

# FIRST ISSUANCE OF FINA CERTIFICATE

- INSTRUCTION FOR REMOTE ACCESS -

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# Technical preconditions

In order to remotely download/renew the FINA certificate, the following is required:

- Personal computer with MS Windows operating system (XP SP3 or more recent version)
- Free USB port
- 512 MB RAM
- 300 MB free space on disk
- Internet access
- Installed support for token / smart card and reader

Installation documents comprising the installation of support for crypto devices and smart card reader are located on the media obtained from LRA personnel.

## Portal access:

You should enter : <https://mojcert.fina.hr/finacms/> in the web browser address field. After that the following page will appear:

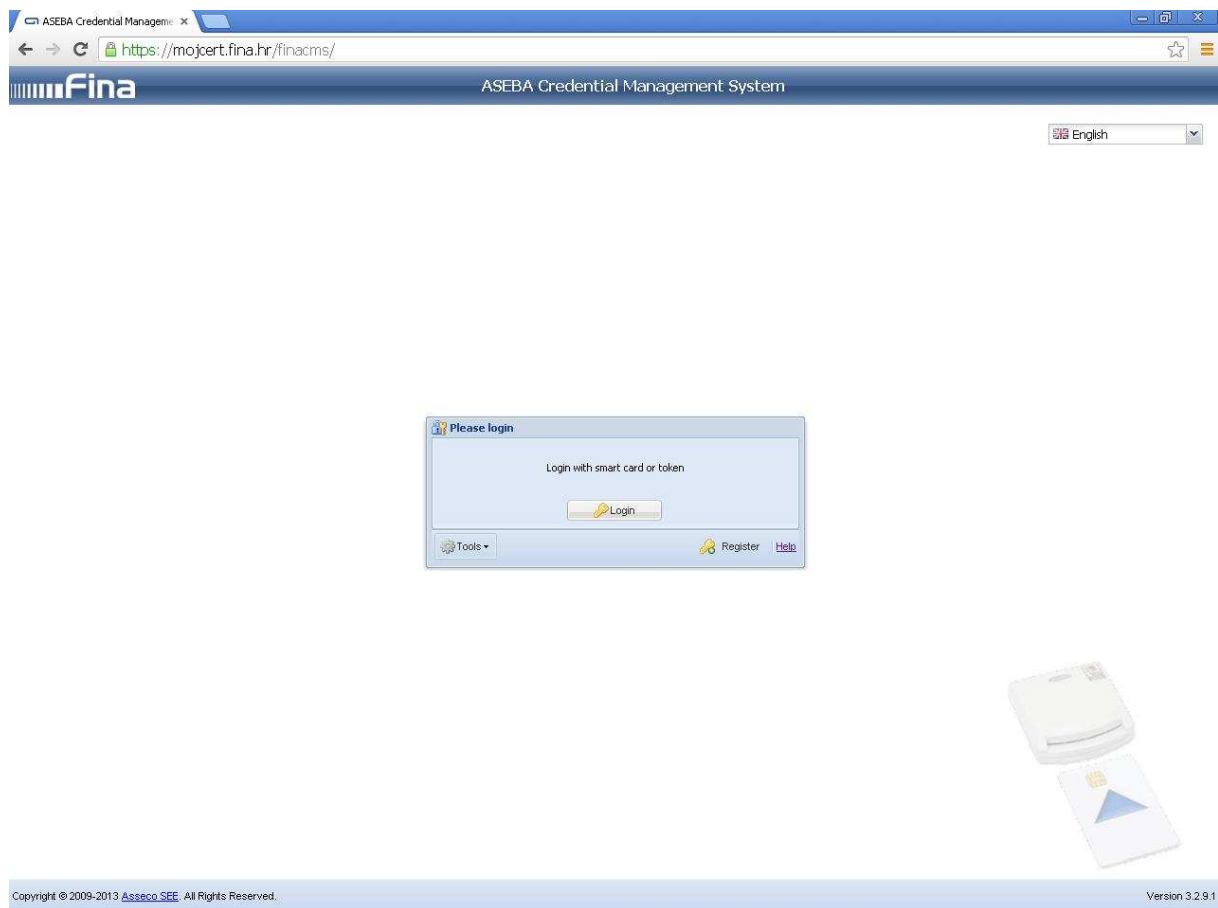


Figure 1 – Web application home page screen

## Initial issuance of certificate on empty device

Note: USB token/smart card must be inserted in USB port smart card reader!

The initial issuance of the certificate on empty device requires you to firstly log in the system on the portal. This is done by selecting the key "Register":



Figure 2 – Registration into system

After that a window will appear on which it is necessary to choose the USB token/smart card inserted into the computer from the pull down menu and enter the associated pin:



Figure 3 – Identification

If the correct e-mail address has been indicated in the request for certificate, the message with cryptic pin arrives to client's address. An alternative would be coming to FINA to get the pin envelope.

This is the display of e-mail message with cryptic pin:

```
Poštovani,  
  
Zadovoljstvo nam je izvjestiti Vas da Vam je omogućeno preuzimanje  
digitalnih certifikata čime Vam je omogućeno korištenje različitih  
e-servisa.  
Broj uređaja koji Vam je dodijeljen je 4090E6935CDEA3B97017  
Za korištenje uređaja bit će Vam potreban PIN koji Vam dostavljamo  
u kriptiranom obliku kako bi osigurali njegovu tajnost. Kako biste  
mogli pročitati PIN, potrebno je pomoću uređaja izvršiti dekopciju  
na portalu https://mojcert.fina.hr/finacms/  
Za dekopciju je potrebno odabrati "Alati" te zatim "Dekriptiranje PIN-a".  
Jamčimo Vam tajnost postupka i dostupnost PIN-a isključivo Vama.  
Uputa za dekopciju PIN-a nalazi se na stranici http://rdc.fina.hr  
Preporučamo Vam da PIN upamtite ili zabilježite odvojeno od uređaja,  
a našu obavijest uništite jer rizik od zlouporabe snosite sami.  
  
Ime: IME PREZIME  
Tvrtka: TVRTKA D.D.  
Enkriptirani PIN: 880B092F1B8F467E
```

Figure 4 – E-mail message with cryptic PIN

On the home page screen you should choose „Tools“ and PIN Decryption:

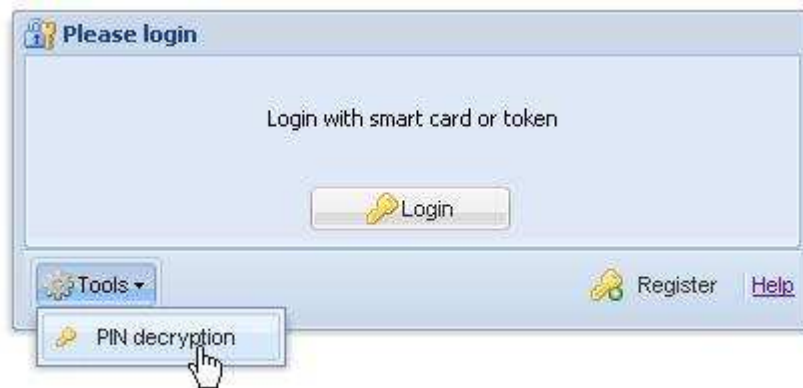


Figure 5 – PIN Decryption

The screen appearing after the choosing of PIN Decryption key:



Figure 7 – Encrypted PIN entry

After that appears the screen displaying the decrypted PIN:



Figure 8 – Decrypted PIN

Only after you tick „PIN number written”, the „Register“ key will appear, closing this screen.

Following the PIN decryption, you register in the CMS portal by pressing the PIN registration key:



Figure 9 – Registration in CMS

A screen will appear where you have to choose „Issue selected“:

**Issuing**      Reissuing

**Token information**

Token SN:	205050001187142F327D	Token t
Imported date:	30.10.2013	Model:
Unlock code:		Manufa
Status:	Active	Label:

 **Token is ready**

 Refresh

<input type="checkbox"/>	Certificate	Key-Pair	Request	Issued
<input checked="" type="checkbox"/>	CN=IME PREZIME + serialNumber=HR...	✘	✘	
<input checked="" type="checkbox"/>	CN=IME PREZIME + serialNumber=HR...	✘	✘	



Figure 10 – Certificate issuance screen



After the completed issuance of certificate on crypto device (smart card or USB token), all ticks have to be green. If one of the actions remain red, after the completion just repeat the action (tick the certificate that has not been fully issued and press „Issue selected“).

Issuing

Reissuing

**Token information**

Token SN:	205050001187142F327D	Token type:	PBZ5C.1 N20
Imported date:	30.10.2013	Model:	CosmopolIC
Unlock code:		Manufacturer:	Oberthur
Status:	Active	Label:	ActivIdentity

**Token is ready**

Refresh

	Certificate	Key-Pair	Request	Issued	Saved	Ve
<input type="checkbox"/>	CN=IME PREZIME + serialNumber=HR...	✓	✓	✓	✓	
<input type="checkbox"/>	CN=IME PREZIME + serialNumber=HR...	✓	✓	✓	✓	

Figure 11 – Successfully issued certificates