

e-Cert File Card Utility Program

Version 1.0

Installation Guide and User Guide

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1 Introduction

e-Cert File Card Utility Program is an administrative tool for exporting your e-Cert from e-Cert File Card to storage media (such as USB storage device, hard disk, or other storage media) and changing the password of your e-Cert on e-Cert File Card. The Utility program can be operated on Windows XP or above.

Getting Started

Before you start to export your e-Cert from e-Cert File Card to your personal computer, please get ready the following items.

1. Smart Card Reader (supports PC/SC type) installed with corresponding driver



2. e-Cert File Card and corresponding e-Cert PIN envelope



3. e-Cert File Card Utility Program installed

To download the e-Cert File Card Utility Program, you may visit our website at <u>http://www.hongkongpost.gov.hk/product/download/CardUtil/index.html</u>.

To start with, you are required to export your e-Cert from e-Cert File Card. Detailed procedures are provided in section 3.1 of this user guide. If you wish to change the password of e-Cert on e-Cert File Card, please refer to 3.2 of this user guide for the corresponding procedures. Should you have any enquiries, please contact our service hotline at 2921 6633.



2 Installation Guide

- 1. Download the e-Cert File Card Utility Program from http://www.hongkongpost.gov.hk/product/download/CardUtil/index.html.
- 2. Execute EFCUtilsSetup.exe, and click "Next" to proceed



3. Select "I accept the agreement" and click "Next"

| 😼 Setup - e-Cert File Card Utility Program | _ 🗆 🛛 |
|--|--------|
| License Agreement Please read the following important information before continuing. | Ŕ |
| Please read the following License Agreement. You must accept the terms of this agreement before continuing with the installation. | |
| END USER LICENCE AGREEMENT | ~ |
| Please read this end user licence agreement carefully before downloading, installing or using the e-Cert File Card Utility Program (the "Software"). By downloading, installing or using the Software, you agree to be bound by the terms and conditions of this licence agreement. If you do not agree, please do not download, install or use the Software. | × |
| • accept the agreement | |
| OI do not accept the agreement | |
| Hongkong Post e-Cert | Cancel |

4. Browse and select the folder, and click "Next" to confirm

| 👘 Setup - e-Cert File Card Utility Program |
|--|
| Select Destination Location Where should e-Cert File Card Utility Program be installed? |
| Setup will install e-Cert File Card Utility Program into the following folder. |
| To continue, click Next. If you would like to select a different folder, click Browse. |
| \Program Files\Hongkong Post e-Cert\e-Cert File Card Utility Program Browse |
| At least 2.6 MB of free disk space is required. Honokong Post e-Get |
| <pre>Cancel</pre> |

5. Click "Next" to create Program shortcut

| 👘 Setup - e-Cert File Card Utility Program | 🛛 |
|--|--------|
| Select Start Menu Folder Where should Setup place the program's shortcuts? | Ŕ |
| Setup will create the program's shortcuts in the following Start Menu fold | er. |
| To continue, click Next. If you would like to select a different folder, click Browse. | |
| Hongkong Post e-Cert\e-Cert File Card Utility Program Brow | se |
| | |
| | |
| | |
| | |
| Don't create a Start Menu folder | |
| <pre> Back Next > [[] </pre> | Cancel |

6. Enable the box named "Create a desktop icon" (optional) and click "Next"

| 👘 Setup - e-Cert File Card Utility Program | |
|---|--------|
| Select Additional Tasks Which additional tasks should be performed? | Ŕ |
| Select the additional tasks you would like Setup to perform while installing e-Cert I Card Utility Program, then click Next. | File |
| Additional icons: | |
| Create a desktop icon | |
| Usershame David a Cast | |
| Hongkong Post e-Lert | Cancel |

7. Click "Install" to continue

| 😼 Setup - e-Cert File Card Utility Program | |
|--|----------|
| Ready to Install Setup is now ready to begin installing e-Cert File Card Utility Program on your computer. | Ŕ |
| Click Install to continue with the installation, or click Back if you want to review or change any settings. | |
| Destination location: C:\Program Files\Hongkong Post e-Cert\e-Cert File Card Utility Program | <u> </u> |
| Start Menu folder: Hongkong Post e-Cert\e-Cert File Card Utility Program | |
| Additional tasks: Additional icons: Create a desktop icon | |
| | |
| Hanakana Past e-Cert- | 2 |
| < <u>B</u> ack Install | Cancel |



8. Enable the box named "Launch Change Password Program" (optional) and click "Finish" to complete the installation





3 User Guide

3.1 Exporting e-Cert from e-Cert File Card

- 1 Execute the e-Cert File Card Utility Program.
- 2 Click "Action" from the menu bar and choose "Select smart card reader".



3 Insert your e-Cert File Card to the smart card reader and select your smart card reader.

| Select smart card reader 🛛 🔀 | | |
|------------------------------|----------|--|
| Smart card reader: | | |
| ACS ACR38U 0 | • | |
| ACS ACR38U 0 | | |
| Infineer, Inc. USB 0 | | |
| Infineer, Inc. USB 1 | | |



4 Click "Export e-Cert". (Alternatively, you may click "Action" from the menu bar and select "Export e-Cert".)

| e 🖏 | -Cert File Card Utility | |
|--------------|--------------------------------|---------------------------------------|
| <u>F</u> ile | <u>A</u> ction <u>H</u> elp | |
| | <u>C</u> hange e-Cert password | tility Drogrom |
| 6- | <u>E</u> xport e-Cert | unty Program |
| 1 | Select smart card reader | |
| | erenere erenere | そ Hongkong Post e-Cert 香港郵政電子核證 |
| | hange e-Cert password | Export e-Cert |
| | | |

5 Your e-Cert on e-Cert File Card is being loaded to a storage medium.





6 Specify the location where the e-Cert to be stored and click "Save" to confirm.

| Save As | | | ? 🔀 |
|-----------------------------------|--------------------|------------|--------|
| Savejn; | My e-Cert | I 🕆 🖻 🕈 💽 | • |
| My Recent Documents Desktop | | | |
| My Documents | | | |
| My Computer | | | |
| My Network | File <u>n</u> ame: | 16B2F4.p12 | Save |
| FlaCes | Save as type: | P12 Files | Cancel |

7 When finished, click "OK" to complete.

| Message | X |
|---------------------------------------|------|
| The e-Cert has been exported successf | ully |
| 確定 | |

8 You can now use the e-Cert on the location where you specified in Step 6.



3.2 Changing e-Cert password on e-Cert File Card

1. Click "Change e-Cert password". (Alternatively, you may click "Action" from the menu bar and select "Change e-Cert password".)

| e | Cert File Card Utili | ty 💶 🖂 🔀 |
|--------------|-----------------------------|---------------------------------------|
| <u>F</u> ile | <u>A</u> ction <u>H</u> elp | |
| ~ | <u>C</u> hange e-Cert pass | vord |
| 6- | <u>E</u> xport e-Cert | unty Program |
| | Select smart card rea | der |
| | | 。 Hongkong Post e-Cert 香港郵政電子核證 |
| C | hange e-Cert pas | sword Export e-Cert |
| | tatus | |

2. Input the old password and the new password, and then retype the new password. Click "OK" to confirm the new password.







If you have not changed the e-Cert password before, the old password is supposed to be found inside the PIN envelope (**16-digit PIN**).

Attention

For security reason, a password should be entered at least 8 characters long with combination of numbers and/or letters.

3. Press "OK" to complete.

| Message |
|---|
| Your e-Cert password on e-Cert File Card has been changed successfully! |
| |