

## How To Apply and Configure VPN Access

PetroSA has a secure facility to provide users with the ability to remotely access our network resources. This is done via Virtual Private Network (VPN). To apply for access for this service, follow the instructions below.

User completes the IS Service Request form, with special attention to Section C: VPN Remote Access, obtains the necessary approval and submits to Helpdesk. To avoid delays, ensure that this form is completed clearly and accurately. Please email the completed form to [helpdesk@petrosa.co.za](mailto:helpdesk@petrosa.co.za).

After the VPN request has been approved, the user will receive an email from [ess@petrosa.co.za](mailto:ess@petrosa.co.za) to download the Remote Access Security Certificate. PS: If the user is at home, the user need to access their email to download the certificate <https://mail.petrosa.co.za/owa>

Check your inbox for the following email”

Original Message-----

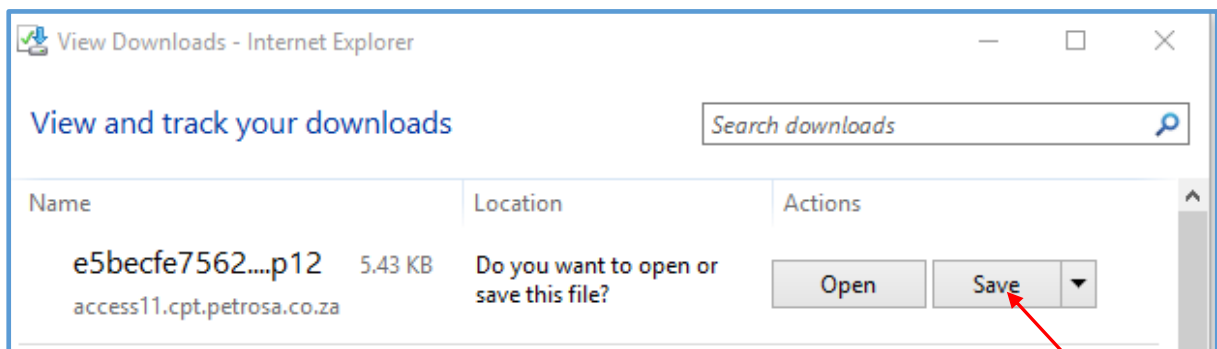
From: [ess@petrosa.co.za](mailto:ess@petrosa.co.za) <[ess@petrosa.co.za](mailto:ess@petrosa.co.za)>

Sent: Thursday, 19 March 2020 10:42

To: ESS <[ESS@petrosa.co.za](mailto:ESS@petrosa.co.za)>

Subject: PetroSA Certificate for [ess@petrosa.co.za](mailto:ess@petrosa.co.za)

Please download your Remote Access certificate, valid for x day(s), using the link received in the email



View and track your downloads

Search downloads

Name	Location	Actions
e5becfe7562....p12 access11.cpt.petrosa.co.za	Downloads	Open

e5becfe75620b447629a13eb2077d32a454f...	19/03/2020 11:35 ...	Personal Informati...	6 KB
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### Welcome to the Certificate Import Wizard

This wizard helps you copy certificates, certificate trust lists, and certificate revocation lists from your disk to a certificate store.

A certificate, which is issued by a certification authority, is 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 where certificates are kept.

Store Location

Current User

Local Machine

To continue, click Next.

Next Cancel

**File to Import**  
Specify the file you want to import.

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File name:

Note: More than one certificate can be stored in a single file in the following formats:

- Personal Information Exchange- PKCS #12 (.PFX, .P12)
- Cryptographic Message Syntax Standard- PKCS #7 Certificates (.P7B)
- Microsoft Serialized Certificate Store (.SST)

**Private key protection**  
To maintain security, the private key was protected with a password.

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Type the password for the private key.

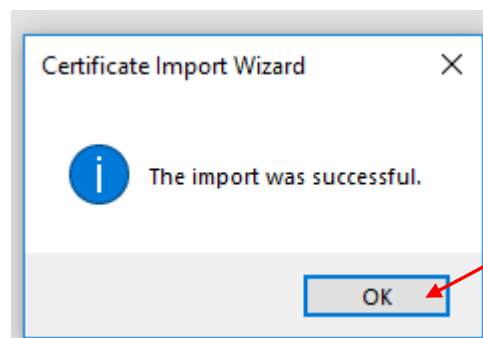
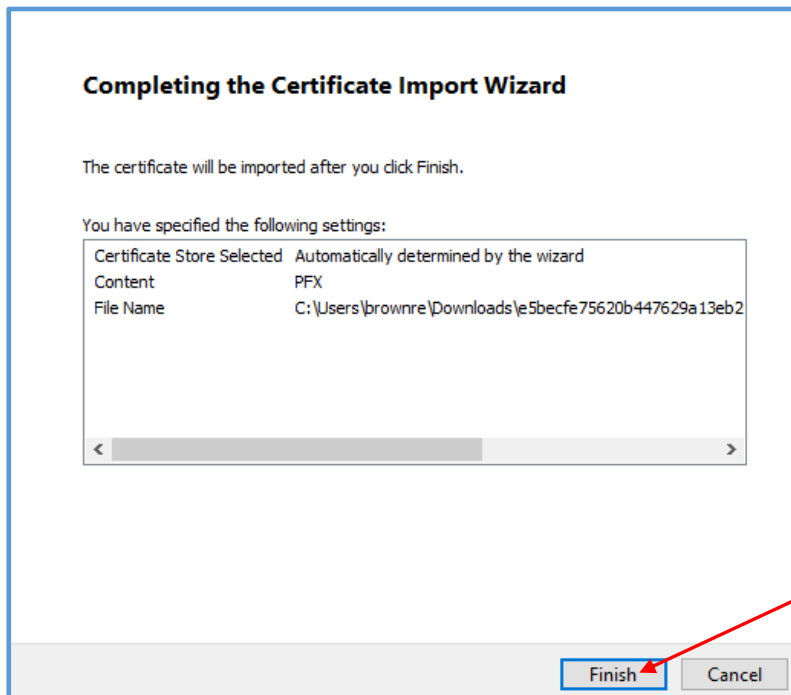
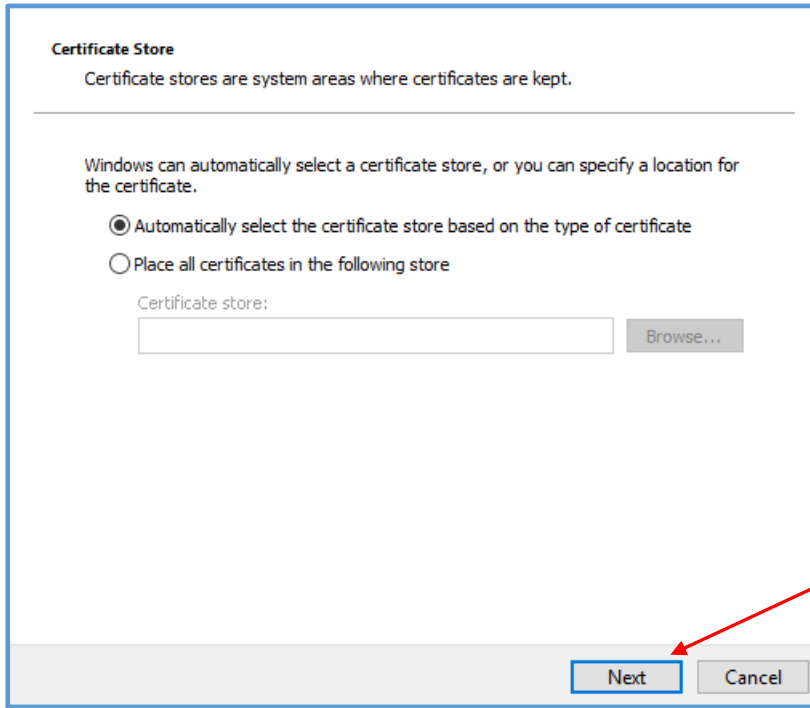
Password:

Display Password

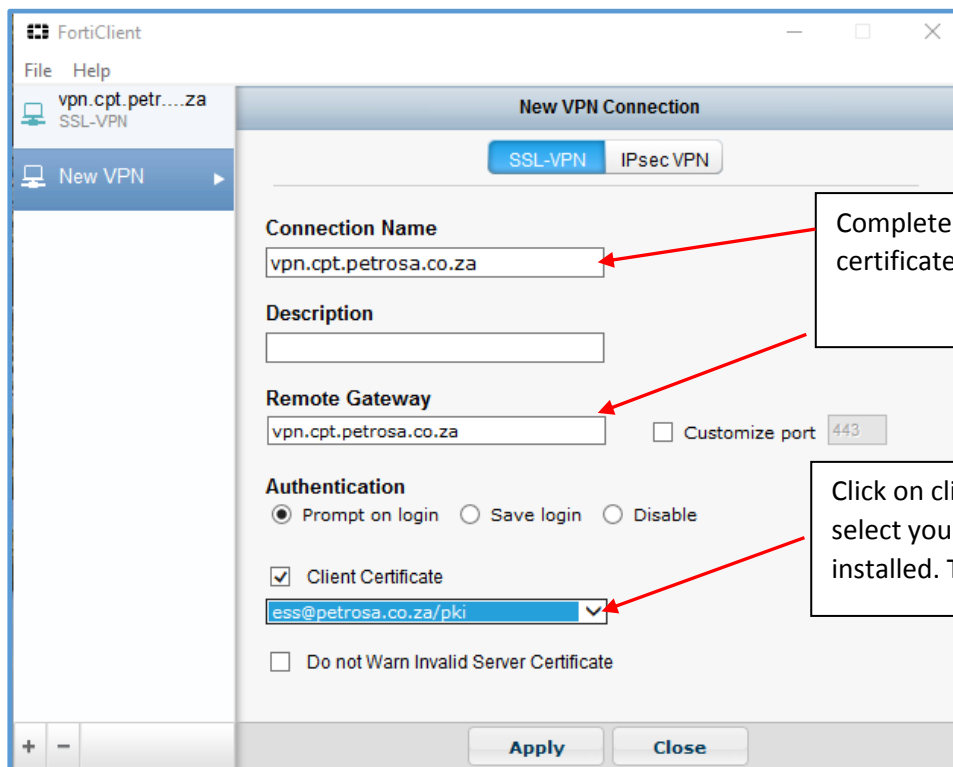
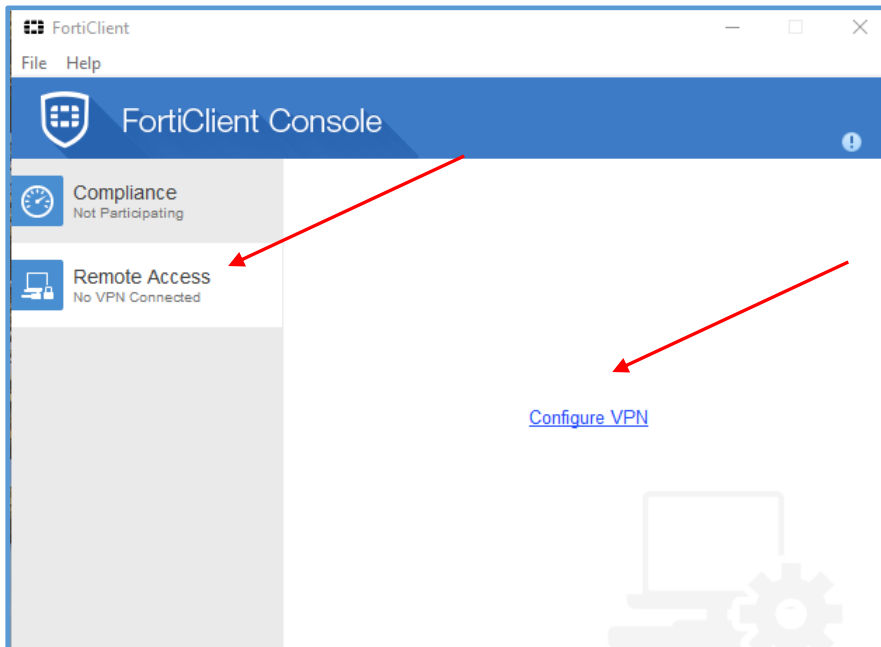
Import options:

- 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 this key as exportable. This will allow you to back up or transport your keys at a later time.
- Protect private key using virtualized-based security(Non-exportable)
- Include all extended properties.

Insert password received in your email



Double click FortiClient icon on your desktop as below.



Complete as follows, click on client certificate, select certificate, Apply

Click on client certificate and select your certificate that you installed. Then click on Apply.



VPN Name

Username


Password

Client Certificate

**Connect**

Insert your username and network password and connect

VPN Connected



VPN Name VPN.CPT.PETROSA.CO.ZA  
IP Address 192.168.250.4  
Username michiem  
Duration 00:00:06  
Bytes Received 49.36 KB  
Bytes Sent 40.26 KB

**Disconnect**