e-Cert Token User Guide

Version 1.1

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1. Introduction

e-Cert Token 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 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. CD containing the software, "SafeNet Authentication Client".

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

2. e-Cert Token Software Installation

2.1 Operating System Requirement:

Windows Vista SP2 (32-bit, 64-bit)	Windows 7 SP1 (32-bit, 64-bit)
Windows Server 2008 R2 SP1 (32-bit, 64-bit)	Windows 8 (32-bit, 64-bit)
Windows Server 2008 SP2 (32-bit, 64-bit)	Windows 8.1 (32-bit, 64-bit)
Windows Server 2012 and 2012 R2 (64-bit)	Windows 10 (32-bit, 64-bit)

SafeNet Authentication Client must be installed before use of **e-Cert Token**.

Note: Windows 10/ 8/ 7 or Vista users must log on as an administrator account to install the software successfully. To know how to log on as an administrator, contact your system administrator.
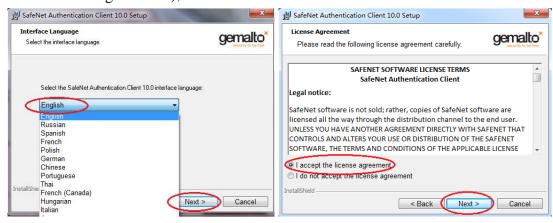
2.2 Installation Steps

1) Log on as an administrator.
2) Close all applications.
   a) Uninstall all old version of SafeNet Authentication Client (if any).
   b) Insert CD into CD-ROM drive, and select the installer file *SafeNet Authtication Client-x32-10.2.msi* (for 32-bit) or *SafeNet Authtication Client-x64-10.2.msi* (for 64-bit).
3) Click *Next*.

(Installation requires a few minutes, please be patient)

4) Select your *interface language* as *"English"*, and then click *Next* to continue.

Read the "License Agreement" and select "*I accept the license agreement*" (to accept the terms and agreements), and then select *Next* to continue the installation.

5) Click *Next* go to *Step 6*.

*If you want to change the Installation Destination Folder, Click *Change*. Select a folder or Create a new folder on Windows as the Installation Destination Folder. Click *OK*.

6) Click *Install* to install the *SafeNet Authentication Client*. When the Installation complete, Click *Finish* to exit Setup.

3. View Hongkong Post e-Cert Certificate

1) Open *SafeNet Authentication Client* by selecting the *Start* menu, under *Programs > SafeNet > SafeNet Authentication Client Tools*. Then Select advanced view icon .

2) Select *My Token* to expand *User Certificate* panel and then click on the user certificate to view details.

4. Change e-Cert Token Password

1) Insert the *e-Cert Token* into the computer.

2) Open *SafeNet Authentication Client* by selecting the *Start* menu, under *Programs > SafeNet > SafeNet Authentication Client Tools*.

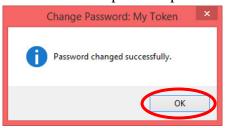3) Select *Change Token Password*.

You are advised to keep the PIN of your e-Cert Token in safe custody. Hongkong Post CA will not keep the PIN of your e-Cert Token. 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. In the *Current Token Password* Field, enter the *8-digit PIN provided in the Hongkong Post e-Cert PIN envelope*.

   b. In the *New Token Password* Field, enter a new password.

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

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

e-Cert PIN Envelope

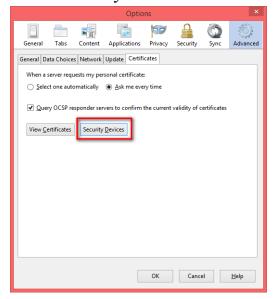8-digit PIN

   e. Click *OK* to complete the procedure.

Note
- Logon retries times before token is locked has preset to 15 times.
- It is suggested to set a minimum password length of 8 digits containing uppercase letters, lowercase letters, numbers and special characters (i.e. !, $, #, %).
- If you lost or forget your e-Cert Token password, for security reason, you have to revoke your e-Cert, and then apply for a new e-Cert accordingly. You will need to pay for the subscription fee as prescribed on the application form.
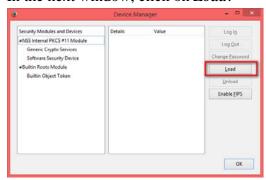
5. Installing the cryptographic module in Mozilla Firefox

Installing the cryptographic module in Mozilla Firefox will allow you to use this browser for accessing the secured pages of a website. To install the module, follow these steps:

1) Open *Mozilla Firefox*.
2) From the main menu, select: *Tools -> Options -> Advanced* and choose the *Certificates* tab.
3) Click on *Security Devices*.

4) In the next window, click on *Load*.

5) Type *e-Cert Token* in the field *Module Name*. Click on *Browse*... and select the file "*eTPKCS11.dll*" located at the following address:
C:\Windows\System32\eTPKCS11.dll. Then click *OK*.