e-Cert Token (FEITIAN ePass2003) User Guide for Windows

Version**1.0**

Revision Date: July 2023

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1. Introduction

e-Cert Token (FEITIAN ePass2003) is designated PKCS#11 compatible e-Cert Storage Medium for issuance of the e-Cert (Personal) with "Mutual Recognition" Status and e-Cert (Organisational) with "Mutual Recognition" Status. Subscriber can follow this user manual to view the e-cert details and to change e-Cert Token (FEITIAN ePass2003) password.

This user manual provides steps for Subscribers on using the Hongkong Post e-Cert Token and the following items are required:

a. Hongkong Post e-Cert PIN Envelope.

b. Download the software "ePass2003-Setup.exe" from https://www.ecert.gov.hk/product/download/token_f/index.html.

For enquiries, please call Hongkong Post Certification Authority hotline on 2921 6633 or email to enquiry@eCert.gov.hk.

2. e-Cert Token (FEITIAN ePass2003) Software Installation

2.1 Operating System Requirement:

- Windows 8x86/x64
- Windows 10x86/x64
- Windows 11 x86/x64

The setup file (for Windows) must be installed before use of e-Cert Token (FEITIAN ePass2003). Please refer to section 1 of this user guide.

Note: Please log on as an administrator account to install the software successfully. To know how to log on as an administrator, please contact your system administrator.
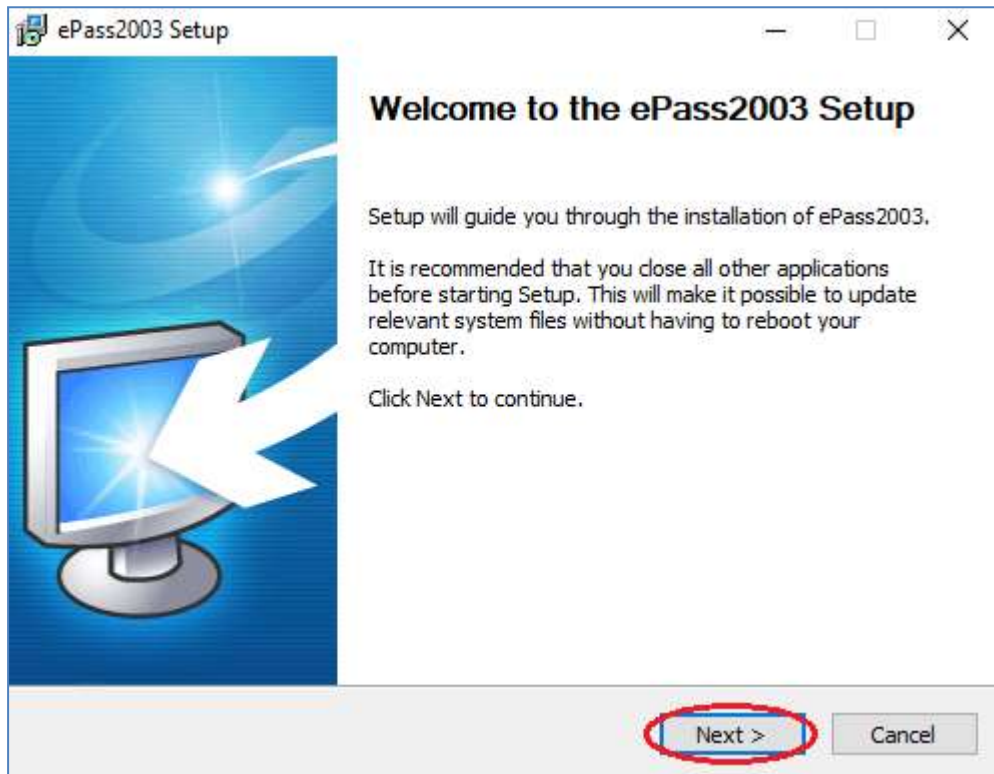
2.2 Installation Steps

1) Log on as an administrator.
2) Close all applications.
    a) Uninstall all old version of *ePass2003 Token Manager* (if any).
    b) Download the software "ePass2003-Setup.exe" from
       https://www.ecert.gov.hk/product/download/token_f/index.html by clicking "e-Cert Token (FEITIAN) Client Tool – Windows".
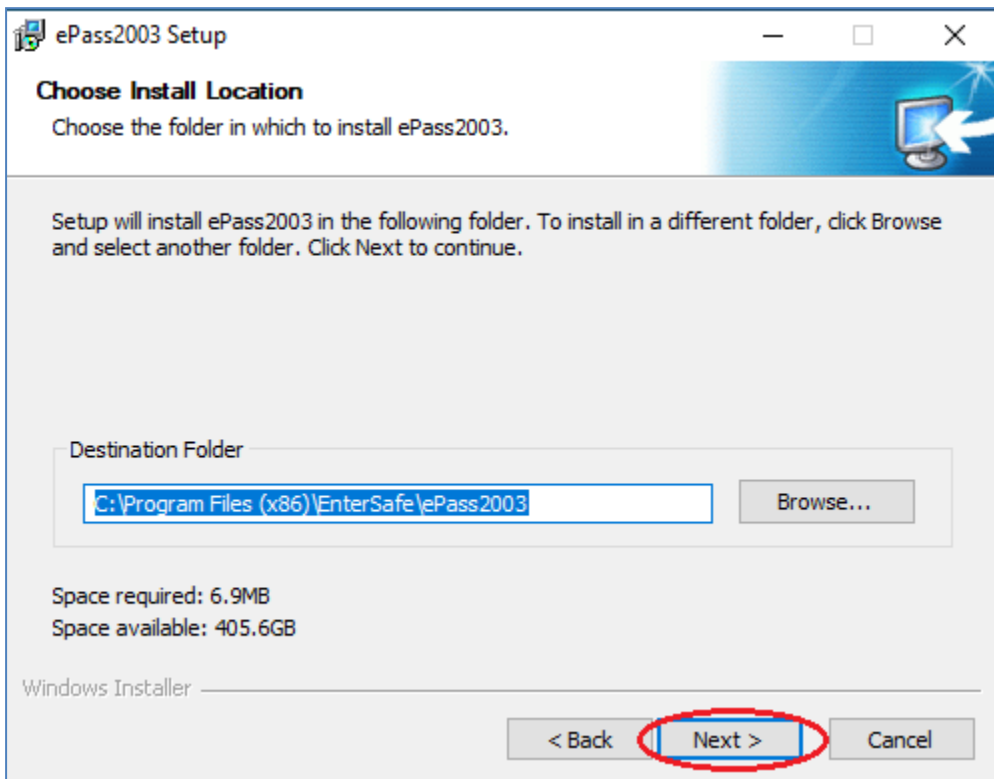3) Select your *interface language* as *"English"*, and then click *OK*.
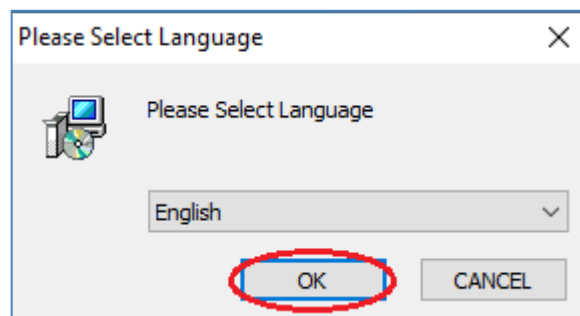
(Installation takes several minutes. Please wait patiently.)
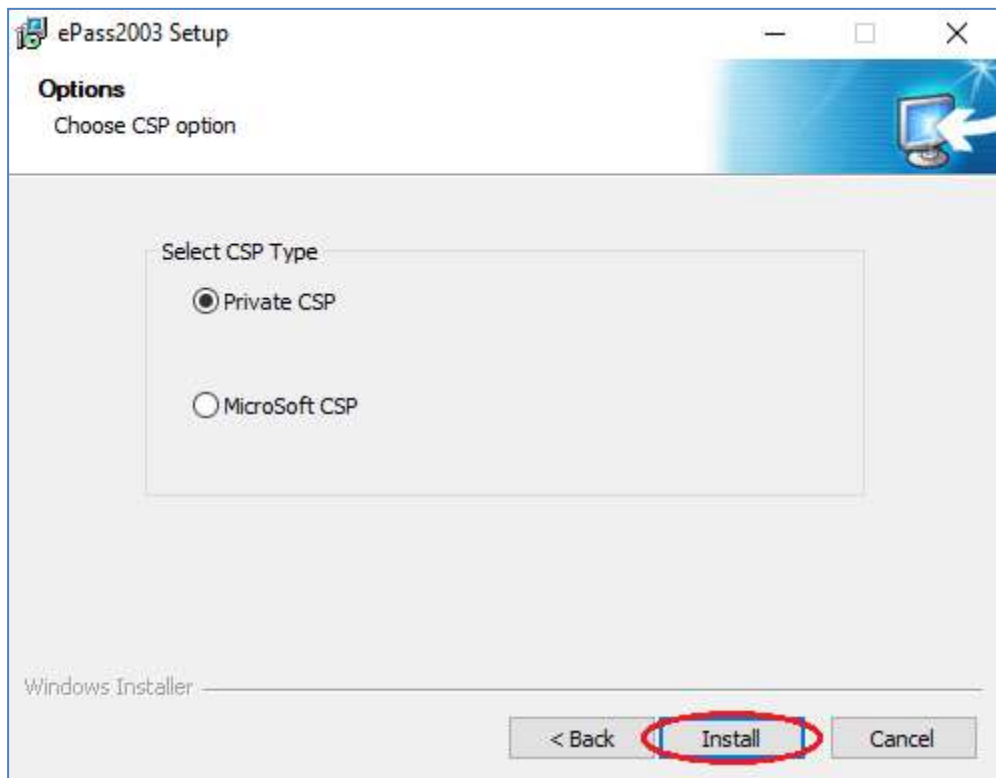
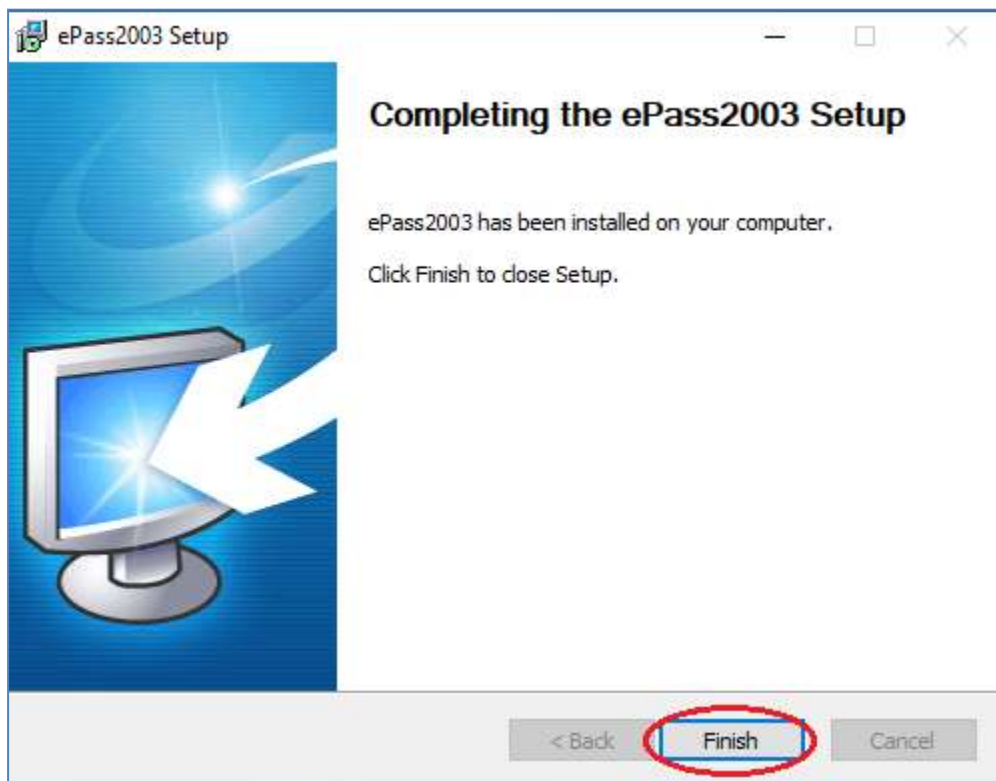4) At the welcome interface, click *Next*.

5) Click *Next* go to *Step6*.

   *If you want to change the Installation Destination Folder, Click *Change*. Selecta folder or Create a new folder on Windows as the Installation Destination Folder, then click *OK*.
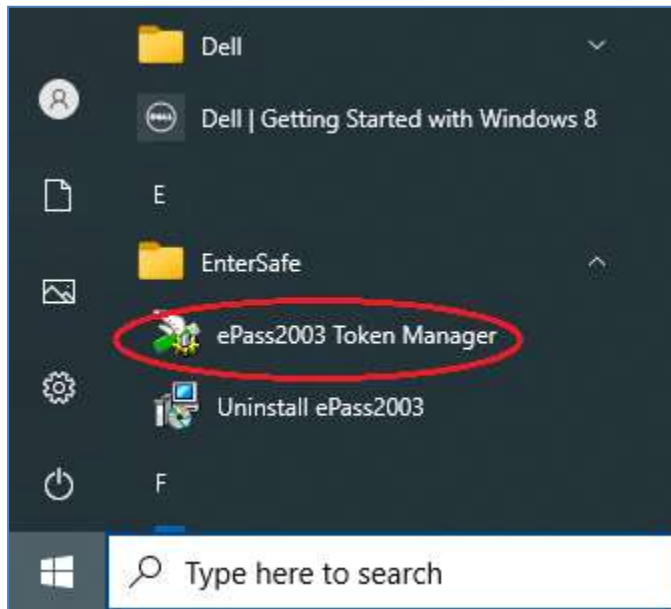
6) Select *Private CSP*, and then click *Install*.

7) When the Installation complete, Click *Finish* to exit Setup.

3. View the contents of Hongkong Post e-Cert

1) Insert the *e-Cert Token (FEITIAN ePass2003)* into the USB port of the computer.

2) Open *EnterSafe PKI Manager - ePass2003* by selecting the *Start* menu, under *Programs > EnterSafe > ePass2003 Token Manager.*


3) Select the *USBKey (ePass 2003)* you want to log on from the *Token List* on the *EnterSafe PKI Manager - ePass2003* interface, and then click the *Login*.
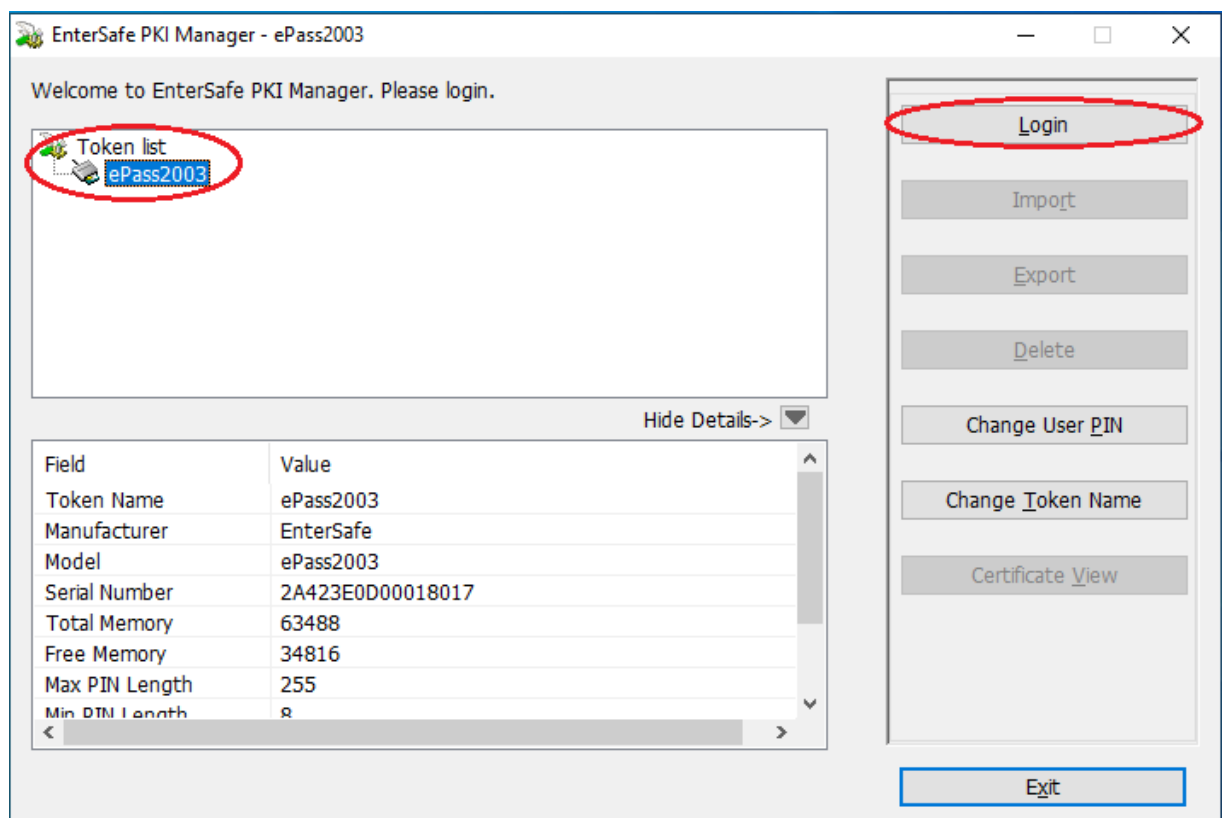
4) Enter the existing password of the e-Cert Token (FEITIAN ePass2003) in *User PIN*, and then click *OK*.

For first-time use, please enter the 8-digit PIN provided in the Hongkong Post e-Cert PIN Envelope.

Note: ePass2003 has a limit on the number of incorrect inputs of the user's PIN. If you enter the wrong User PIN for 10 consecutive times, the e-Cert Token (FEITIAN ePass2003) will be locked. After locking, you will not be able to perform any read or write operations on the data in the e-Cert Token (FEITIAN ePass2003).
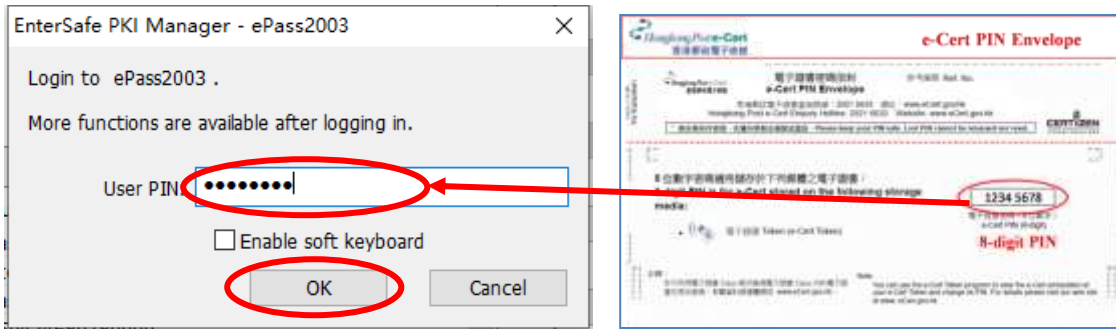
You are advised to keep the PIN of your e-Cert Token (FEITIAN ePass2003) in safe custody. Hongkong Post CA will not keep the PIN of your e-Cert Token (FEITIAN ePass2003). If the PIN is lost or forgotten, for security reason, you have to revoke your e-Cert and apply for a new e-Cert accordingly. You will need to pay for the subscription fee as prescribed on the application form.

5) Click the **"+"** icon of the *USBKey (ePass 2003)* or double-click the *USBKey (ePass 2003)* to display the certificate, click the *certificate*, and then click *certificate View*.
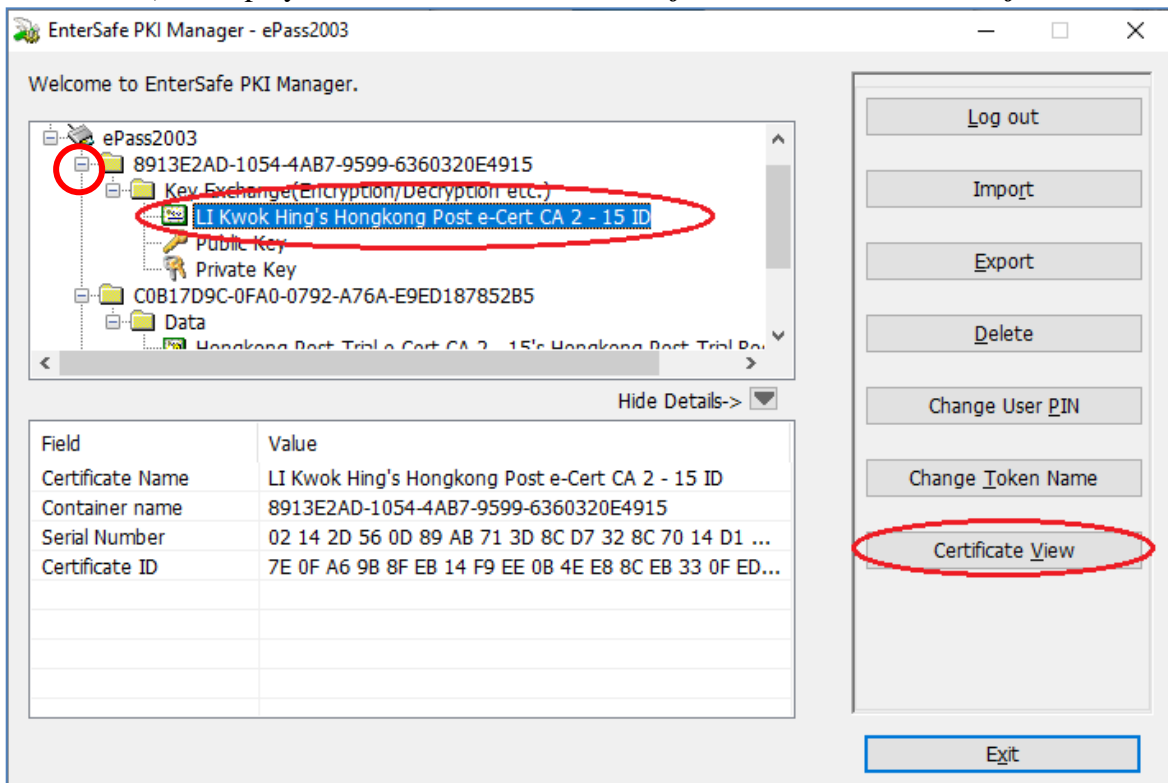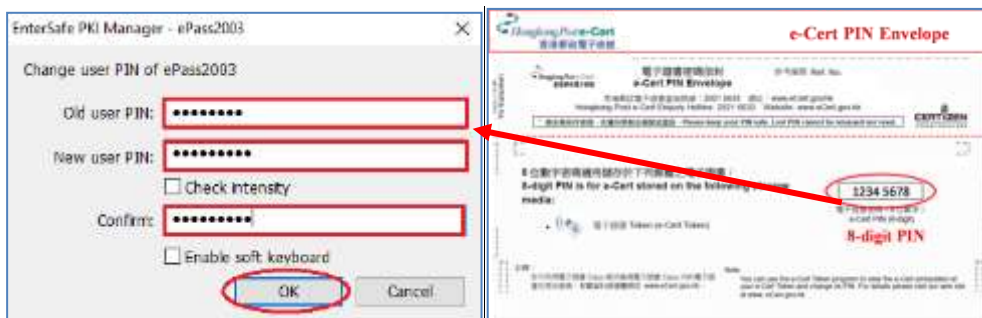
4. Change e-Cert Token (FEITIAN ePass2003) Password

1) Insert the *e-Cert Token (FEITIAN ePass2003)* into the USB pot of the computer.

2) Open *EnterSafe PKI Manager - ePass2003* by selecting the *Start* menu, under *Programs >EnterSafe> ePass2003 Token Manager.*

3) Select the *USBKey (ePass 2003)* you want to log on from the *Token List* on the *EnterSafe PKI Manager - ePass2003* interface, and then click the *Change User PIN*.
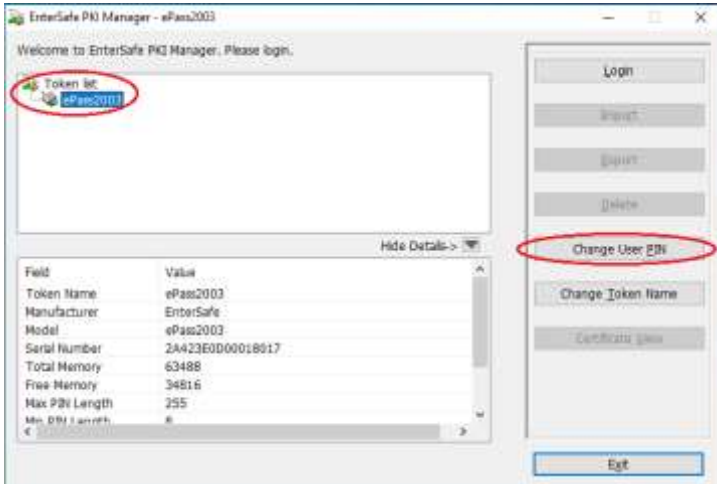

You are advised to keep the PIN of your e-Cert Token (FEITIAN ePass2003) in safe custody. Hongkong Post CA will not keep the PIN of your e-Cert Token (FEITIAN ePass2003). If the PIN is lost or forgotten, for security reason, you have to revoke your e-Cert and apply for a new e-Cert accordingly. You will need to pay for the subscription fee as prescribed on the application form.

4) *The Change Password Window* opens.

   a. Enter the existing password of the e-Cert Token (FEITIAN ePass2003) in *Old user PIN*. For first-time use, please enter the *8-digit PIN provided* **in the Hongkong Post e-Cert PIN Envelope**.

   b. In the *New user PIN* Field, enter a new password.

   c. In the *Confirm* Field, re-enter the new password.

   d. Confirm change of password and select *OK*.

   e. Click *OK* to complete the procedure.
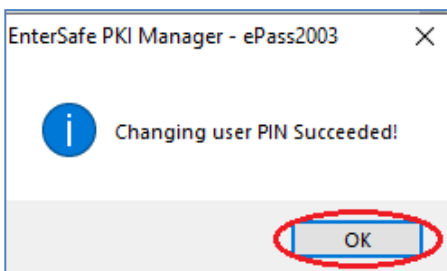
Note

- The e-Cert Token (FEITIAN ePass2003) has been configured to allow 10 logon retries. After 10 failed attempts, the token will be locked.

- It is suggested to set a minimum password length of 8 digits containing uppercase letters, lowercase letters, numbers and special characters (such as !,$,#,%).

- In the event that you lose or forget your e-Cert Token (FEITIAN ePass2003) password, for security reasons, you will need to revoke your e-Cert and apply for a new one. Please note that you will be required to pay the subscription fee as prescribed on the application form for the new e-Cert.