INSTRUCTION FOR CHANGING A PIN FOR THE PBZ PKI SMART CARD

This document describes how to change a PIN for the PBZ PKI smart card.

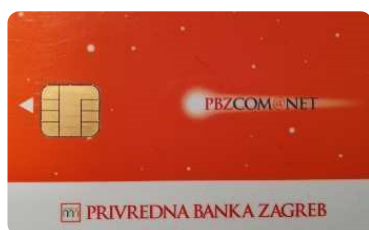**Figures 1 & 2 show what a PBZ PKI smart card looks like.**

Figure 1. The front of the PBZ PKI smart card

Figure 2. The back of the PBZ PKI smart card

Change of a PIN for the PBZ PKI smart card:

1. **Insert the PBZ PKI smart card** into the card reader connected to your computer.

2. **Start ActivClient Agent** application – right-click on the icon *"ActivClient Agent"* at the bottom right of the screen, next to the system clock, and choose the option *"Open" (Figure 3)*.
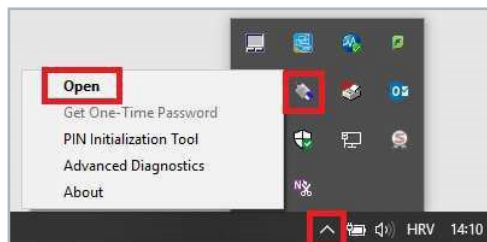

Figure 3. Opening of ActivClient Agent application

3. In the window "ActivClient Login" you should **enter the existing PIN** of the device and afterwards choose *"OK" (Figure 4).*
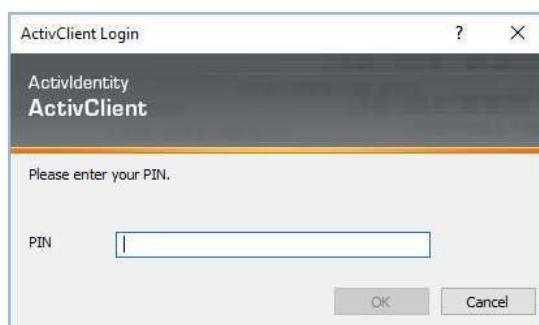

Figure 4. the window in which the existing PIN should be entered

4. The window "ActivClient – Display Smart Card Unlock Code" will appear, in which you should **select the "Unlock Code" and copy it or write it down,** since you will need it in the next step. Click on **"Close"** (Figure 5).

Figure **5.** display of the Unlock Code

5. In the window ActivClient, choose **"Tools" -> „Unlock Card…"** from the menu *(Figure 6).*

Figure **6.** choosing the option to change the PIN

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6. The window will appear informing you that the card is not locked *(Figure 7),* after which you should choose *"Da" [Yes] (Figure 7).*
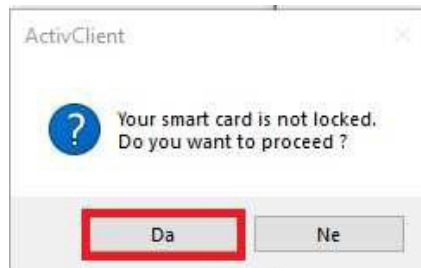

Figure 7. message stating that the card is not locked

7. **You should enter the Unlock Code** in the relevant *"Unlock Code"* field. In the fields *"New Pin"* and *"Verify"* you should enter a new PIN (you may also enter the old PIN) *(Figure 8).*

Figure 8. the window in which the unlock code and a new desired PIN should be entered

8. Once you fill in all the fields, click on the *"OK"* button, after which the message about a successful PIN change *(Figure 9)* will be displayed, and again click on *"OK".*

Figure 9. message stating that the PIN has been changed successfully

9. **Close** the *ActivClient Agent* application