

1. Introduction and scope

This procedure is to help LCEAs download and install the Landmark Digital Certificate to enable them to access the Authorised Users section of the Landmark database.

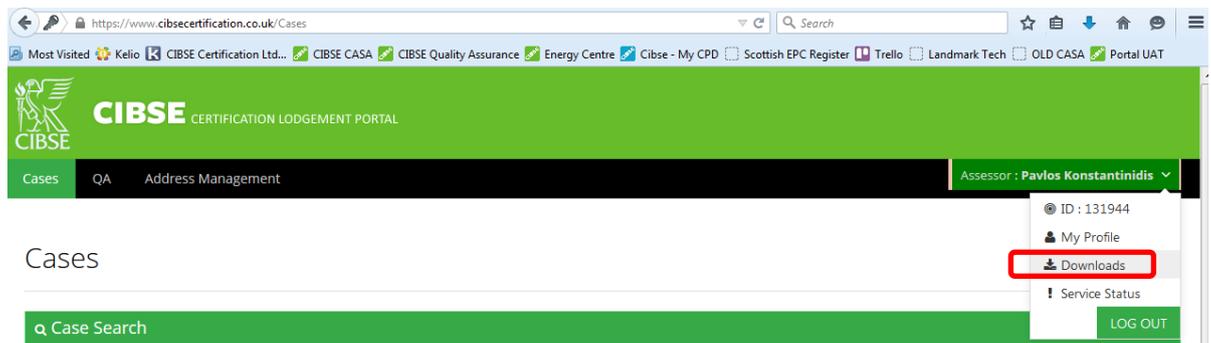
2. Responsibilities

The Technical Manager is responsible for ensuring this procedure is up to date and the Certification Systems Manager shall ensure that the current version is available.

3. Process

Downloading and installing the digital certificate for Landmark is a simple and straightforward process as follows:

- 3.1 Log into the lodgement portal website <https://lodgement.cibsecertification.co.uk> using your LCEA login details
- 3.2 Once logged in, click on your name and then the “Downloads” option.



- 3.3 In this section, assessors can download the zip file which contains the digital certificates and the passwords. Download the zip file on your PC and note the location where the zip file is saved.

Downloads

Title	Description	Download
Lodgement Quick Start Guide	LCEA guidance notes for website.	DOWNLOAD
QA Quick Start Guide	A manual for LCEAs that provides instructions for CIBSE's QA process.	DOWNLOAD
Registry (Landmark) Digital Certificate	The current Landmark digital certificates for England and Wales and Northern Ireland are available below. The certificates provide access to otherwise restricted areas of the Landmark Register. The download is a zip file of a folder containing the certificates and a text file containing the certificate passwords.	DOWNLOAD
Guide to Installing Registry (Landmark) Digital Certificate	LCEA guidance notes on downloading and installing the Landmark Digital Certificate.	DOWNLOAD
Current Central Information Point (CIP)	CIP: The latest version of the Central Information Point (CIP). The CIP holds information used by the Operational Rating calculation software and the Advisory Report generation software.	DOWNLOAD
LCEA Marketing Toolkit		DOWNLOAD
ACI's Marketing Toolkit		DOWNLOAD
LCC Marketing Toolkit		DOWNLOAD
CIBSE Energy Assessors SCOTLAND Toolkit		DOWNLOAD

- 3.4 After the download is complete, go to the folder were the zip file was saved.
- 3.5 Double-click on the zip file to access it and you should see that this contains:

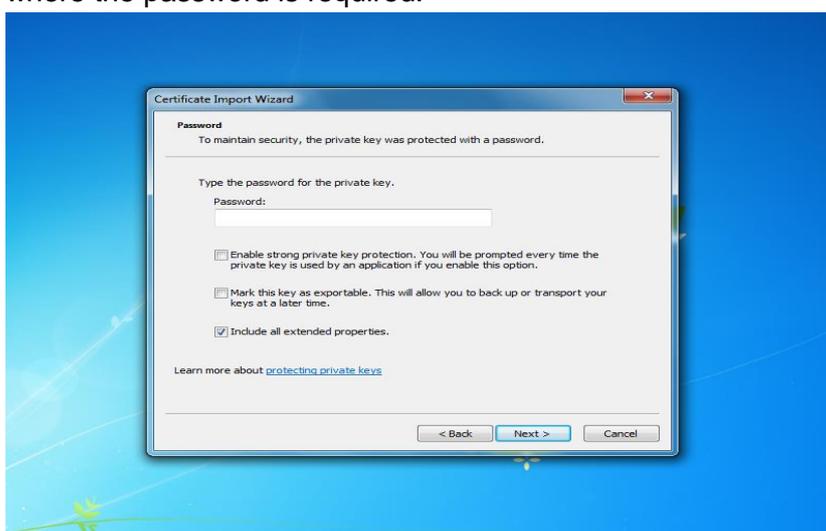
Document Reference	CCP 142	Approval	A Geens
Revision Number	2	Signed	
Issue Date	23/05/17	Page	1 of 4

- A digital certificate (*CIBSE_V2_ND_EW_MEM_LIVE.p12*) for the register of Non-Domestic properties in England and Wales <https://www.ndepcregister.com/>, ie, Landmark.
- A digital certificate (*CIBSE_ND_NI_MEM_LIVE.p12*) for the register of properties in N.Ireland <https://www.epbniregisternd.com>
- A text file containing the passwords for the two certificates mentioned above

3.6 Double-click on the certificate you need to install and a certificate import window will pop-up.



3.7 Click on “Next” without changing any of the settings until you reach the page where the password is required.

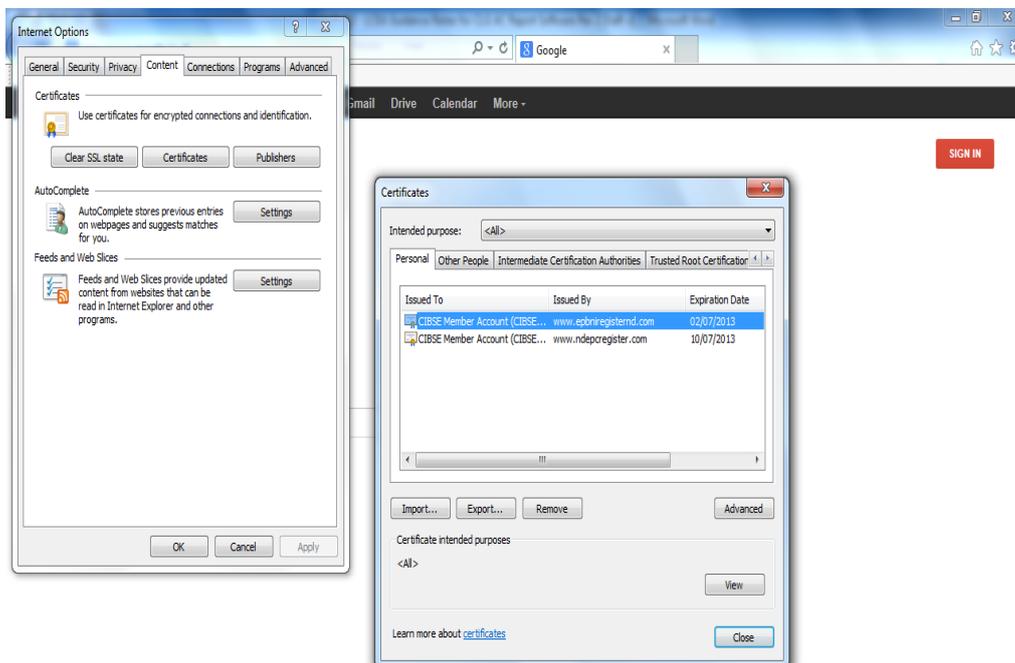


Document Reference	CCP 142	Approval	A Geens
Revision Number	2	Signed	
Issue Date	23/05/17	Page	2 of 4

- 3.8 Copy the password for this certificate from the text file and paste it in this field. Click on “Next” without changing any of the settings and then “Finish” to complete the installation. You should get the message below:

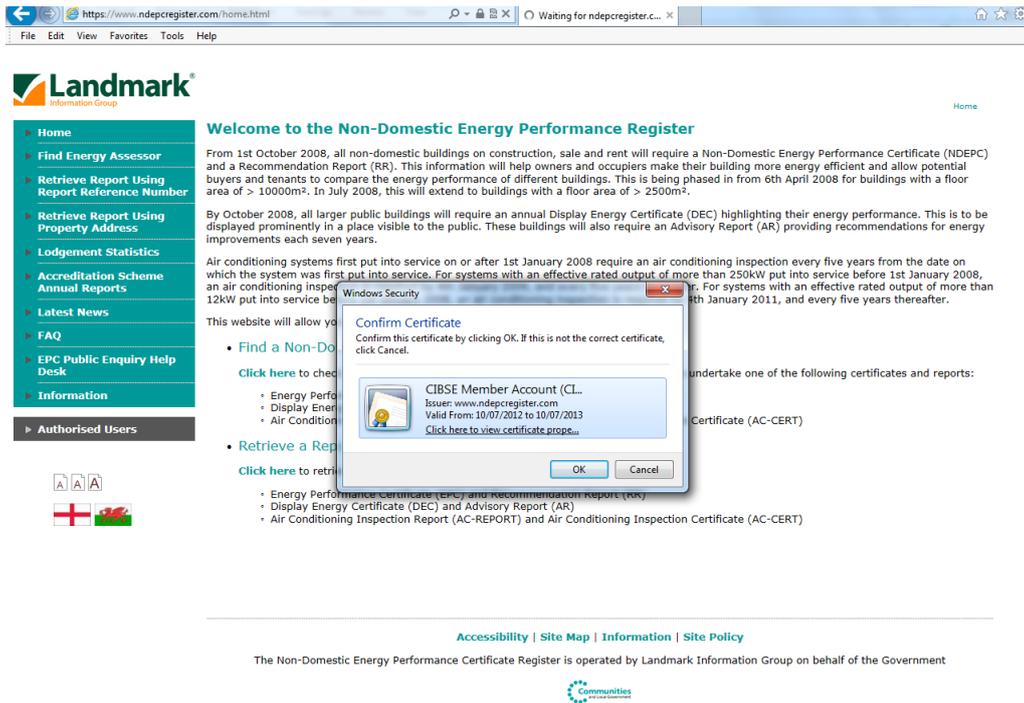


- 3.9 You have now successfully imported the digital certificate for Landmark. You can check this on your Internet Explorer from Tools->Internet Options->Content->Certificates.

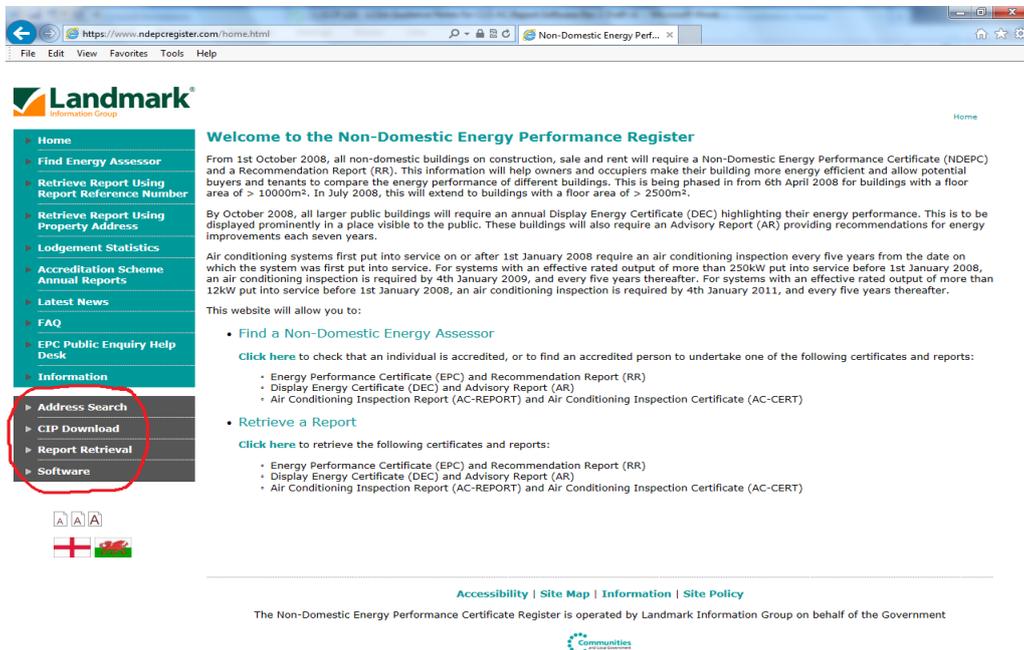


- 3.10 You now access the Landmark Authorised Users section by clicking “Authorised Users” on the left of the webpage. A window will pop-up for you to select the digital certificate. Select your certificate and click OK, accept the terms and conditions and you will have full access to the “Authorised Users” section.

Document Reference	CCP 142	Approval	A Geens
Revision Number	2	Signed	
Issue Date	23/05/17	Page	3 of 4



3.11 Please note that you now have four additional options on the left side of the webpage.



Document Reference	CCP 142	Approval	A Geens
Revision Number	2	Signed	
Issue Date	23/05/17	Page	4 of 4