



Change Password Program for e-Cert File

Version 2.3

Installation Guide and User Guide

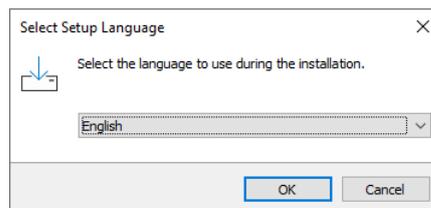
Revision Date: August 2023

A. Introduction

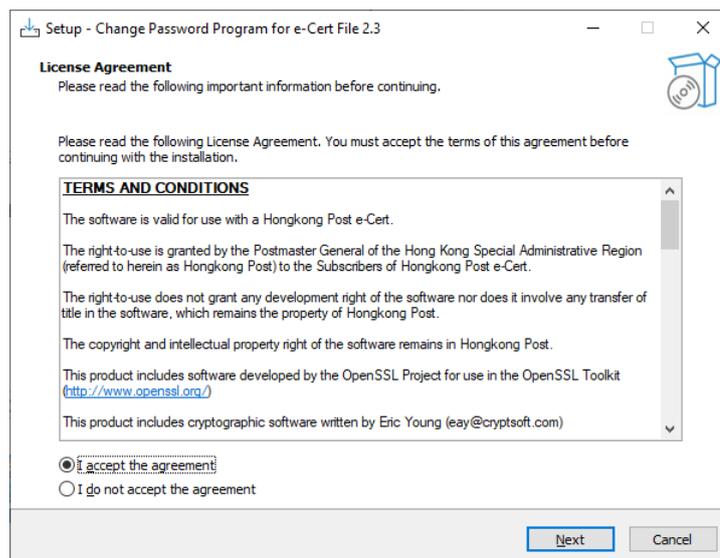
The Change Password Program for e-Cert File aims to facilitate the e-Cert users to change the password of their e-Cert on e-Cert File USB. This program can be operated on Windows 10 or Windows 11. This guide comprises installation guide (Part B) and user guide (Part C) that provides you with step-by-step procedures for the use of the Change Password Program.

B. Installation Guide

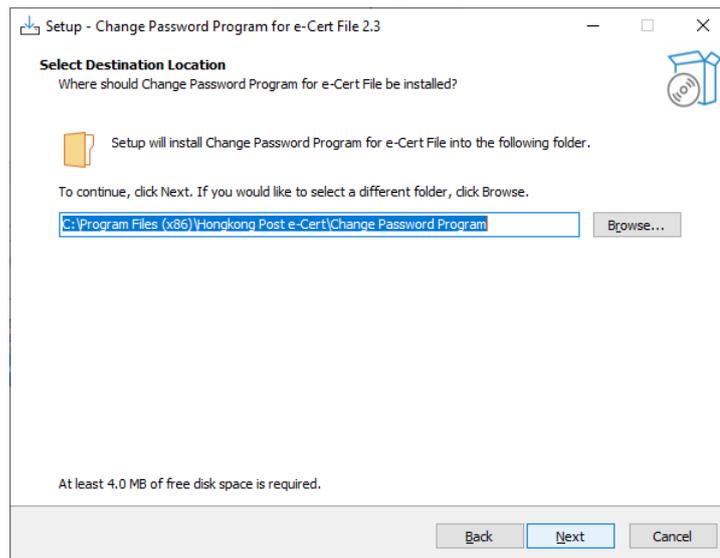
1. Download the Change Password Program for e-Cert File.
<https://www.ecert.gov.hk/product/download/changepin/index.html>
2. Execute **ChangePasswordSetup.exe**, select the language to use during the installation and click “OK” to continue.



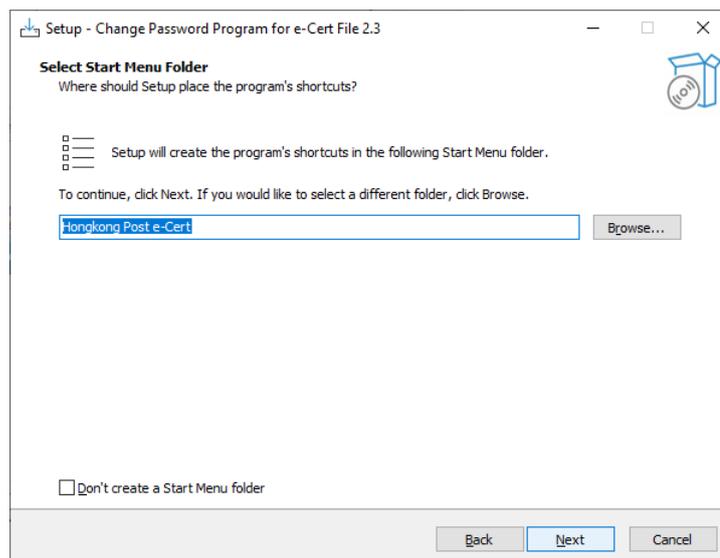
3. Select “I accept the agreement” and click “Next”.



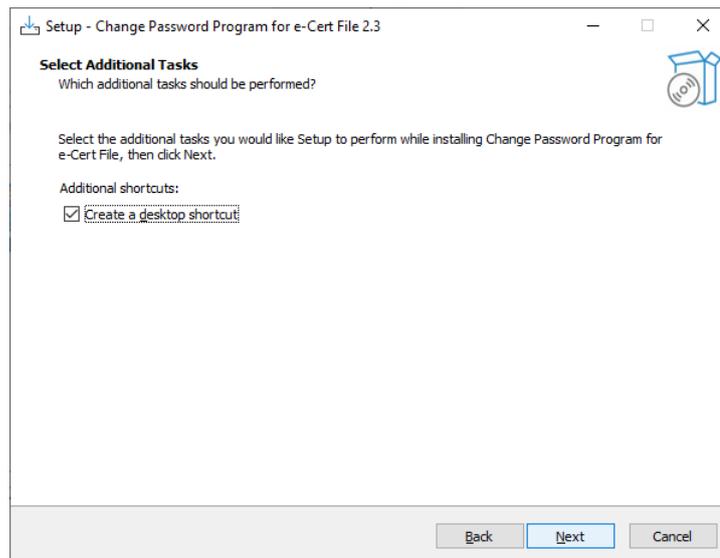
4. Browse and select the path that you want to install or accept the default value and click “Next”.



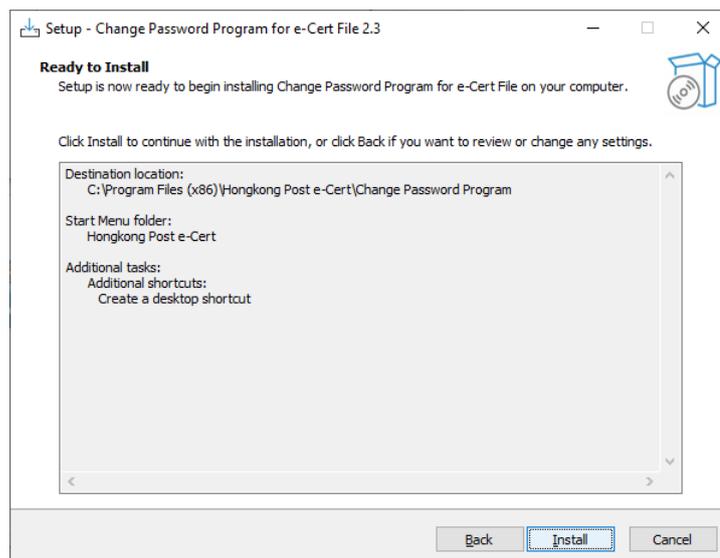
5. Click "Next".



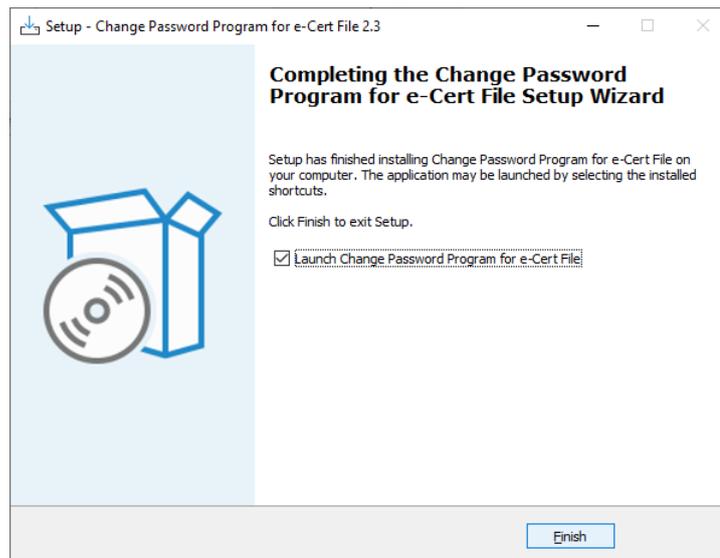
6. Optionally enable the box named "Create a desktop shortcut" and click "Next".



7. Click "Install".

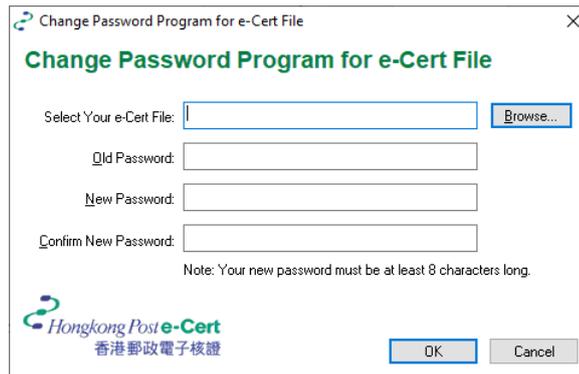


8. Optionally enable the box named "Launch Change Password Program for e-Cert File" and click "Finish" to complete the installation.

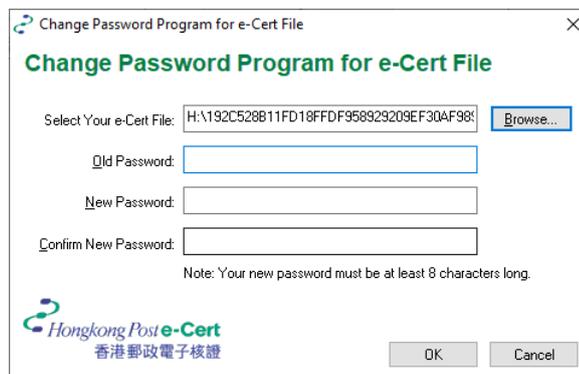
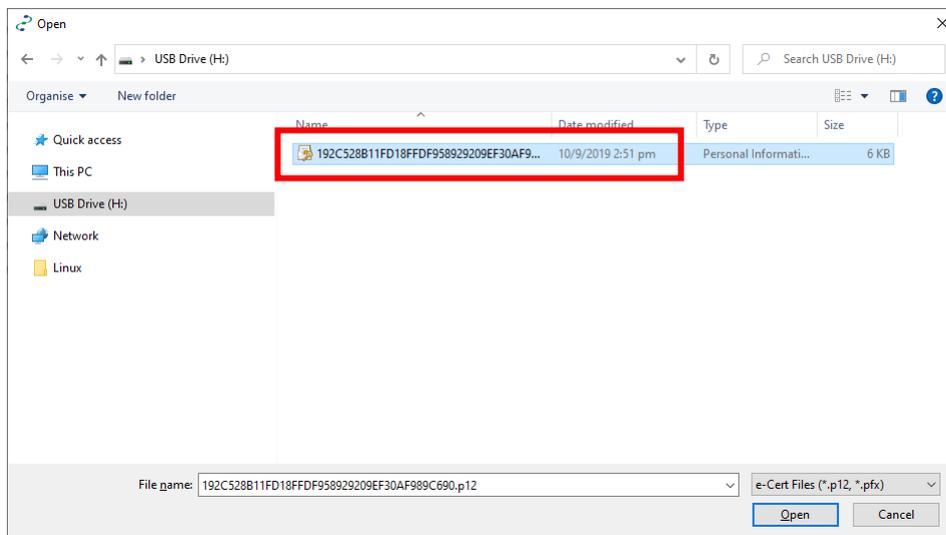


C. User Guide

1. Execute the Change Password Program for e-Cert File.
2. Plug your e-Cert File USB into an USB port of your computer, then click “Browse” to locate your e-Cert file.



3. Select your e-Cert file and click “Open”.



4. Input the old password and the new password, and hence retype the new password to confirm. Finally, click “OK” to change the password.



If you have **NOT** altered the e-Cert password before, the old password is the **16-digit PIN** found inside the PIN Envelope provided by Hongkong Post CA.

Recommendation: The new password should be at least 8 characters long with a combination of numbers and uppercase and lowercase letters.



Change Password Program for e-Cert File

Change Password Program for e-Cert File

Select Your e-Cert File: H:\192C528B11FD18FFDF958929209EF30AF98\ Browse...

Old Password: ●●●●●●●●●●●●●●●●

New Password: ●●●●●●

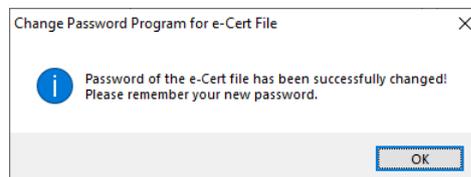
Confirm New Password: ●●●●●●●●

Note: Your new password must be at least 8 characters long.

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OK Cancel

5. Click “OK” to complete.



Change Password Program for e-Cert File

i Password of the e-Cert file has been successfully changed!
Please remember your new password.

OK