

How to load e-Cert to Smart ID Card?

If your Smart ID Card has been embedded with an e-Cert before, you can follow through the steps below to load your e-Cert to your Smart ID Card.

Getting Started

Please get ready the following items before you start loading e-Cert to Smart ID Card. If you wish to load your e-Cert to Smart ID Card using e-Cert File Card, please [export the e-Cert from e-Cert File Card](#) to storage medium before proceeding to the following procedures.

1. [Smart Card Reader](#) installed with appropriate driver
2. [e-Cert Control Manager](#)
3. e-Cert (in PKSC#12 format) on backup floppy disk / storage medium and its corresponding PIN Envelope
4. e-Cert PIN (the existing password to activate the e-Cert on Smart ID Card)



In case of enquiries, please contact our service hotline at 29216633.

Step 1 Select "Hongkong Post e-Cert" from the Windows "Start" menu and click "e-Cert Control Manager".



Step 2 Select and click "Advanced Mode"



Diagram 1

Step 3 Insert your Smart ID Card to the Card Reader and wait for a few seconds. Then click the "+" icon shown in Diagram 2 to expand "Smart Cards" and also "HKPost e-Cert".

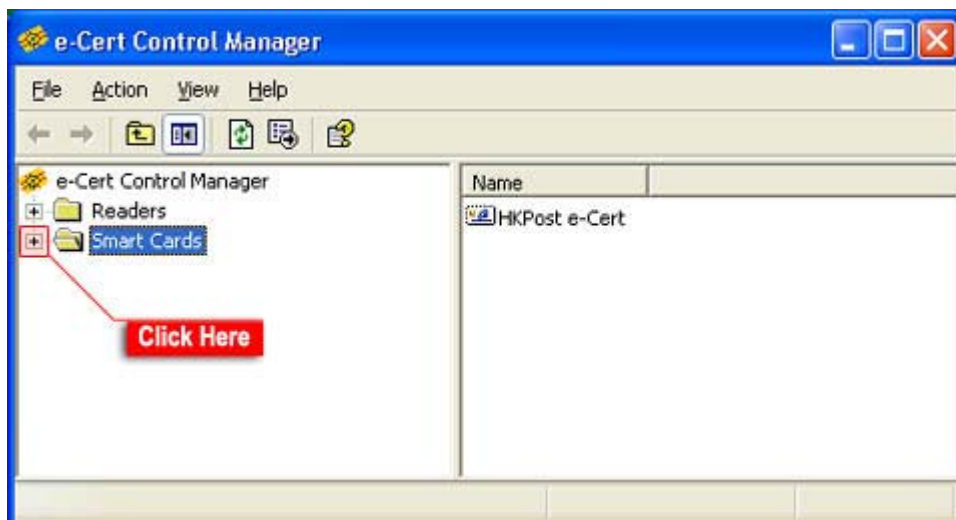


Diagram 2

Step 4 Right click "e-Cert (not logged in)" option and then select "Load Certificates".



Diagram 3

Step 5 Insert floppy disk to floppy drive and click "Browse" to load e-Cert from floppy disk to Smart ID Card.

Alternatively, if the e-Cert (in PKCS#12 format) is already located on either your hard disk or USB storage device or other storage medium, please simply click "Browse" to locate the e-Cert file.

Attention: For e-Cert File Card user, please export the e-Cert to the storage medium (e.g. USB storage device, hard disk or other storage media) before proceeding to this user guide.

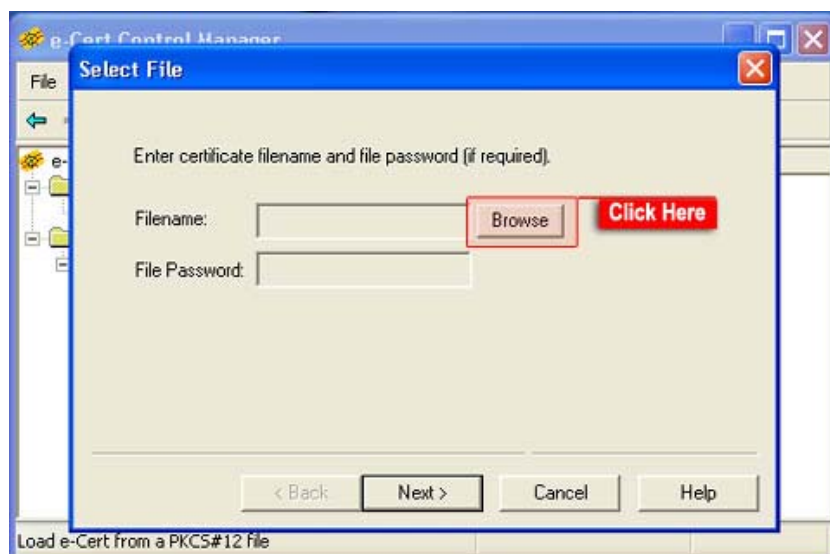


Diagram 4

- Step 6** Select "Floppy (A:)" or other drive that stored the e-Cert file (shown in Diagram 5 - Caption No. 1). Find and select the file (Caption No. 2). See whether the selected file name is in the field of "File Name" (Caption No. 3). If yes, click "Open" to proceed to next step.

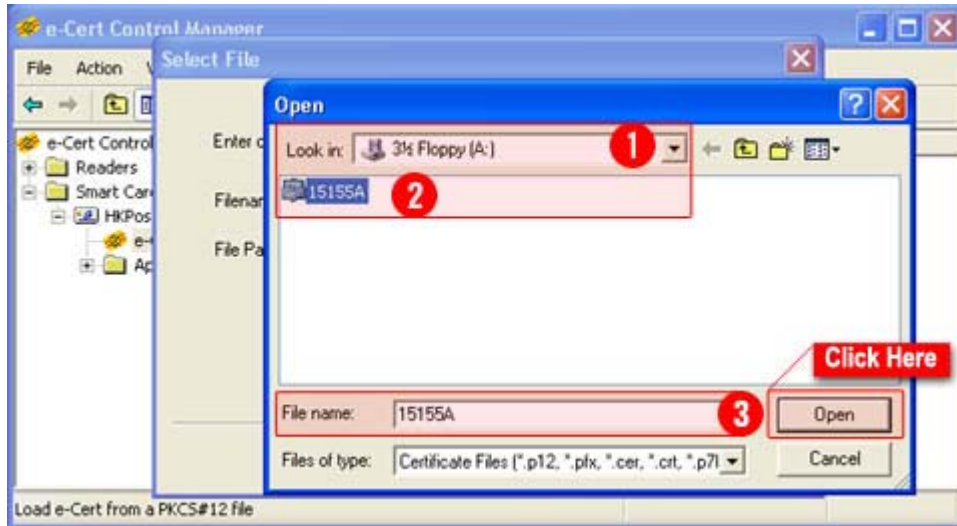


Diagram 5

- Step 7** Enter 16-digit number shown on the PIN envelope provided by Hongkong Post and click "Next" to proceed to next step.

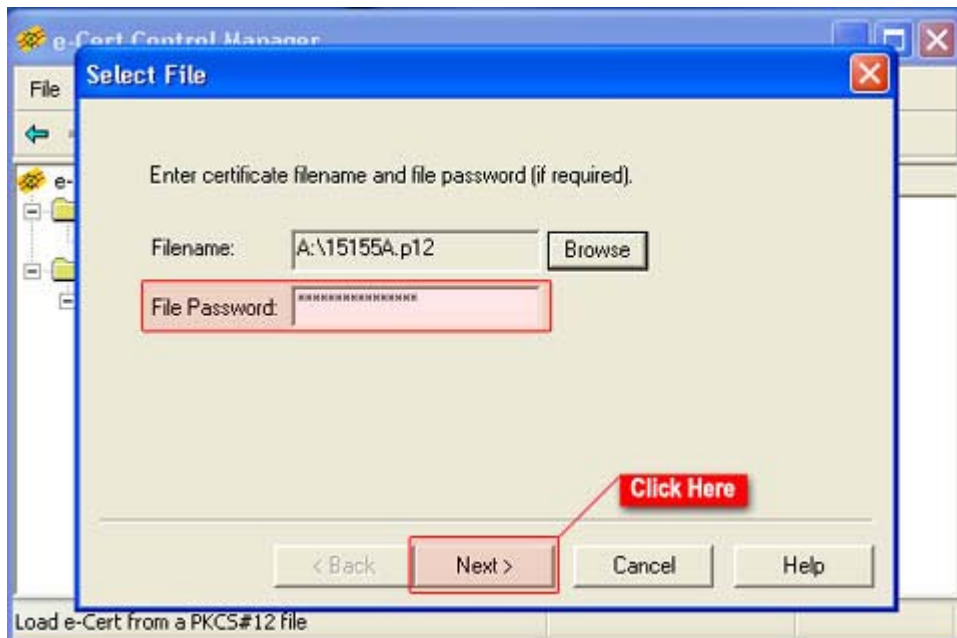


Diagram 6

- Step 8** Check whether the information shown in Diagram 7 (Caption No. 1) is correct. If yes, select the option "Load the Certificate to the Smart Card" (Caption No. 2). Click "Next" to proceed to next step.



Diagram 7

- Step 9** Type in a new name in the field of "Key Slot Name", it is suggested to name the key slot according to the date of the certificate generated (e.g. e-Cert20060729). Click "Next" to proceed to next step.

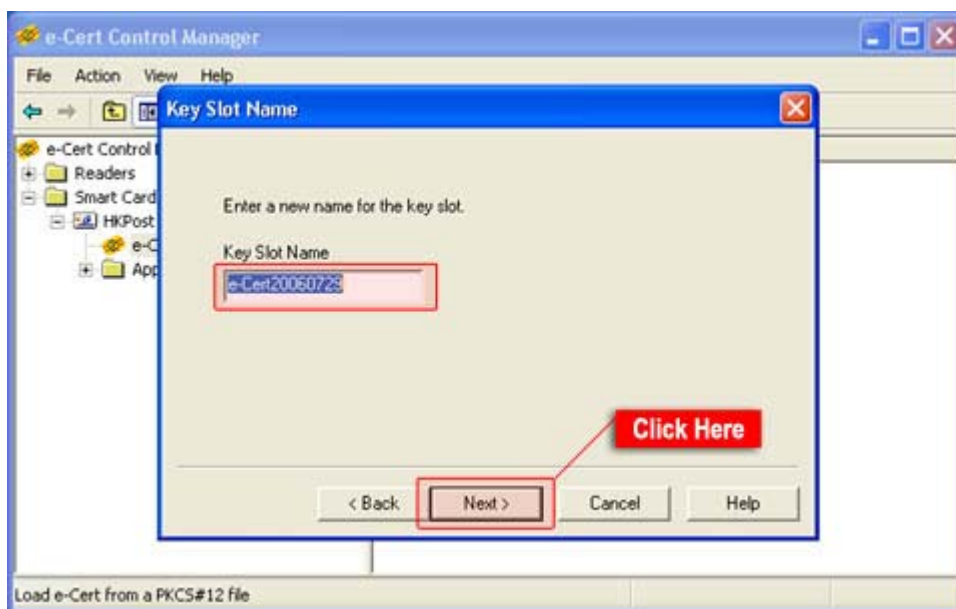


Diagram 8

Step 10 Enter your e-Cert PIN and click "OK" to continue. The e-Cert PIN is the current password that used to activate the e-Cert on Smart ID Card.

Attention: The certificate will be blocked after 5 failure attempts (default setting). However, the **exact** number of the attempts remaining should be referred to the box shown in Diagram 9 (Caption No. 1).

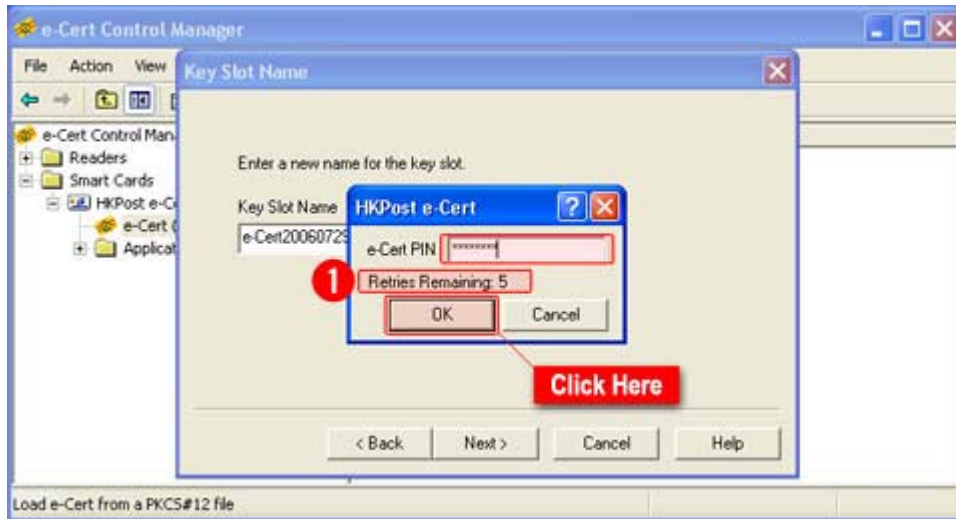


Diagram 9

Step 11 Click "Finish" to load the certificate to your Smart ID card.

Attention: The original e-Cert on your Smart ID Card will automatically be replaced and loaded to the certificate store of the e-Cert Control Manager.

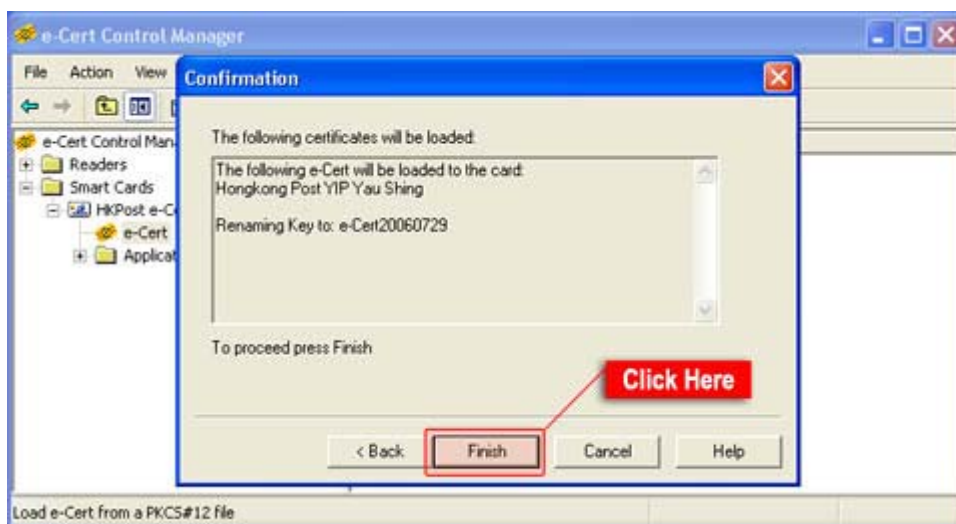


Diagram 10

Step 12 Click "OK" to complete the procedure.



Diagram 11

Step 13 Click on the newly loaded certificate as shown in Diagram 12 (Caption No.1) and check the information of the certificate (Caption No. 2), such as the expiry date (extended) and the certificate location (On Card), displayed on the right hand panel.

The previous certificate (Caption No. 3) will be automatically loaded to the certificate store of the e-Cert Control Manager. The status of the certificate location will be displayed as "On Disk".

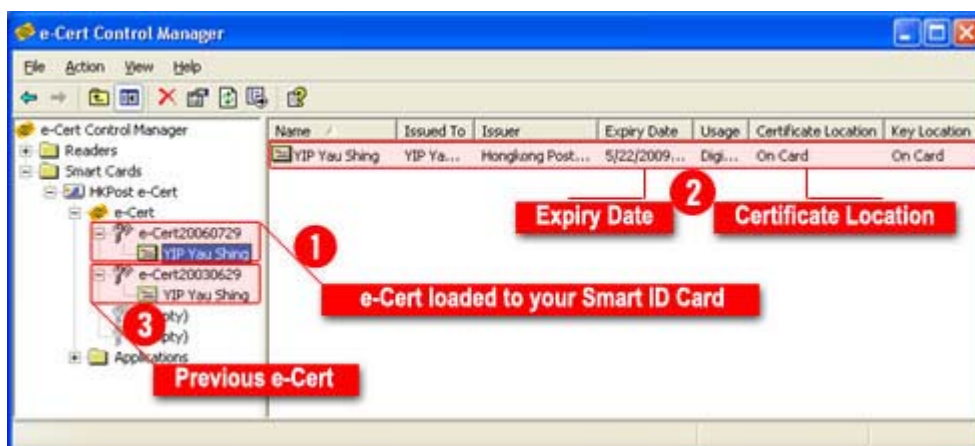


Diagram 12

Step 14 Right click your new e-Cert as shown in Diagram 13 and click "Copy e-Cert to IE".

For Netscape user, please refer to the [e-Cert Control Manager User Guide](#) (Chapter 4 - Securing e-mail with Netscape Messenger).

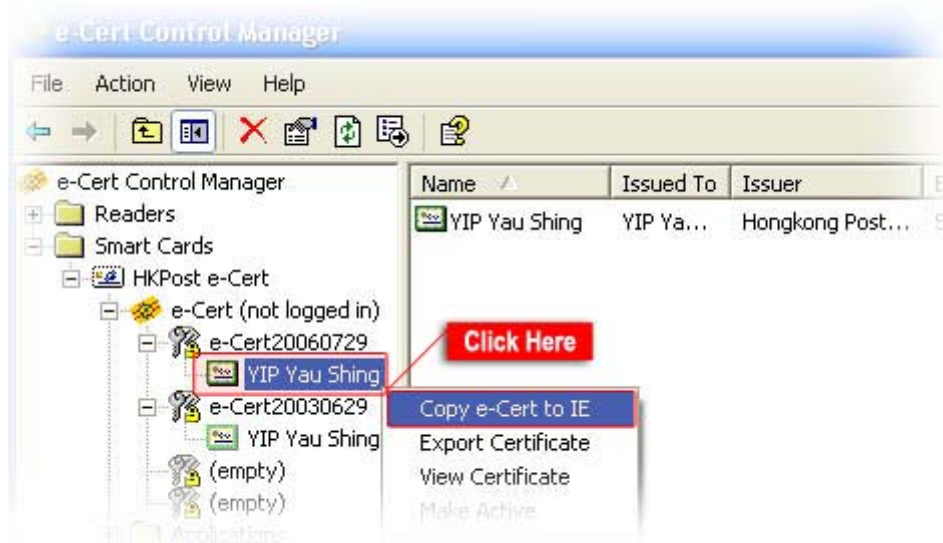


Diagram 13

Step 15 Click "OK" to complete

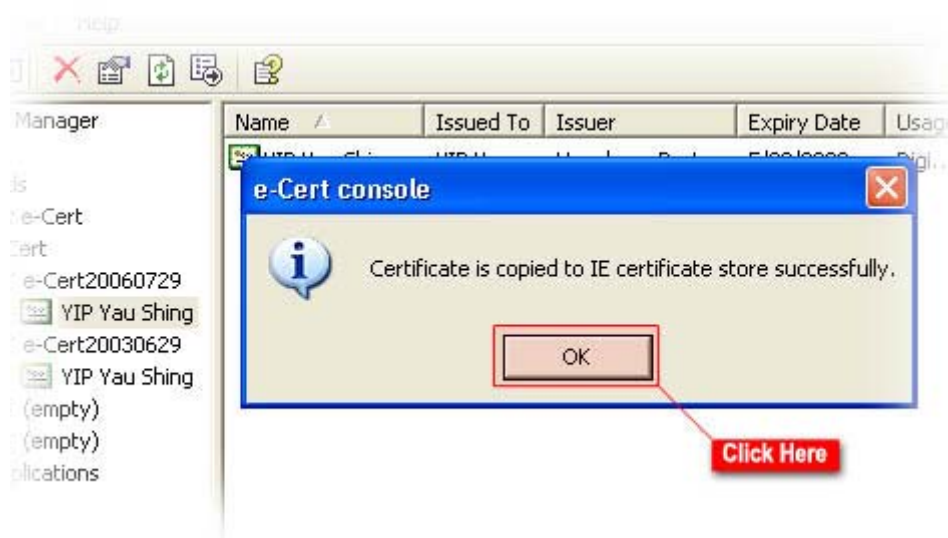


Diagram 14