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 http://www.hongkongpost.gov.hk/product/download/CardUtil/index.html.

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.
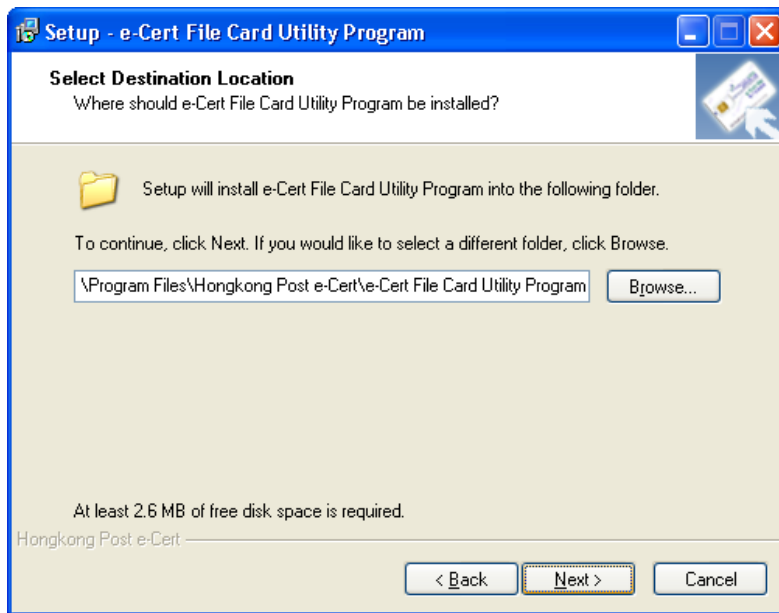
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1. Download the e-Cert File Card Utility Program from
   http://www.hongkongpost.gov.hk/product/download/CardUtil/index.html.

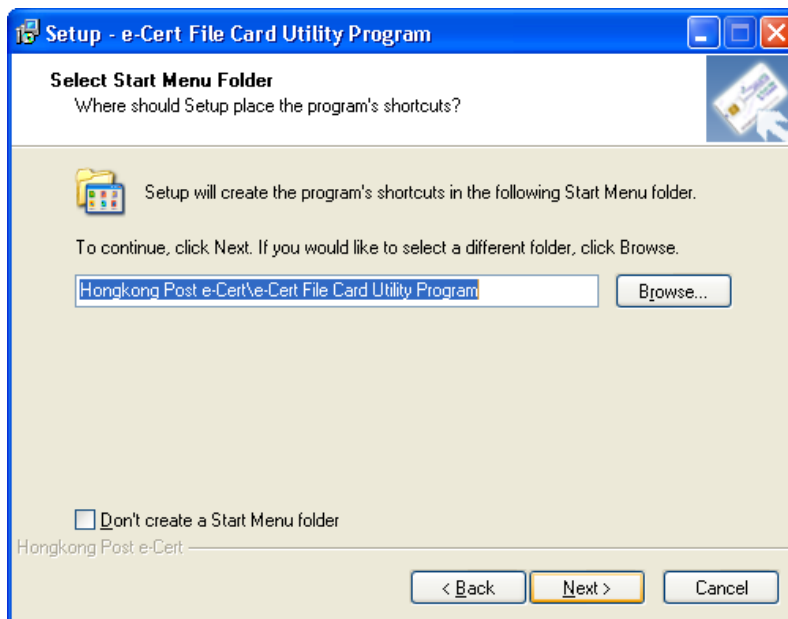2. Execute EFCUtilsSetup.exe, and click "Next" to proceed

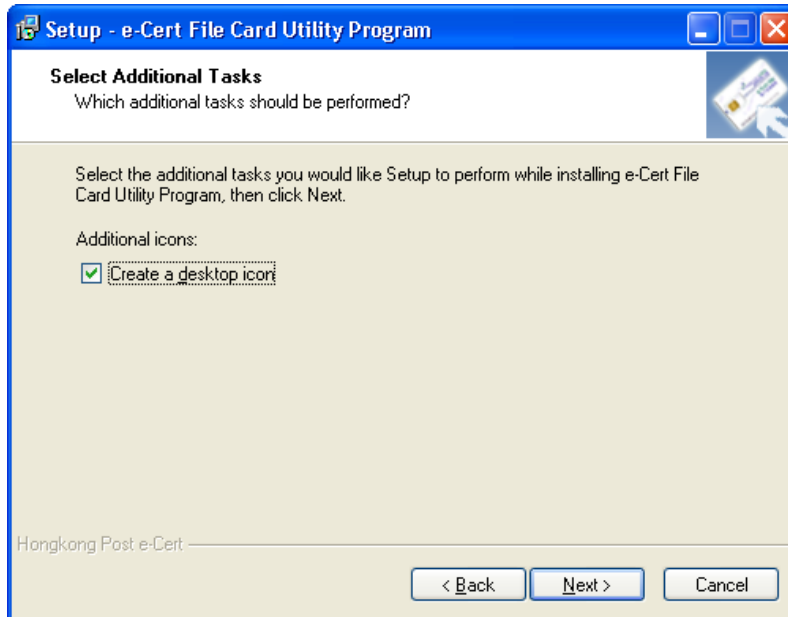3. Select "I accept the agreement" and click "Next"
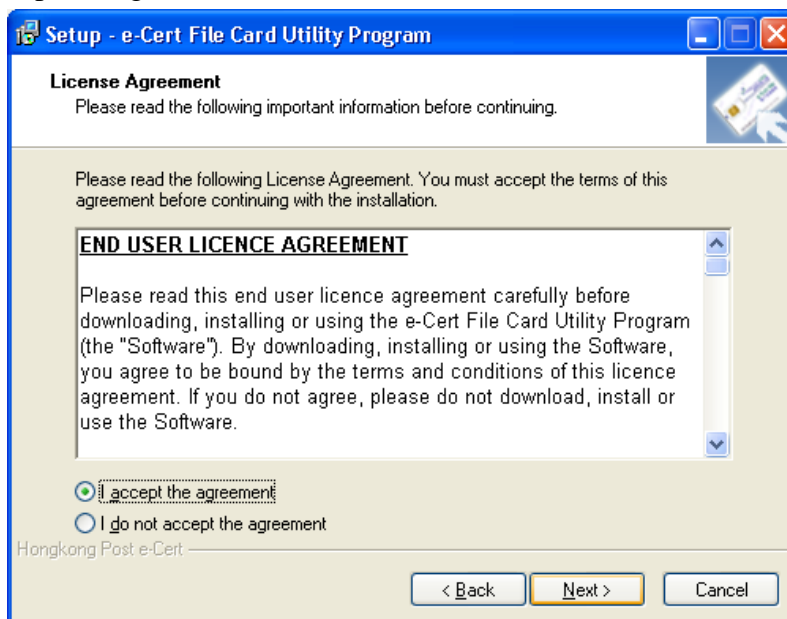
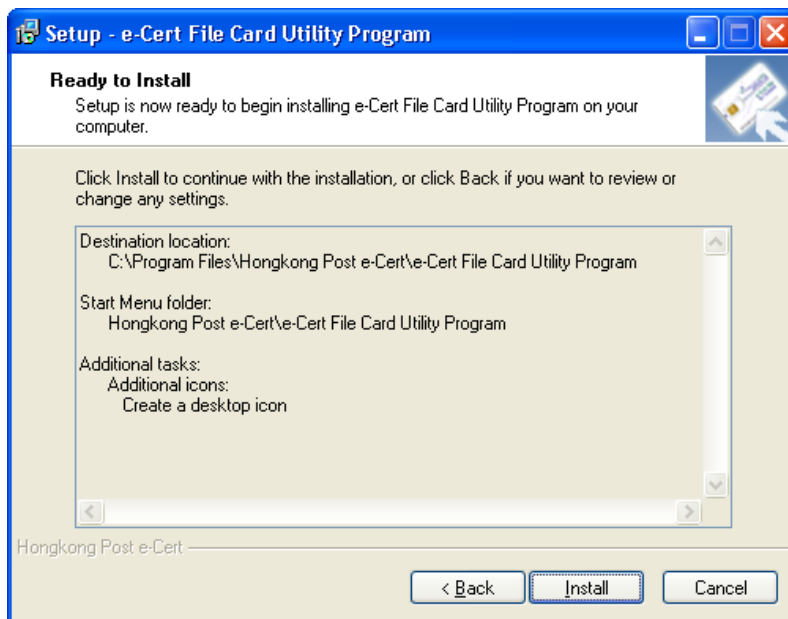4. Browse and select the folder, and click "Next" to confirm

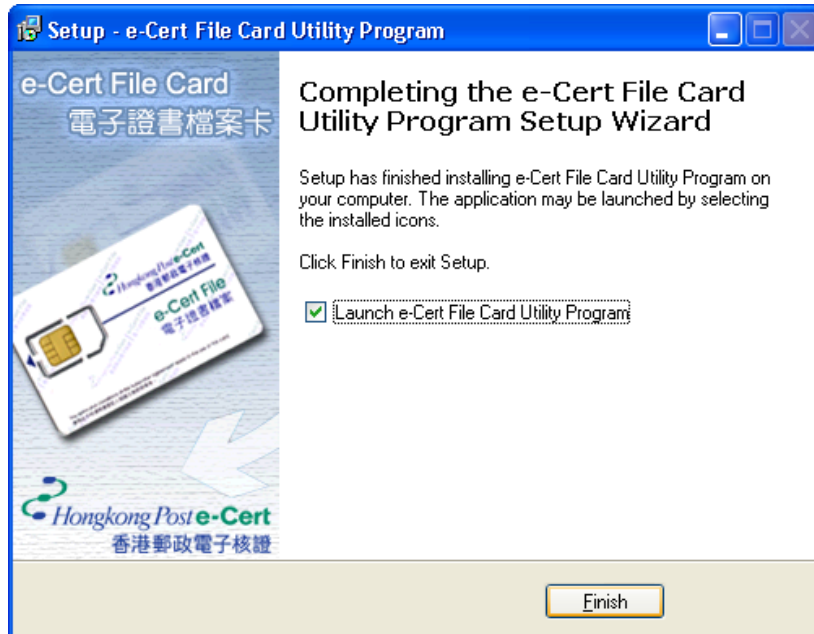5. Click "Next" to create Program shortcut

6. Enable the box named "Create a desktop icon" (optional) and click "Next"
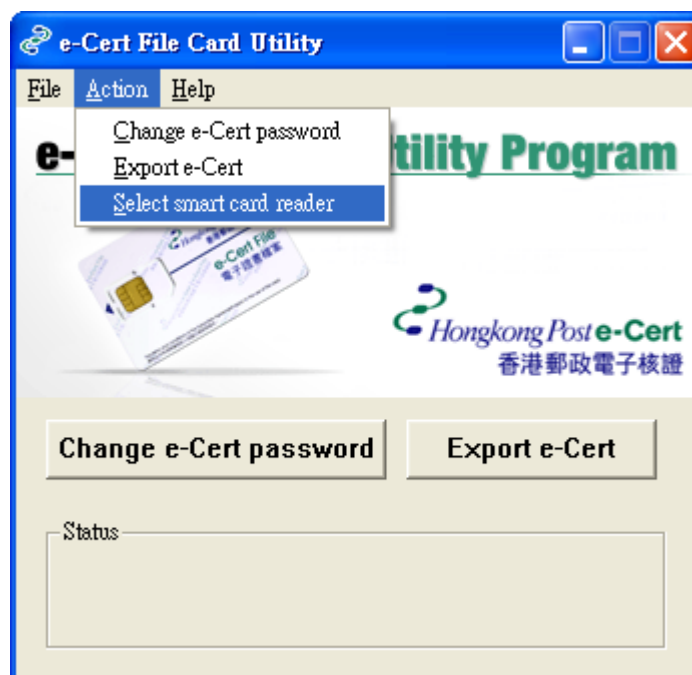
7. Click "Install" to continue

8. Enable the box named "Launch Change Password Program" (optional) and click "Finish" to complete the installation
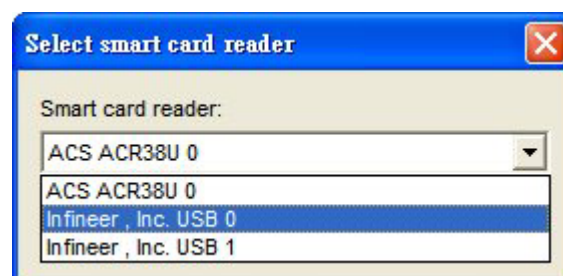
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3.1 Exporting e-Cert from e-Cert File Card

1   Execute the e-Cert File Card Utility Program.

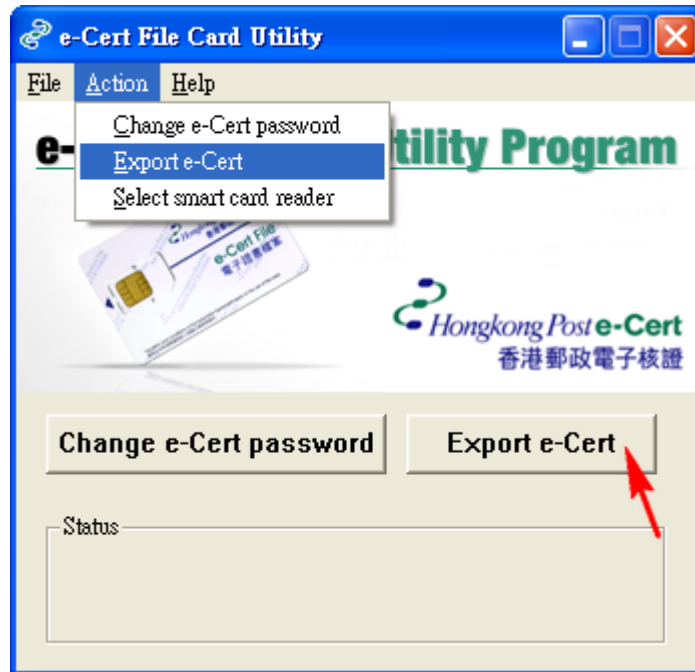2   Click "Action" from the menu bar and choose "Select smart card reader".

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

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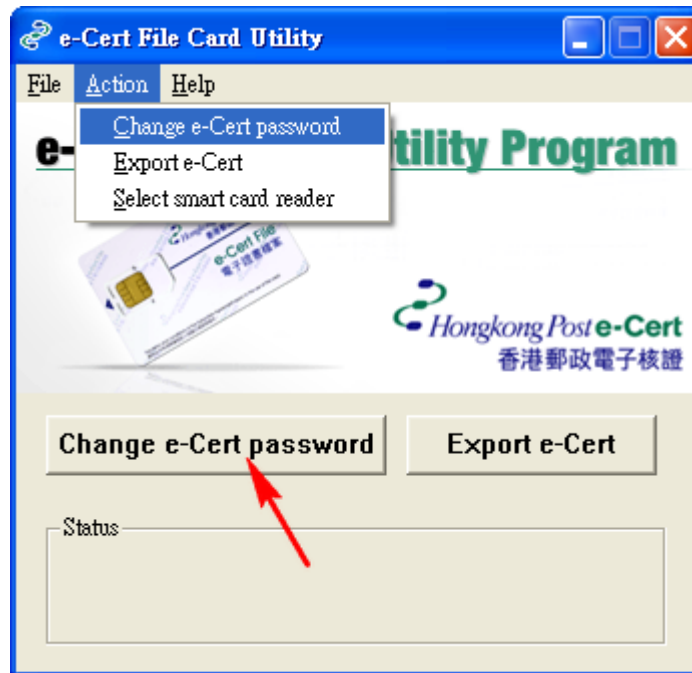

7   When finished, click "OK" to complete.

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".)

2. Input the old password and the new password, and then retype the new password. Click "OK" to confirm the new password.
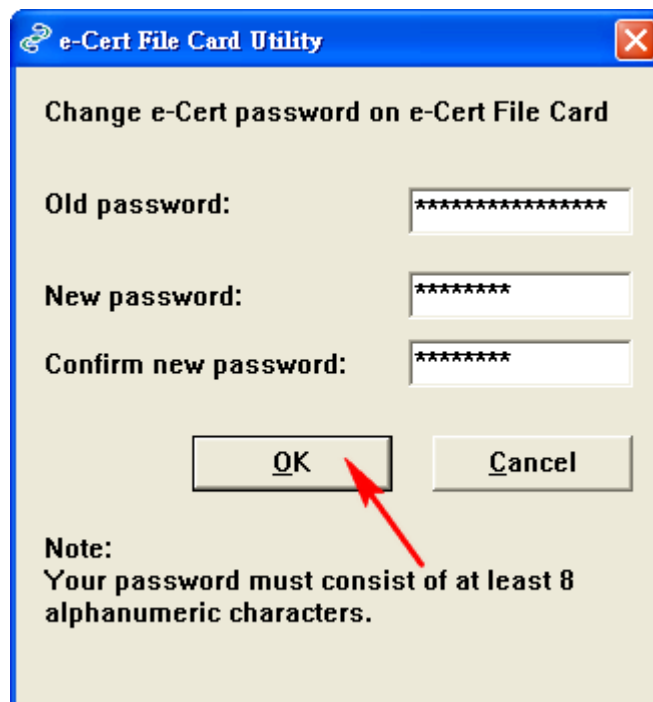
If you have not changed the e-Cert password before, the old password is supposed to be found inside the PIN envelope (**16-digit PIN**).

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.