

INSTRUCTION FOR UNLOCKING A PBZ PKI SMART CARD

This document describes how to unlock a 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

Unlocking of the PBZ PKI card

A PBZ PKI smart card will be locked after an incorrect PIN has been entered 5 times in a row. If a smart card is locked, it has to be unlocked by using the **Unlock Code** in order to be able to continue using the card. You received the **Unlock Code** together with the PIN when the certificate was downloaded on your device.

The steps for unlocking the card are as follows:

1. Connect the card reader to the computer and insert the **PBZ PKI smart card** into the card reader.

NOTE: If, within a few seconds after inserting the card in the card reader, the window *ActivClient – Unlock Smart Card* pops up, carry on by following instructions from item 5 onwards.

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**).

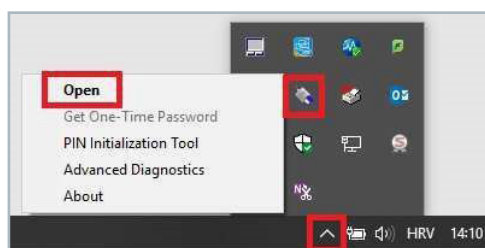


Figure 3. Opening of ActivClient Agent application

3. In the window ActivClient, choose **"Tools" -> „Unlock Card..."** from the menu (**Figure 4**).

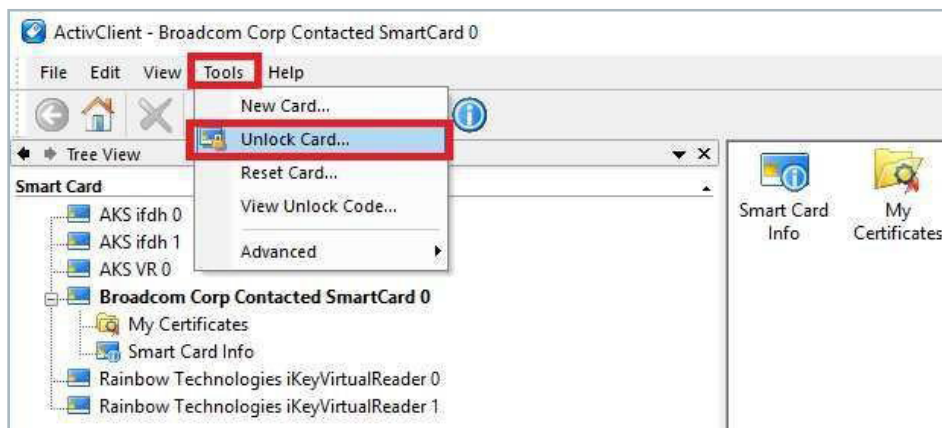


Figure 5. choosing the option to change the PIN

4. The window will appear informing you that the card is locked and that it has to be unlocked (**Figure 5**).

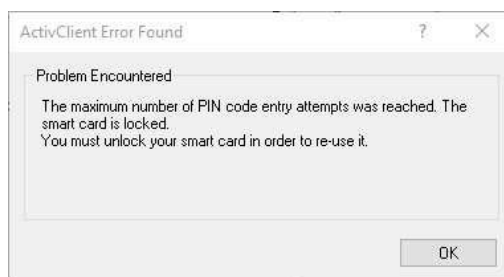


Figure 6. notification that the card is locked

5. 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 6**).

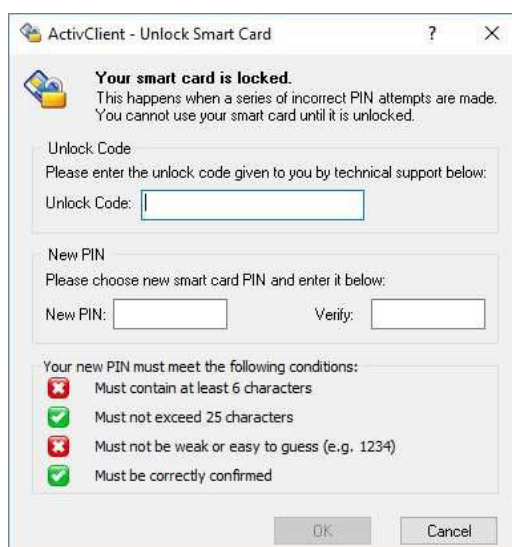


Figure 6. the window in which the unlock code and a new desired PIN should be entered

6. Once you fill in all the fields, click on the **"OK"** button, after which the message about a successful PIN change (**Figure 7**) will be displayed and again click on **"OK"**.



Figure 7. message stating that the PIN has been changed successfully

7. Close the **ActivClient Agent** application.