Welcome to the Business Services Network – a secure, private network for authorized users within which one may find corporate applications and data.

This document describes the steps to connect to the BSN Unified Access Gateway (UAG), a secure gateway through which authorized users may access the BSN computing network.

**Note:** this document is for users accessing the UAG using a computer running Windows 7. For other systems, please view the options found on the online FAQs page.

### Workstation Configuration

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<td>Download and install your BSN digital user certificate.</td>
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### Accessing the BSN

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### Before you begin

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<th>Before you begin, read the Terms of Use</th>
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To use this service, an ActiveX component will be installed on your computer. This component will verify the minimum requirements for accessing the BSN through the UAG.

**Warning**: If you do not agree with the Terms of Use, or the requirements to participate in this environment, you will need to notify your sponsor and you should not attempt to access the BSN.

- Ensure you have a BSN username and password, which is provided by your BSN sponsor.
- Note the [minimum system requirements for IAG on the online FAQs page](#).

**Warning**: The BSN security requirements restrict access to the BSN from a single workstation: you cannot access the BSN from more than one computer.

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### Revoke a BSN Digital User Certificate

#### Instructions

<table>
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<th>Step</th>
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</table>
| 1.   | Using a computer from which you will access BSN through the UAG, open Internet Explorer.  
*Note*: only the computer on which you install the BSN Digital User Certificate will be authorized to access the BSN through UAG. You can install the certificate on only one computer. |
| 2.   | For US / Americas users, enter the following link the address bar: [https://start.bsconnect.com](https://start.bsconnect.com)  
For Asia PAC users, enter the following link the address bar: [https://start-sgs.jvservices.com](https://start-sgs.jvservices.com)  
For EMEA users, enter the following link the address bar: [https://start.bsconnect.com](https://start.bsconnect.com)  
(Please note that **https** is required as the connection is secure.) |
3. Internet Explorer will prompt you to install the UAG ActiveX control

4. Click the ActiveX bar | **Install ActiveX Control** to install the ActiveX components required to access this system.

5. Internet explorer will display a progress window during the installation of the ActiveX control
6. You will be prompted to add the IAG site to the pop-up blocker’s list of allowed sites. Click **Yes**

7. After the ActiveX control is installed, you will be prompted to enable it. If you have read and agreed to the Terms of Use, click on the first radio box and then click **Continue**
8. Select how long you wish to Trust this site. If you choose **Always** you will not be prompted again.

Note: [https://access.jvservices.com](https://access.jvservices.com) is an example. The actual screen will vary based on your region.
9. Enter the BSN Username and Password provided to you by your sponsor.

   Warning: The password is case sensitive

Choose the directory in which your account resides. If you received your account during or before 2011, the account is in the JVServices directory. If you received your account after 2011, your account is most likely in the BSNConnect directory.

If you do not know the directory, use the JVServices directory and click Logon. Should you receive notice that you have Failed to Authenticate, change to the BSNConnect directory.

Click Login.

Note: If this is the first time you are logging in, you will need to change your password. See the section Changing your password for more details.
10. Click Certificate Issuance and Renewal

11. Click on the **click to enter** link at the bottom of the page.
12. Click **Show details of my certificate**

Certificate Lifecycle Manager (CLM) enables you to request new certificates and smart cards, and manage the certificates and smart cards that have been provided to you.

**Common Tasks**
- Request a new set of certificates
- Request a permanent smart card
- Request a temporary smart card
- Complete a request with one-time passwords
- Change my smart card PIN

**View My Information**
- Show details of my certificate
- Show details of my smart card
- Show my request history

13. Click **BSNC User Certificate**

You can review information about your enrolled profiles.

**User Details**

User name: Chw-Dang, Oliver (O)
E-mail: udgsn@ dow.com
Account name: BSENCONNECTUS8944

**Certificate Profiles**

This section contains information about the software certificate profiles issued to you. To view details or manage a profile, click the profile's name.

<table>
<thead>
<tr>
<th>Profile template</th>
<th>Version</th>
<th>Status</th>
<th>Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSNUserCertificate</td>
<td>1</td>
<td>Active</td>
<td>1/15/2014 8:43 PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Common name</th>
<th>Certificate template</th>
<th>Status</th>
<th>Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;Chw, Oliver (O)&quot;</td>
<td>BSNUserCertificate</td>
<td>Valid</td>
<td>1/16/2015 8:33 PM</td>
</tr>
</tbody>
</table>
14. Click **Revoke this profile**

15. Click **Next**

You will receive the Request complete screen. Click “Main Menu” to proceed to enroll a new certificate.
Enroll a new certificate

Instructions

<table>
<thead>
<tr>
<th>Step</th>
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</tr>
</thead>
</table>
| 1.   | Click **Request a new set of certificates**  
Certificate Lifecycle Manager (CLM) enables you to request new certificates and smart cards, and manage the certificates and smart cards that have been provided to you.  
**Common Tasks**  
- Use this section to perform the following tasks:  
  - **Request a new set of certificates**  
  - Request a permanent smart card  
  - Request a temporary smart card  
  - Complete a request with one-time passwords  
  - Change my smart card PIN  
**View My Information**  
- Use this section to view the following information:  
  - Show details of my certificate  
  - Show details of my smart card  
  - Show my request history |

The following summarizes the request that was just executed.

**Request Summary**
For more details about the request, click the request type.

<table>
<thead>
<tr>
<th>Request type:</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request status:</td>
<td>Completed</td>
</tr>
<tr>
<td>Request originator:</td>
<td>BSNCONNECT\583944</td>
</tr>
<tr>
<td>Date of submission:</td>
<td>Friday, January 31, 2014 3:20:01 AM</td>
</tr>
</tbody>
</table>

**Profile Summary**
For more information, click the profile name.

<table>
<thead>
<tr>
<th>Profile:</th>
<th>BSN User Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status:</td>
<td>Disabled</td>
</tr>
</tbody>
</table>
2. Select *BSN User Certificate* and click **Next**

Don’t enter anything in the comment box and hit **Next**

You will be prompted to allow the web site to request a certificate on your behalf.

**Click Yes**
You will be prompted to install the certificate on your computer. Click Yes.

You will again be prompted to install the certificate on your computer. Click Yes.

You will now see an Internet Explorer Window indicating you successfully downloaded the certificate. You can close this window.