WebNCTS

Configuration and set-up guide.

How to connect to the webNCTS application.

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1 Introduction

1.1 Reporting a bug

You can report the bugs you discovered to <u>helpdesk.webncts@minfin.fed.be</u>. Please be kind to give the following information:

- \circ OS and version
- \circ Browser type and version
- JRE version
- The Certification authority
- Date and time you had the problem
- Do you use a proxy server and/or a firewall?
- A screenshot of all relevant screens concerning the error and a description of the different operations you made.

This information could help us give you a quick answer and/or workaround.

2 The certificate.

2.1 Obtain a certificate

You can obtain a certificate level 3 from the following certification authorities (CA).

Certipost	Homepage	Certificate level 3
Global Sign	Homepage	Certificate level 3
Isabel	<u>Homepage</u>	Certificate level 3

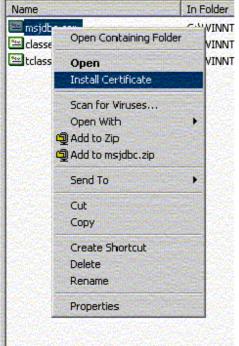
2.2 Import your certificate.

Most of the time, your certificate is delivered in a file. There are 2 ways to import this certificate into your browser:

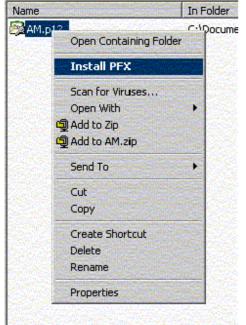
2.2.1 Via 'Windows Explorer'.

Through windows explorer, get your certificate file name. This file can have the following extensions: *.cer, *.crt, *.pfx, *.p12, or *.p7b.

For files with extension "*.cer' or "*.crt"



Right-Click on the icon, and click 'Install certificate' for files with extension '*.cer' or '*.crt' You get the 'Certificate Import Wizard'. Follow the steps of point 2.2.3. For files with extension **`*.pfx'** or **`*.p12'**



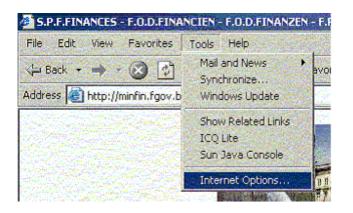
Right-Click on the icon, and click 'Install PFX' for files with extension '*.pfx' or '*.p12' You get the 'Certificate Import Wizard'. Follow the steps of point 2.2.3.

2.2.2 Via your Internet Browser.

From your Internet browser :



Select the 'Tools' menu Click on 'Internet Options'



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Click on the 'Content' tab Click on 'Certificates' button

You get a list with you already installed certificates (none in this case). Click on the 'Import' button. You get the 'Certificate Import Wizard'. Follow the steps of point 2.2.3.

2.2.3 The 'Certificate Import Wizard'.

Ē	Welcome to the Certificate Impo	🚬 🛎 🛛 The
	Wizard This weard helps you copy certificates, certificate trus lets, and certificate revocation lets from your disk to a certificate store. A certificate, which is issued by a certification authont a confirmation of your identity and contains information used to protect data or to establish secure network connections. A certificate store is the system area who certificates are kept. To continue, click Next.	y, is
	<bek next=""> C</bek>	sncel
ficate Import Wizard ile to Import Specify the file you war	nk to import.	Ent Ent file pat
		Îf y
File name:		exa
Elle name: C:\My Documents\Adr	ien.Marlé.p12 Browse	exa 'Br
C:\My Documents\Adr	ien. Marlé.p12 Browse ertificate can be stored in a single file in the following format	'Br
C:(My Documents)Adr		'Br
C:\My Documents\Adr Note: More than one c Personal Information	ertificate can be stored in a single file in the following format	'Br

The first screen is a welcome screen followed by a dialog box asking you to enter the certificate file name. Click on 'Next'

Enter your certificate filename, preceded by the path. If you don't know the path exactly, click on the 'Browse' button to get help. Click on 'Next'.

Certificate Import Wizard	<
Password	
To maintain security, the private key was protected with a password.	
Type the password for the private key.	
Password:	

Enable strong private key protection. You will be prompted every time the private key is used by an application if you enable this option.	
Mark the private key as exportable	
< <u>Back</u> <u>N</u> ext > Cancel	

Enter the password you received from your Certification Authority. Be sure to check the second checkbox ('Mark the private key as exportable') allowing you to export the private key in the future. Click on 'Next'

Windows can automatically select a certificate store, or you can specify a locatio Automatically select the certificate store based on the type of certificate Place all certificates in the following store Certificate store: Browse	tificate Store Certificate stores are system are	reas where certificates are	skept.	
Place all certificates in the following store Certificate store:	Windows can automatically selec	ct a certificate store, or y	ou can specify a location	for
Certificate storer	Automatically select the c	certificate store based on	the type of certificate	
	C Blace all certificates in the	e following store		
	Certificate store:			
			Bowser.	
			Contraction of the Article	

Check 'Automatically select the certificate ...' Click on 'Next'

Certificate Import Wizard	
	Completing the Certificate Import Wizard You have successfully completed the Certificate Import whard. You have specified the following settings: Certificate Store Selected Automatically determined by t Content PFX File Name C:\Documents and Settings\Lc
	<back cancel<="" finish="" th=""></back>
Certificates Internet	was successful.
Personal Other People In	termediate Certification Authorities Trusted Root Certification
Issued To	Issued By Expiratio Friendly Name Belgacom E-Trust Prim 27-May-04 <none></none>
Export Export	Advanced

You get a confirmation screen and a final status popup window. Click on 'Finish'

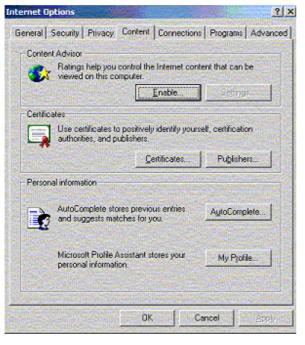
The name contained in the certificate appears now on the 'Personal' folder of the 'Certificates' screen of your Internet Options.

⊈lose

2.3 Check your certificate.

You can check if your certificate is correctly installed in the following way: From your Internet browser:





Select the 'Tools' menu Click on 'Internet Options'

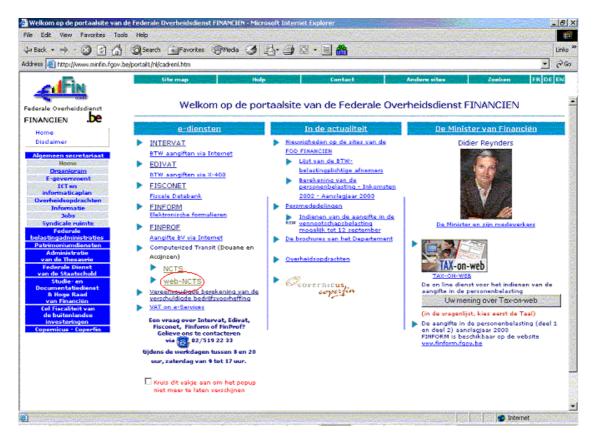
Click on the 'Content' tab Click on the 'Certificates' button.

Issued To	and the second se	Issued By Belgacom E-Trust Pr	Expiratio	Friendly Name <none></none>	Sugar 1
Import	Expert	Bendve		6	dvanced

The certificate you want to use is listed into the 'Personal' tab. Otherwise you have to install it again. Ask your certificate provider for help

3 The Java Runtime Environment (JRE)

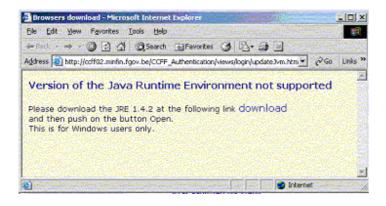
The first time you connect to the application, you will probably have to download the JRE version 1.4.2. Open your Internet explorer browser and go to <u>http://minfin.fgov.be</u>. Choose your language and Click on the web-NCTS link.



If the JRE version 1.4.2 is not installed on your PC, you will be asked to download and install it.

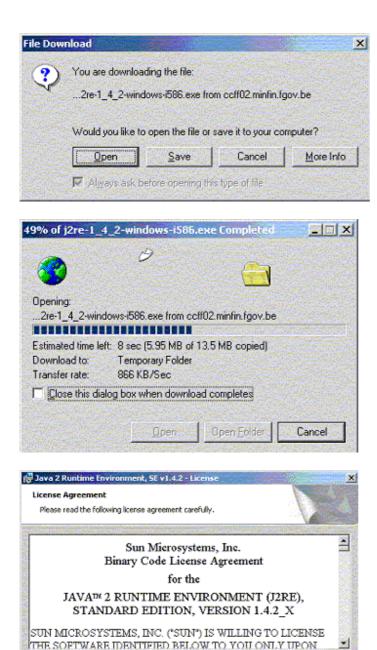
3.1.1 Download the Java Runtime Environment version

In that case, you will get the following screen (otherwise skip this chapter)



Click on the 'download' link

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Next >

Cancel

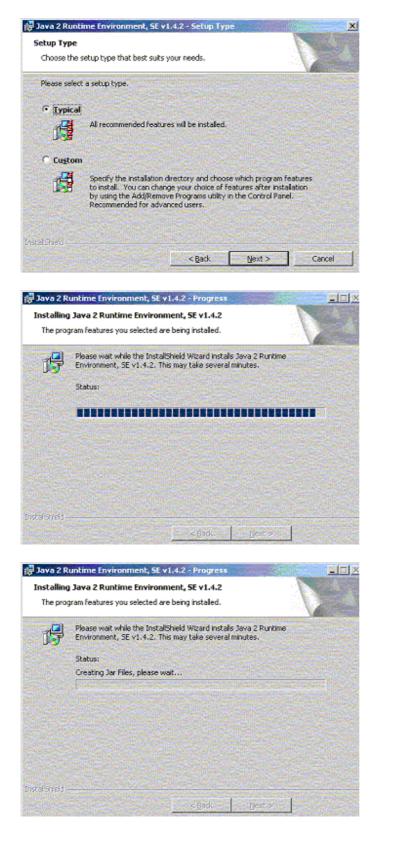
Click on 'Open'

Tick 'I accept the terms ...' Click on 'Next'

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I accept the terms in the license agreement
 I do not accept the terms in the license agreement.

ostef Shield



Tick 'Typical' Click on 'Next'

This step can take a long time

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🙀 Java 2 Runtime Environm	ent, SL v1.4.2 - Complete
	InstallShield Wizard Completed
	The InstallShield Wizard has successfully installed Java 2 Runtime Environment, SE v1.4.2. Click Finish to exit the wizard.
No.	
	Early Early Early Caree

Click on 'Finish' You now have to restart your computer !

3.1.2 Check the Java Runtime Environment

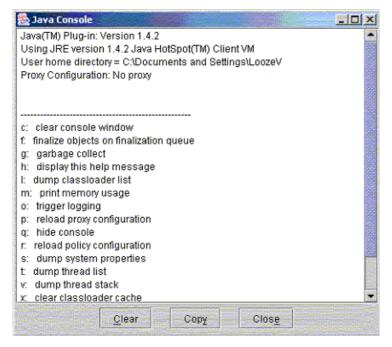
You may want to check the JRE you have on your PC. Start Internet Explorer and select the Sun Java Console option in the Tools menu.

Start Internet Explorer

S.P.F.FINANCES - F.O.D.FINANCIEN - F.O.D.FINANZEN -		
File Edit View Favorites	Tools Help	
🕁 Back 🔹 🔿 🛛 🐼 🛃	Mail and News • avor Synchronize	
Address Address http://minfin.fgov.b	Windows Update	
	Show Related Links	
	ICQ Lite	
	Sun Java Console 💋	
	Internet Options	
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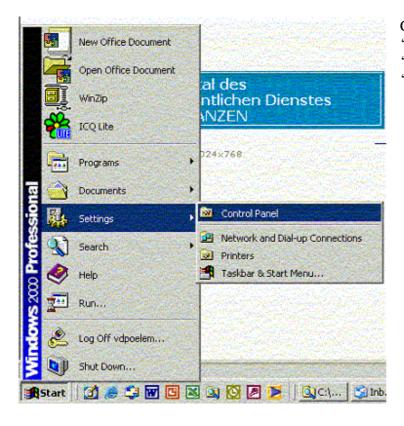
Go to 'Tools'

Click on 'Sun Java Console'. If the option is not available, you don't have a JRE installed (cfr 2.2.1).



The version number is shown on the top of the window. You need version 1.4.2 to run the WebNCTS application.

3.1.3 Check your Java Plug-in Options.



Click on the following: 'Start' 'Settings' 'Control Panel'

File Edit View Favorites Tools	Help			
🖛 Back 🔹 🛶 👻 💼 🧟 Search	Folders 🧭 🛛			
Address 🗟 Control Panel				
Name A	Comment			
Accessibility Options	Customizes accessi			
Add/Remove Hardware	Installs, removes, a			
Add/Remove Programs	Installs and remove			
📾 Administrative Tools	Configures administ			
😽 Date/Time	Sets the date, time,			
😡 Display	Customizes your de			
@Fax	Fax Properties			
Folder Options	Customizes the disp			
A Fonts	Displays and manag			
Came Controllers	Adds, removes, an			
Tinternet Options	Configure your Inte			
🖑 Java Plug-in	Java Plug-in Control			
Keyboard Keyboard	Customizes your ke			
M Mail	Microsoft Outlask D			

Basic	Advanced	Browser	Proxies	Cache	Certificates	About	
🖉 Use	Browser Setti	ngs					
	Protocol		Sector Sector	Address			Port
HTTP							
Secure							
FTP			[
Gopher							
Socks			-				
	y Host (Use ci itic Proxy Conf			ple hosts)			

Double-click on 'Java Plug-in'

In the 'Java Plug-in Control Panel', click on the 'Proxies' tab.

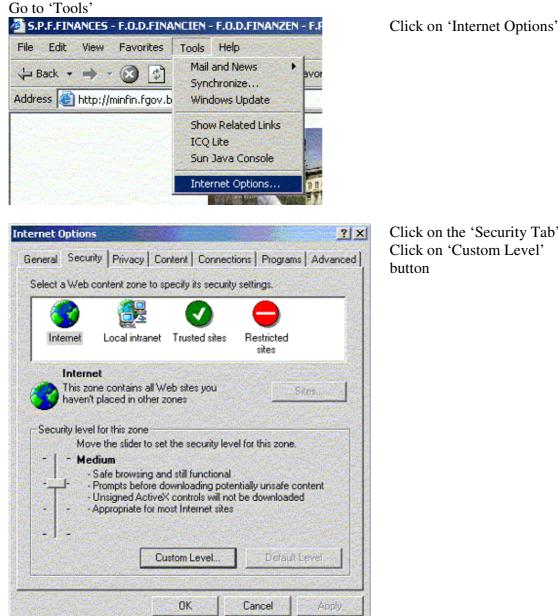
'Use Browser Settings' must be ticked. If not, tick it and click on

'Apply' Close the window

4 Your Internet Options.

Some Internet Options must be set to enable Java Applets on your system.

Start your Internet Explorer Browser



Click on the 'Security Tab'

Security Settings	Check the following: In the 'Microsoft VM'
Settings:	In the 'Microsoft VM', 'Java permission': 'Disable Java' <u>may not be</u> <u>ticked</u>
Reset to: Medium Reset	
OK Cancel	
Security Settings	
Settings:	
Scripting Active scripting Disable Enable	'Scripting' 'Active scripting': enable
Active scripting Disable Enable Prompt Allow paste operations via script Disable 	
Active scripting Disable Enable Prompt Allow paste operations via script Disable Enable Prompt Scripting of Java applets Disable Enable Enable Enable Prompt 	'Active scripting': enable 'Allow paste operations via
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Active scripting Disable Enable Prompt Allow paste operations via script Disable Enable Prompt Scripting of Java applets Disable Enable Prompt Enable Prompt Reset custom settings 	'Active scripting': enable 'Allow paste operations via script': enable 'Scripting of Java applets':

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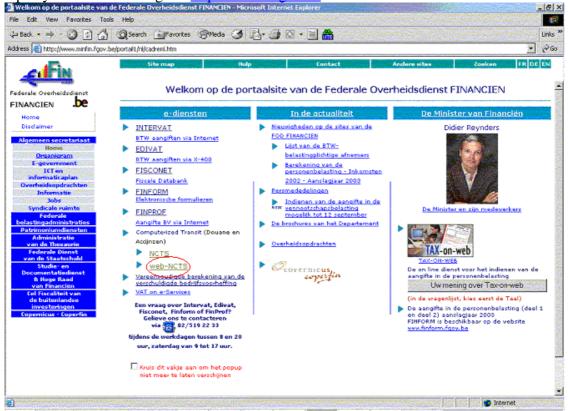
nternet	Option	5					<u>?</u> ×
Genera	Secu	ity Privacy	Conte	nt Connec	tions	Programs	Advanced
Select	t a Web	content zone t	o spec	ify its securi	ty sett	ings.	
	2						
Ir	ternet	Local intran	et T	rusted sites	Re	estricted sites	
a see	Intern	CALL STATE OF LODIES OF THE					
1	This zo	ne contains al t placed in oth	Web	sites you		SR	es.
-	- Me	ve the slider to dium Safe browsing Prompts befor Unsigned Acti Appropriate fo	and s a down veX co	till functional nloading pot	l entially ot be o	unsafe cor	itent
		E	Custo	m Level][Default L	svel
				ок	Ca	ncel	Apply

Click first on 'Apply' then 'OK'.

5 Start the application.

5.1 Connect to the application

Open your browser and go to http://minfin.fgov.be. Click on the web-NCTS link



5.2 Register your certificate and personal information

Connect to the application. You get a first screen asking you to log in.



Click on 'Log in'

If no certificate is stored on your PC, your will receive the following screen



In case a certificate is stored on your PC, the following screen appears



Click on 'Yes' and the application will start. Enter the needed information

Identiteit		
TIN nummer*		
Handtekening		
"Ik ondergetekende,		
Naam*		
voomaam*	ENTRE STREET	
wonende te (straat, nr, postcode, gemeente)*		
en ingeschreven in het Rijksregister onder het nummer:*	The second s	
verklaar op eer dat ik, als personeelslid van de onderneming:*	ESC PROPERTY AND INCOME.	
gekend onder het BTW-nummer: *	Contraction of the second	
over de nodige autorisaties beschik om operaties in zijn naam i	of voor zijn rekening uit te voe	iren.
Ik ben mij ervan bewust dat de identificatiegegevens die verbo en Accijzen zullen worden bewaard, samen met de gegevens n "web-NCTS" in naam en voor rekening van de voornoemde ond	net betrekking tot de verschille	
Daarnaast kunnen de gegevens - met name: datum, aard, de i met betrekking tot de operaties die ik uitvoer in naam en voor worden van personen die daartoe gemachtigd zijn door deze o	rekening van de voornoemde (
Elk misbruik van of fraude via de web-NCTS toepassing van mi zijn aan mijn digitale handtekening,leiden tot juridische stapper		
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Digitale handtekening "		
Digitale handtekening		

and click on the 'Log in' button.

In a final step, you have to confirm your personal information

How to connect to the WebNCTS application?

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Lon in scherns	
Handtekening	
Ik ondergetekende,	
laam*	Dupont
ioarnaam*	Robert
vonende te (straat, nr, postcode, gemeente)*	Kerkstraat
en ingeschreven in het Rijksregister onder het nummer: *	60090612363
verklaar op eer dat ik, als personeelslid van de onderneming:	4620
jekend onder het TIN-nummer*	
iver de nodige autorisaties beschik om operaties in zijn naam	of voor zijn rekening uit te voeren.
	onden zijn aan mijn digitale handtekening, door de administratie van Douane met betrekking tot de verschillende operaties die ik uitvoer via het systeem Jerneming.
	identificatiegegevens die aan mijn digitale handtekening verbonden zijn - rekening van de voornoemde onderneming, ook ter beschikking gesteld inderneming.
Ik misbruik van of fraude via de web-NCTS toepassing van m rijn aan mijn digitale handtekening,leiden tot juridische stappe iummer	inentwege kan, made op basis van de identificatiegegevens die verbonden n vanwege de onderneming die gekand is onder het
	22/07/2008

6 Read and save the user manual

You can obtain a copy of this user manual from the application.

When you click on the 'Manuel d'utilisateur' or 'Gebruikershandleiding' button, the manual is opened on your PC. You can alternatively save it on your hard disk by right-clicking on the menu option and selecting the 'Save Target As...' option.

