never be left unattended and must be protected. I am responsible for the security of the information accessed as well as the Remote Access Token, if issued one by Northrop Grumman Corporation, and any password provided. The use of this collaborative area and access to NGC computing resources for functions other than those authorized is expressly prohibited. If I have any questions about the protection of information, authorized functions or wish to report a security problem I will email CSOCangc.com, in the event my employment or person status changes, I will immediately notify the NGC Sponsoring Manager and will not access to for which I have been granted access to. Upon further review of the status change, permission to access this collaborative area may be revoked. I have read, understand and agree to these responsibilities as a user of this collaborative area. I understand my access will be revoked and my organization notified of any unauthorized use of this access as well as actions taken by the Northrop Grumman Corporation.

By clicking the "Register" but	on I do hereby o	ertify all su	ibmitted infor	mation is accur	ate to the best	of my knowledge.	
Please use the dialogue box	oelow if you wou	ıld like to s	end your Spo	nsoring Manag	er a message o	or make him/her av	are of an issu
Message for Program Sponsor							
	Register	Back	Goodbye				

12.	The "Registration	
Cor	nplete" 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.

#### **Registration Complete**

Thank you for completing the registration to support a Northrop Grumman program. The Program Sponsoring Manager will contact you when your access has been granted. Until you have received confirmation your access has been granted, you can update the information provided by logging back into this website.

Please close your browser to end the registration session

# **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:

- Select the **Tools** menu
- 2. Select Internet Options
- 3. Select the **Content** tab
- 4. Click the **Certificates** button
- Select the **Personal** tab
- 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"
- 7. Click **Export** button
- 8. Follow the "wizard" default prompts until you are prompted for the **File name**
- 9. Click Browse
- 10. Click "Desktop" (or another location that you can find when attaching a file to email)
- 11. Name the file *User Last Name* Exported Certificate.cer
- 12. Click Save
- 13. Click the remaining default prompts to finish the wizard
- 14. Close all open dialog boxes and exit Internet Explorer
- 15. 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

#### **Customer Partner Access**

# Partner Registration User Guide

Updated 05/04/21

# 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

#### **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

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### 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

# VeriSign Client External Certification Authority

RFC822 Name=john@simulyze.com