

## Registering a new smart card in the Grange Bacstel-IP system for Windows

When you are issued with a new Smart Card by your Bank, you should also receive the following:

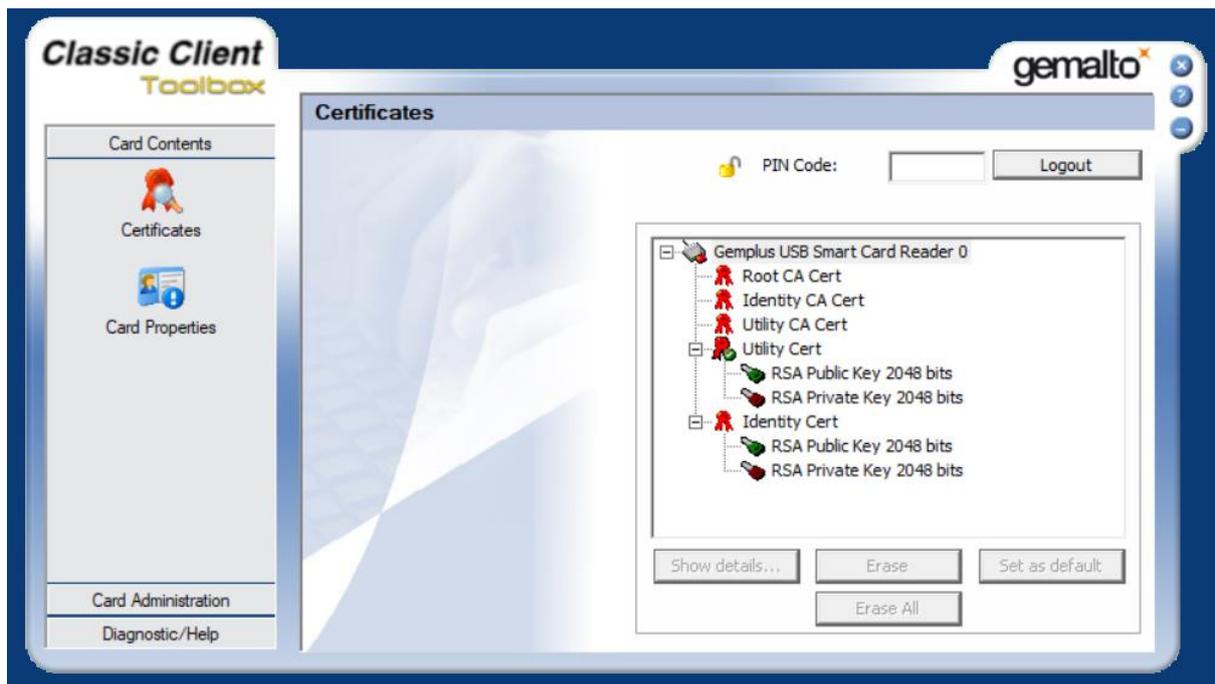
A transport PIN number by post

An email with the registration URL to register the card with BACS

The latest Gemalto eSigner software – either by CD or by an Internet link.

**Start the Gemalto eSigner software toolbox.** The name of the software is GSToolBox.exe.

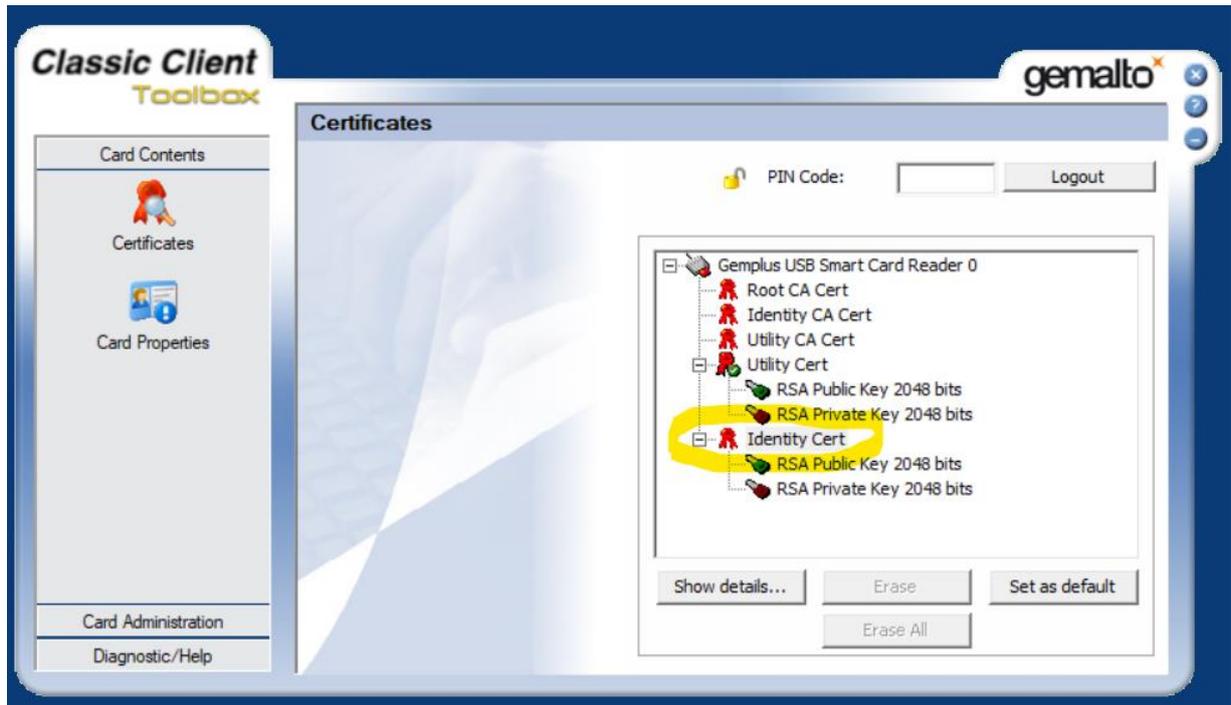
Click on the Certificates icon.



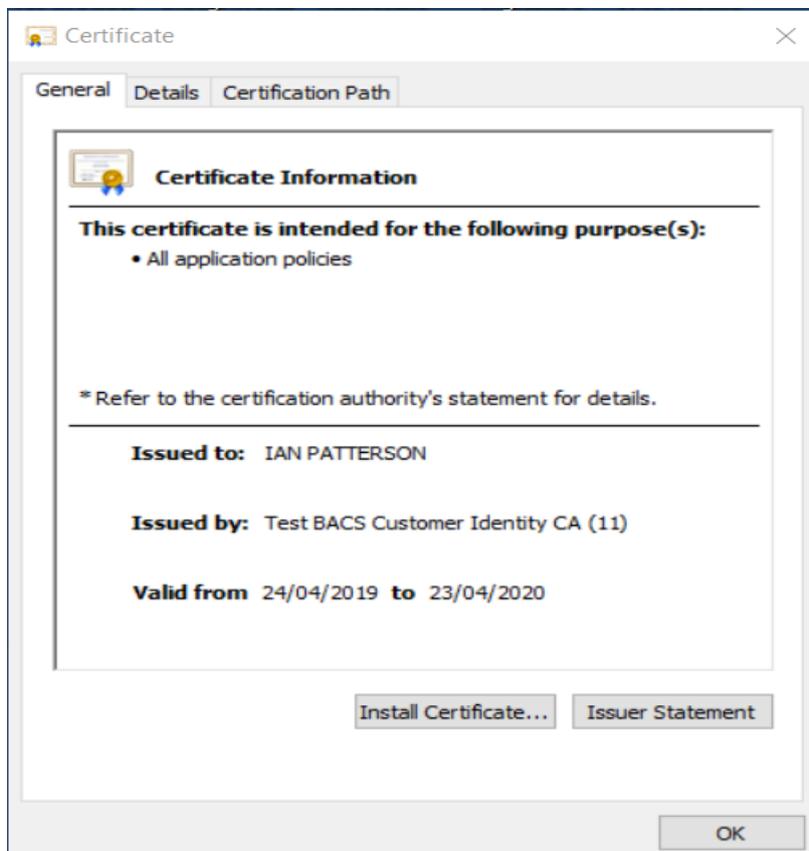
Enter PIN code and Login.

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Click on the Identity Cert (NOT Identity CA cert). The Show details... button will become available.



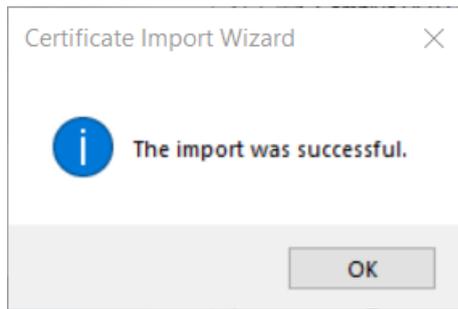
Click the Show details... button, a new window will appear:



Click the Install Certificate button... and take the default options on the next few screens.

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At the end of the process you should get a confirmation of the import.



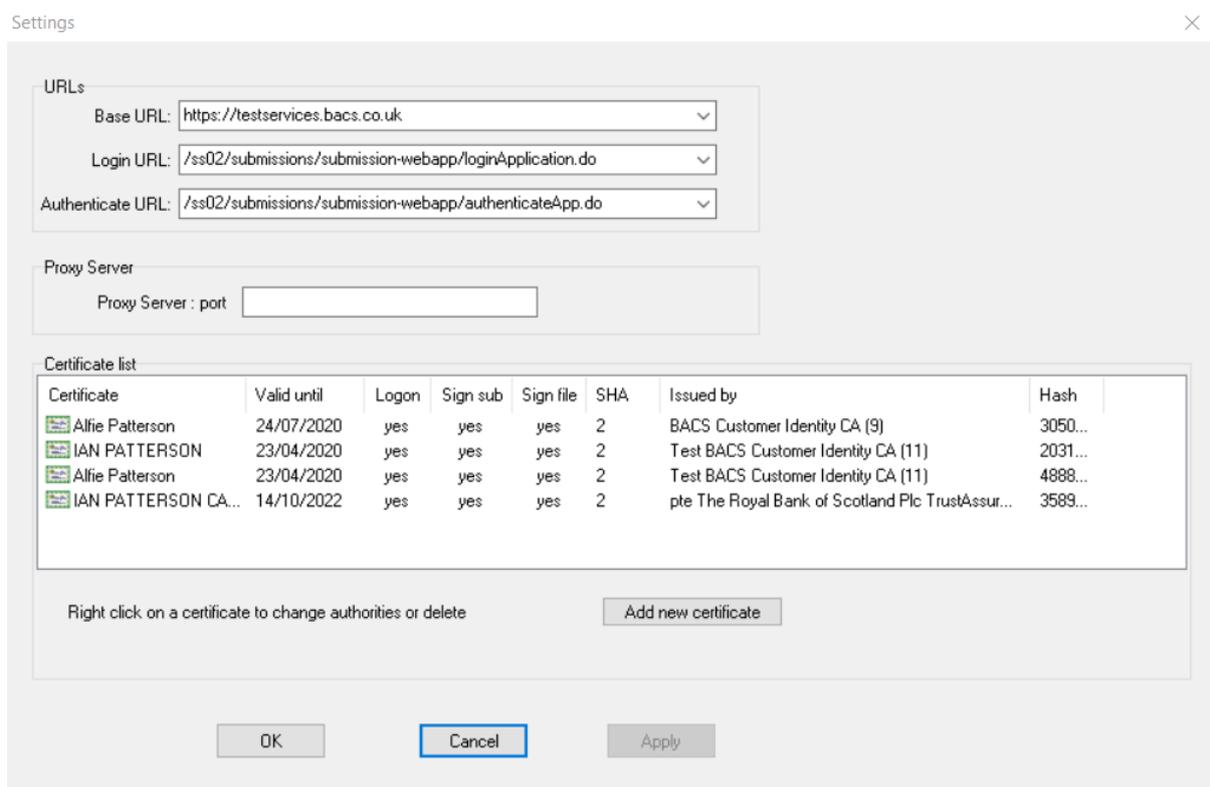
Close the Gemalto Toolbox.

**Register the smart card certificates with BACS.** With the smart card in the reader, use the URL sent from your bank in your Browser to register the card. Follow the instructions on the screen.

**Register the smart card certificates in the Bacstel-IP system.**

Start the Grange Bacstel-IP system and sign in with User ADMIN and password ADMIN.

Take menu option System Admin / Comms and certificate settings:

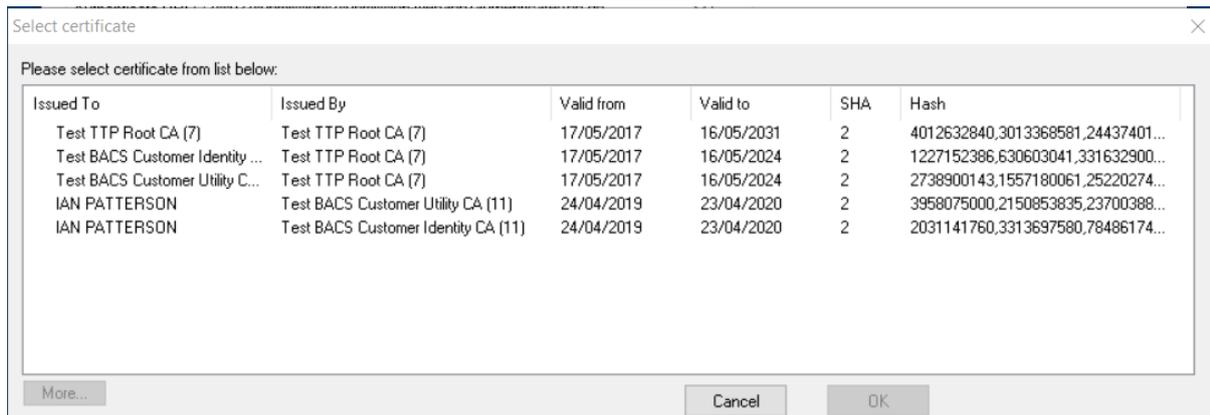


If you see an existing certificate with the same name i.e. the card being replaced, right click on that certificate and **Remove** certificate.

Then click on Add new certificate, and enter your PIN.

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You will see a list of certificates looking something like this



Click on an Identity certificate with the smart card User's name. Do not click on any certificate called Utility. Then OK to add the certificate.