

Grange Bacstel-iP Systems

Checking the Authorities of a Smart Card with BACS

Smart cards have many different Authorities, defined by your company when the cards are first ordered. The only way to check these is via the BACS live website.

If you have a smart card, you can log into the BACS website to administer your accounts and perform various functions such as checking on previous submissions and receive reports.

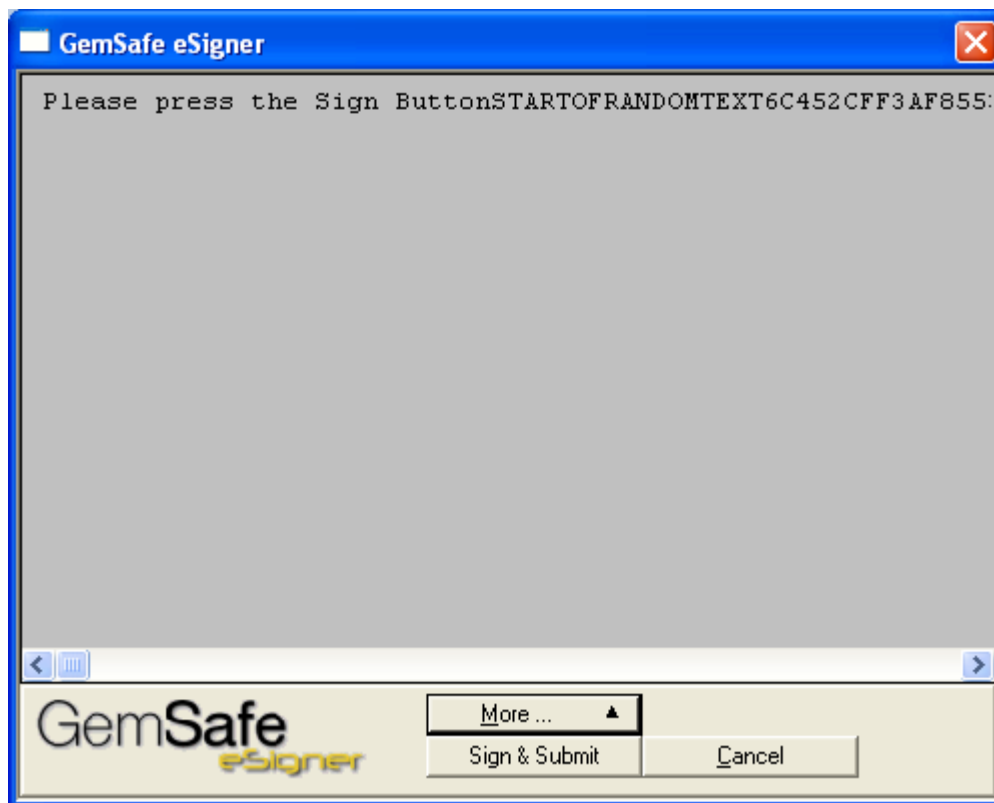
The Gemplus smart card software supplied by your Bank installs its own plug-in into your browser to assist in the logging in process.

To log in to Bacs:

Put your smart card into the reader
(If you are checking Authorities it needs to be the card you are checking).

Go to <https://paymentservices.bacs.co.uk/online/newbacs/loginBrowser.do>
(note that this is case sensitive)

One of the following screens will appear:

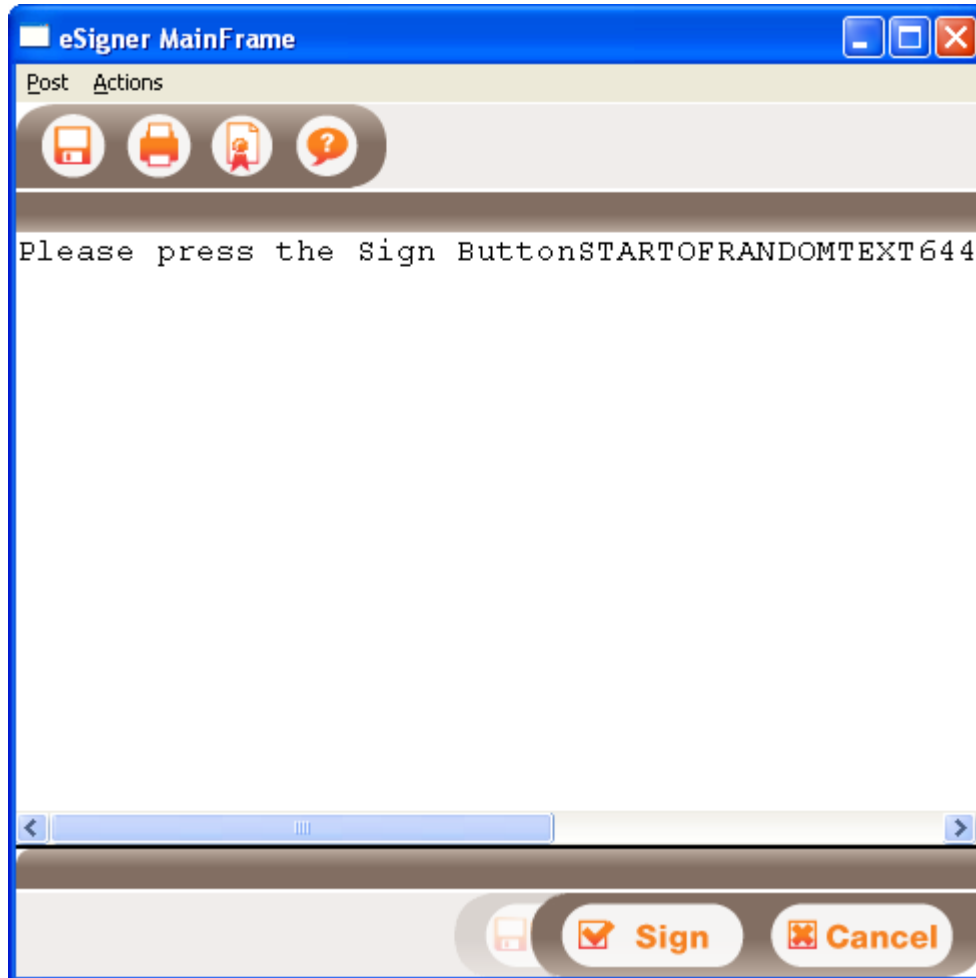


Click on the Sign & Submit button

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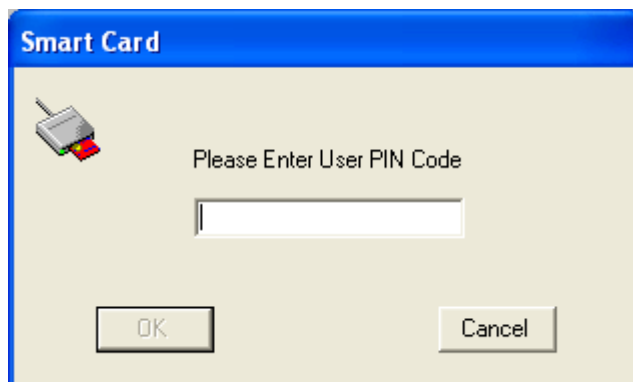
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or



Click on the Sign button

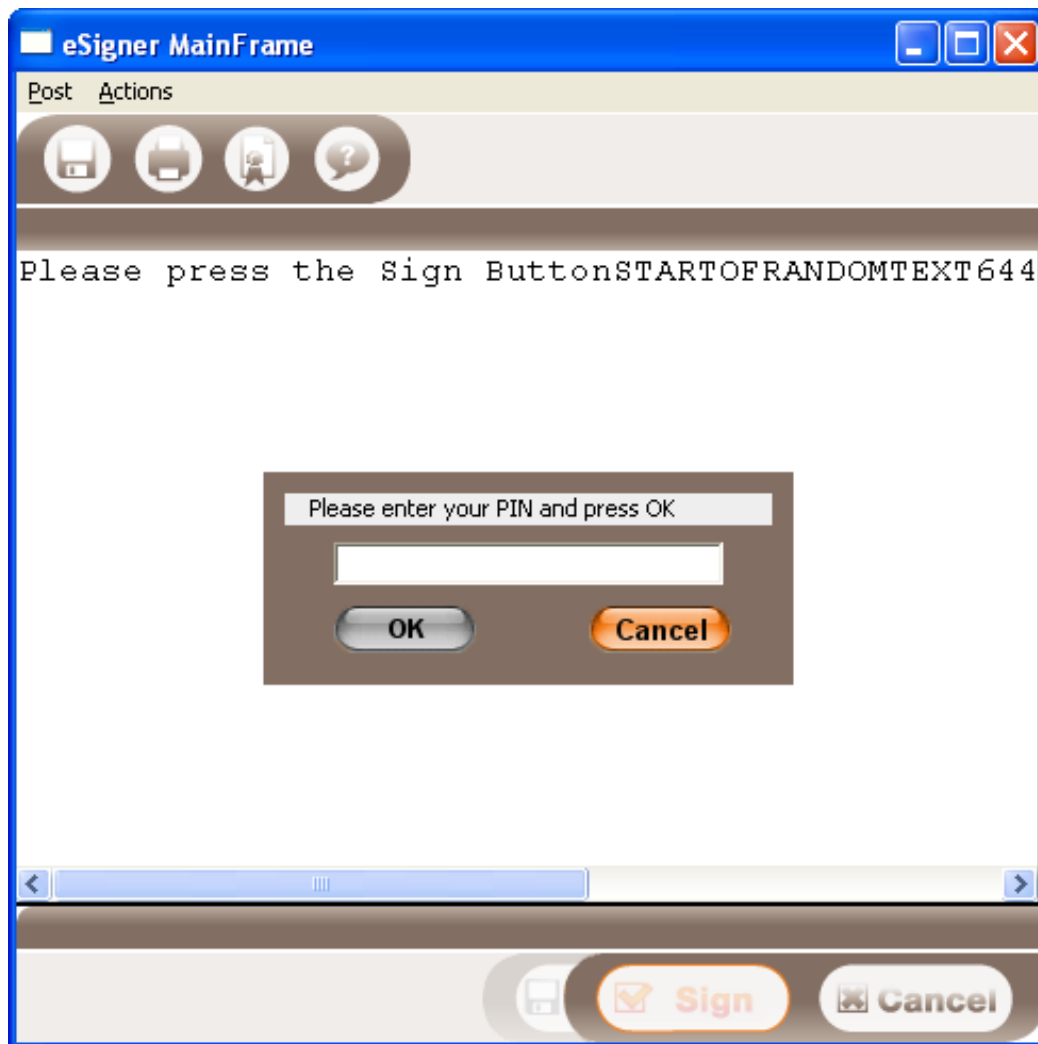
The request for PIN screen will appear as follows:



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or



Enter your PIN and click on OK.

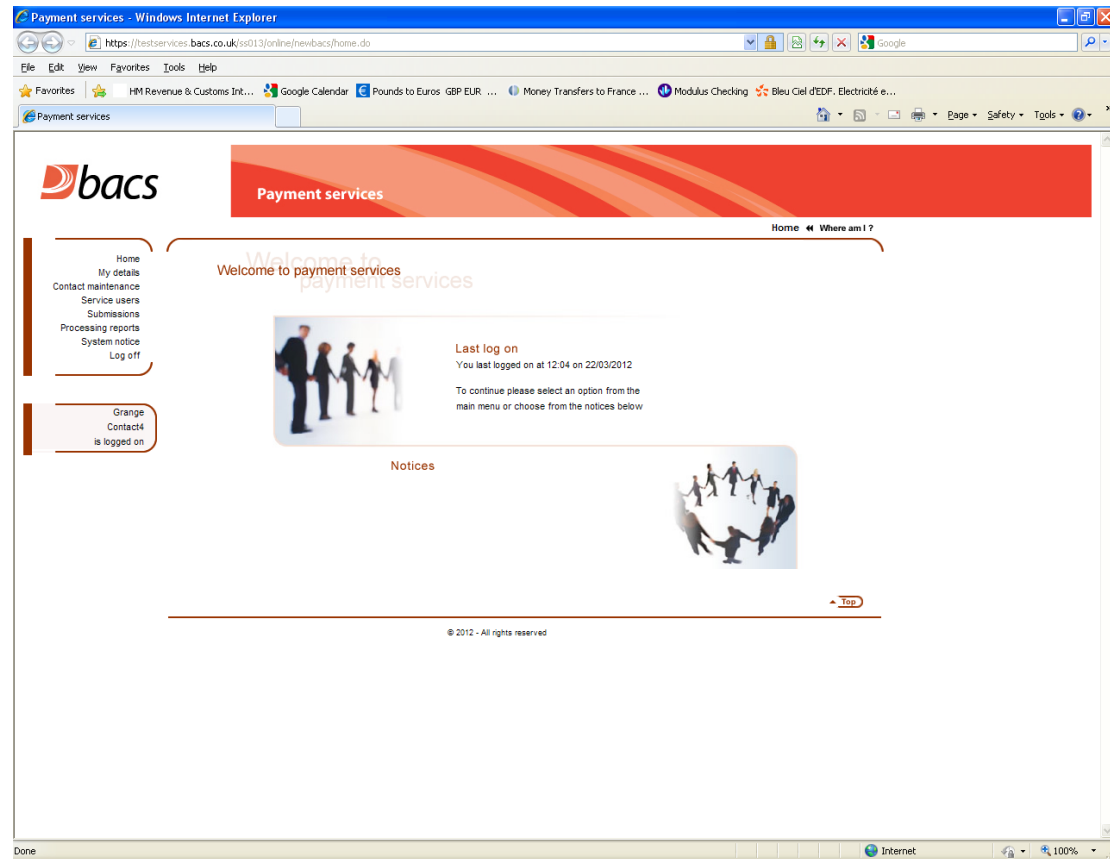
If the signing screens above do not appear, first check if they are behind the main web page (minimise the web page).

If you still can not see the signing screen, then the Gemplus plug-in has not been installed correctly or has been prevented from installing or functioning by your security systems. Check with your IT support.

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You should now see the Payment services web page:



You can perform many functions as defined in the left hand menu.

For example, to check previous submissions:

Click on Submissions

Click on the Service User number you want to check

Click on the date selection criteria

Don't forget to log out of the website when you are finished, using the Log off menu option.

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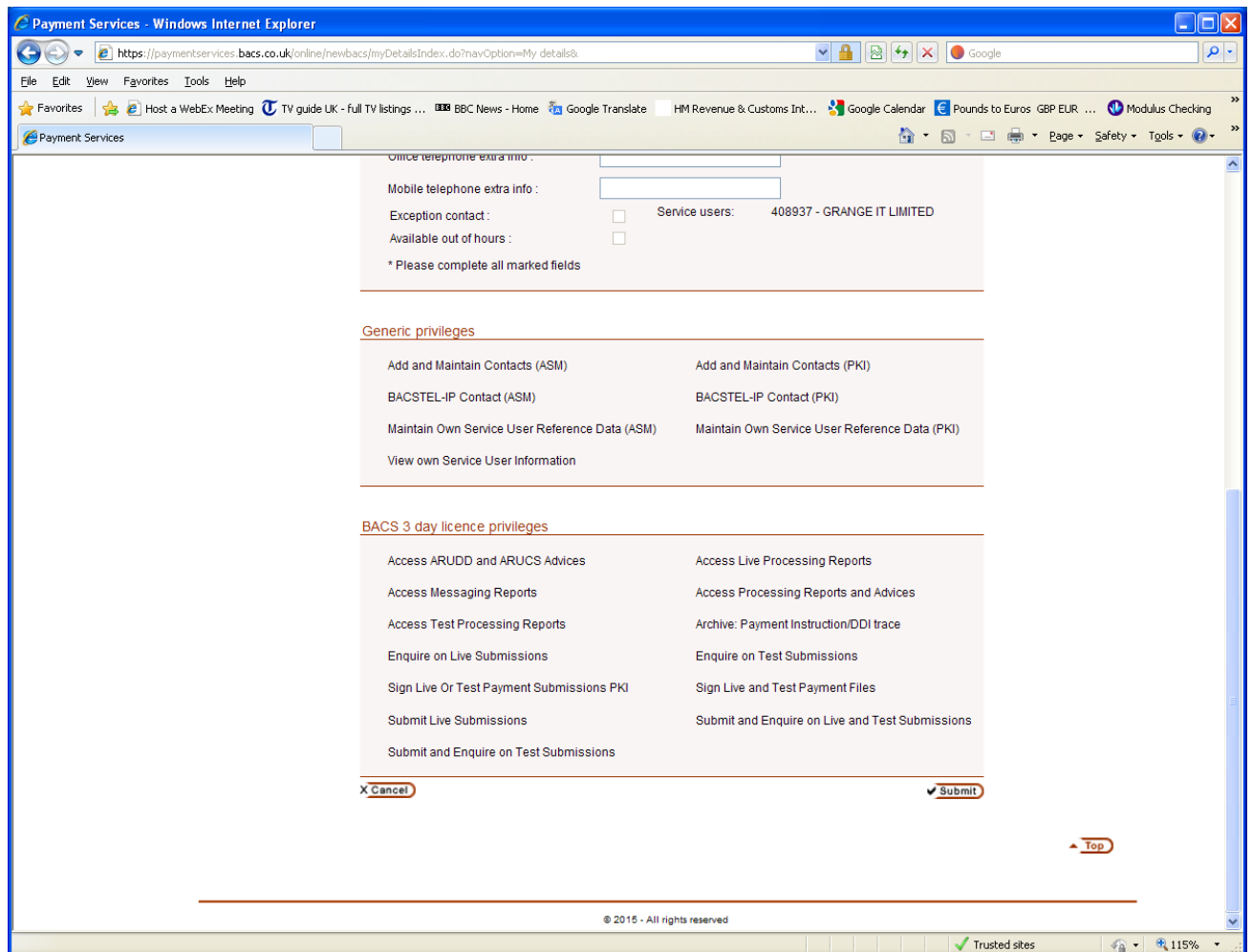
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Checking the card Authorities

After logging in to the BACS website, select *My Details* from the left side menu.

First check that the list of Service Users covers the Service User Number (SUN) you are using for the submissions. This is displayed under the contact details.

At the bottom of the page there is a list of *BACS 3 day license privileges*.



These are your Authorities (privileges in BACS terminology).

The important ones are:

- Submit Live Submissions (signing the challenge)
- Sign Live or Test Payment Submissions PKI
- Submit and Enquire on Live and Test Submissions.