Registering a replacement certificate.
Bacstel-iP system for Windows

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 the Classic Client Toolbox.* Specific instructions for using these can be found on our website 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 Bacstel-iP system for Windows. The card should be in the card reader. Sign on as User ADMIN password ADMIN (unless changed by yourselves).

8   Take menu options System Admin / Comms and Certificate Settings. Right click on the old certificate and Remove it. Then use the Add button to display certificates to add.

9   For certificates with the Users name, 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, and hit OK. A certificate must

NOT be selected if it has the word 'Utility' displayed anywhere in the information.

10   Hit Apply and OK to return to the main menu.

11   * You should wait for about 30 minutes before using the smart card to allow the registration to propagate around the Bacstel-iP system.