

## **Registering a replacement certificate. IBM iSeries Bacstel-iP system.**

Smart cards have an expiry date – this is the date shown on the face of the card. You will receive automatically a new card prior to this date from your Bank.

Follow the instructions from your Bank to change the PIN number and register the card with BACS. To do this you should have received:

- The smart card
- A transport PIN number by post (most Banks).
- An e-mail with the registration URL to register the card. This will have a subject similar to: 'BACS Payment Services - Re-set of Digital Certificate'

Change the PIN number from the transport PIN sent to you in the post to a new PIN before you register with BACS. You can use the same PIN number as the old card if you wish.

Register the card with BACS as per the instructions in the e-mail.

After this is successful you must re-install the certificate into our Bacstel-iP system as follows for each PC that is used with smart cards:

- 1 Locate the smart card tool from the signing solution software. For Gemsafe type smartcards this is called the *Gemsafe Card Details Tool* or *GemSafe Toolbox (V3)* or *Classic Client Toolbox*. Specific instructions for using the GemSafe Toolbox (V3) or the Classic Client toolbox can be found on our website support page [www.grangesystems.com/support](http://www.grangesystems.com/support)
- 2 With the new card in the card reader, start the card tool above.
- 3 You will be prompted to put in the transport pin number (supplied in a PIN Mailer sent by your Bank), and the new PIN number that you want to use with the card. If a warning dialogue box appears asking if a trusted CA certificate should be installed, take 'YES' option to install it (the default is no).
- 4 **OR** the existing PIN number for the card.
- 5 Close and re-open the card tool (not for GemSafe V3).
- 6 Register the certificate using the Card / Register Certificates menu options. Ignore any messages that state that same or newer version of the same client certificate is already registered.
- 7 Close the card tool and start the Grange Server program (`gr_svr.exe`) if not already started. The card should be in the card reader.
- 8 Take menu options Tools / Settings. Password is ADMIN unless changed by yourselves. Select the Certificates tab. Right click on the old certificate and Remove. Click the Add button on the bottom pane displaying the certificate list. You will see listed one or two certificates. If there is only one certificate, click once on the

certificate and hit the OK button. Then take OK button to return to main menu.

- 9 If there are two certificates displayed, highlight the certificate that either: (1) displays the word 'Identity' somewhere in the information displayed, or (2) does NOT display the word 'Utility' anywhere, then proceed as above. A certificate must NOT be selected if it has the word 'Utility' displayed anywhere in the information.
- 10 \* You should wait for about 30 minutes before using the smart card to allow the registration to propagate around the Bacstel-iP system.

### **Removal or changing the Authority of a smart card certificate**

Take menu options Tools / Settings. Password is ADMIN unless changed by yourselves. Select the Certificates tab.

Right click the certificate to be removed/changed

Click on the option from the list for the removal or changing authority of the certificate.