

Instructions: First Time Use And Setup of Smart Card

1. Insert your TrustFactory token smart card into the USB slot of your computer

2. The computer will recognise the smart card by mapping it to a drive :

| 🃚 🕑 📕 = | Manage CD Drive (D:) es2003_151104 | | | | - 🗆 × |
|---|------------------------------------|--------------------------------------|----------------------------------|------------------|-------------------------------------|
| File Home Share View | Drive Tools | | | | |
| \leftarrow \rightarrow \checkmark \uparrow 褬 $>$ This PC $>$ | CD Drive (D:) es2003_151104 | | | | ✓ ひ Search CD Drive (D:) es2003_1 タ |
| ✓ | Name ^ | Date modified 2015/11/04 05:53 | Type Application | Size 17 KB | |
| Downloads Documents Pictures Music 2019 Invoices Issued | * dutorun | 2015/11/04 05:53 2015/11/04 05:53 | Setup Information Application | 1 KB 1 220 KB | |
| PBC Testing Certificates OneDrive | | | | | |
| | | | | | |
| CD Drive (D): es2003_151104 TrustFactory (V:) Fileshare (X:) Marketing (Y:) Network | | | | | |

- 3. Select and open the Smart Card folders
- 4. Click on ePass 2003 Setup
- 5. Allow software to make changes on your computer by clicking the ALLOW button
- 6. You will be prompted to choose a language. Please select English

| Please Sel | lect Language | × |
|------------|------------------------|---|
| 12 | Please Select Language | |
| | English | ~ |
| | Ligian | |

7. Click Next on the Welcome to ePass setup screen

Instructions: First Time Use And Setup of Smart Card



| Pass2003 Setup | – C × Welcome to the ePass2003 Setup Setup will guide you through the installation of ePass2003. It is recommended that you close all other applications before starting Setup. This will make it possible to update relevant system files without having to reboot your computer. Click Next to continue. |
|----------------|--|
| | Next > Cancel |

8. Click **NEXT** on the choose install location if you are happy with the default location

| ePass2003 Setup | | | X |
|---|---------------|---------------|-----|
| Choose Install Location | | | - |
| Choose the folder in which to install ePass2003. | | | S |
| Setup will install ePass2003 in the following folder. To install in a and select another folder. Click Next to continue. | different fol | der, dick Bro | wse |
| | | | |
| Destination Folder | | | |
| C:\Program Files (x86)\EnterSafe\ePass2003 | E | rowse | 1 |
| | | | |
| Space required: 5.4MB | | | |
| Space available: 850.6GB | | | |
| | | | |
| Undarre Installer | | | |
| Windows Installer | | | |

- 9. Choose a CSP (Cryptographic Service Provider) from either of the below options:
 - a. Private CSP is provided by FEITIAN, the CSP name is "EnterSafe ePass2003 CSP v1.0".
 - b. Microsoft CSP means Microsoft Base CSP (Microsoft Base Smart Card Crypto Provider). Please note that TrustFactory User Guides are based on having chosen the Microsoft CSP

| 🛃 ePass2003 Setup | | | - | |
|-------------------|---------------|--|---|---|
| Options | | | | - |
| Choose CSP option | 1 | | | Į |
| Select | CSP Type | | | |
| OF | Private CSP | | | |
| ۱ | MicroSoft CSP | | | |
| | | | | |
| | | | | |
| | | | | |

10. Click the Install button

11. Click on the **FINISH** button

| 👸 ePass2003 Setup | × | |
|-------------------|--|--|
| | Completing the ePass2003 Setup | |
| | ePass2003 has been installed on your computer. Click Finish to close Setup. | |
| G | | |
| | < <u>B</u> ack <u>Finish</u> Cancel | |

12. In the search section of the task bar, type ePass and select the ePass2003 Token Manager



| Best match | Best match | | | VED MOTE - | Feedback |
|---|---|-------------------------|---|----------------------|------------|
| ePass2003 Token Manager App ePass2003 Token Manager search the web > epass - See web results > open C Run as administrator Image: Depart of the location | ePass2003 Token Manager Image: Comparison of the web Search the web Image: Comparison of the web results Image: Comparison of the web results Image: Comparison of the web results Image: Comparison of the web results Image: Comparison of the web results Image: Comparison of the web results Image: Comparison of the web results Image: Comparison of the web results Image: Comparison of the web results Image: Comparison of the web results Image: Comparison of the web results Image: Comparison of the web results Image: Comparison of the web results Image: Comparison of the web results Image: Comparison of the web results Image: Comparison of the web results Image: Comparison of the web results Image: Comparison of the web results Image: Comparison of the web results Image: Comparison of the web results Image: Comparison of the web results Image: Comparison of the web results Image: Comparison of the web results Image: Comparison of the web results Image: Comparison of the web results Image: Comparison of the web results Image: Comparison of the web results Image: Comparison of the web results Image: Comparison of the web results Image: Comparison of the web results Image: Comparison of the web results< | Best match | | | |
| Search the web ePass2003 Token Manager P epass - See web results App Image: Comparison of the pass - See web results Image: Comparison of the pass - See web results Image: Comparison of the pass - See web results Pin open Image: Comparison of the pass - See web results Image: Comparison of the pass - See web results Image: Comparison of the pass - See web results Pin to start Image: Comparison of the pass - See web results Image: Comparison of the pass - See web results Image: Comparison of the pass - See web results Image: Comparison of the pass - See web results Image: Comparison of the pass - See web results Image: Comparison of the pass - See web results Image: Comparison of the pass - See web results Image: Comparison of the pass - See web results Image: Comparison of the pass - See web results Image: Comparison of the pass - See web results Image: Comparison of the pass - See web results Image: Comparison of the pass - See web results Image: Comparison of the pass - See web results Image: Comparison of the pass - See web results Image: Comparison of the pass - See web results Image: Comparison of the pass - See web results Image: Comparison of the pass - See web results Image: Comparison of the pass - See web results Image: Comparison of the pass - See w | Search the web ePass2003 Token Manager P epass - See web results App Image: Comparison of the pass of the | App | | 2 | \$ |
| | ✓ epass - See web results × App ☐ Open ☐ Open file location → Pin to Start → Pin to taskbar ② Uninstall | Search the web | | ePass2003 Tok | en Manager |
| C Run as administrator Dopen file location -E Pin to Start -E Pin to taskbar Uninstall | C Run as administrator C Open file location C Pin to Start Pin to taskbar Uninstall | epass - See web results | > | Apr Open | |
| Copen file location Copen fi | □ Open file location →□ Pin to Start →□ Pin to taskbar □ Uninstall | | | Run as administrator | |
| -t⊐ Pin to Start -t⊐ Pin to taskbar III Uninstall | -13 Pin to Start -13 Pin to taskbar 📴 Uninstall | | | Dpen file location | |
| in to taskoar | in to taskbar | | | Pin to Start | |
| Chingdon | | | | Pin to taskbar | |
| | | | | Controlant | |

- 13. This will launch the ePass PKI Manager. You may change the token name using this application
- 14. * First time use pin default is set as 12345678.

15. You may change this pin using the windows smart card pin management:

- a. Press Ctrl+Alt+Delete to access the Secure Desktop screen.
- b. Select the Change a Password option.
- c. Attach TrustFactory token card to a USB Port of the computer.
- d. Select the smart card user tile.
- e. Enter the old PIN, the new PIN (must be 8 characters) and confirm the new PIN in the appropriate fields. As shown in the below screenshot
- f. A popup message stating the pin change was successful, should appear

| Cł | nange a password |
|----|---|
| | |
| | Old password |
| | New password |
| | Confirm password → |
| | Sign in to: CORP How do I sign in to another domain? |
| | Sign-in options |
| | |
| | Cancel |