# User Manual

## How to start using a certificate issued on a Gemalto Java PKI token?

<div align="right">

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103.17

</div>

**KIBS AD Skopje**

http://www.kibstrust.mk

# Table of Contents

## 1.    Purpose of use

This user manual is strictly intended for the users of Verba Sign K2, Verba Sign Pro2 and Verba Seal S2 certificates, who have obtained a Gemalto Java PKI token, with a generated key pair and a certificate, in a Local Registration Authority (LRA) of Certificate Authority KIBS (CA KIBS)**.**

The certificate is installed on Gemalto Java PKI token, in the presence of the user, using a software for secure certificate management. This software guarantees the private key is solely stored on the Gemalto Java PKI token, which is delivered to the user.

The user has to follow the steps described in parts 2 to 5, which are outlined below.

In case the user blocks the user PIN, the procedure described in part 6 is applied.

If the user wishes to use the certificate in the web browser Mozilla Firefox, it is necessary to follow the steps in part 7 of this document.

## 2.    How to install the software used for the Gemalto Java PKI token?

The software used for working with the Gemalto Java PKI token is published on the CA KIBS web site, in the **So**ftware & Drivers section: https://www.kibstrust.mk/en-GB/Home/Support, and it is intended for the following operating systems: Microsoft Windows 7 / 8 / 8.1 / 10[2].

Depending on the type of the operating system (whether 32-bit or 64-bit), it is necessary to install the appropriate software package. To check the type of the operating system, follow this procedure:

Click Start->Programs->Accessories->System Tools->System Information. In the part: System Type, there is one of the following information:

-    x86-based PC, for a32-bit operating system
-    x64-based PC, for a 64-bit operating system

For installing the software, it is necessary to open the appropriate file from the location http://www.kibstrust.mk/support/PomosMK.aspx, section "**Software for Gemalto Java PKI token",** depending on the operating system:

-    **Windows 32-bit**, for a 32-bit operating system
-    **Windows 64-bit**, for a 64-bit operating system

and click **Run** on the window (Figure 1).

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[2]For other operating systems, contact us at helpdesk@kibstrust.mk.

How to start using a certificate issued on a Gemalto Java PKI token?
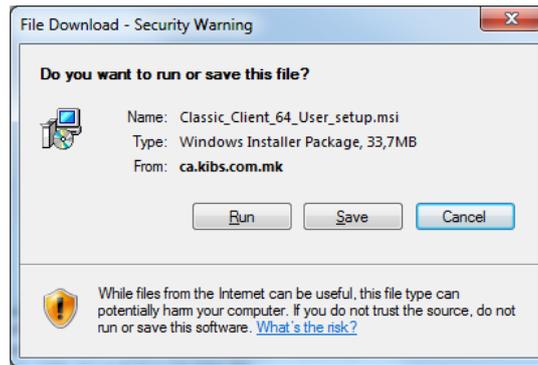


**Figure 1**

 (**Notice**: The Classic Client v.6.1 for a 64-bit Windows 7 operating system is used as an example in this document)

IMPORTANT: The users of Windows 8/8.1 operating systems, have to install the .NET Framework 3.5 as a prerequisite to install the Gemalto software for the Gemalto Java PKI token. This software can be downloaded and installed from the location http://www.microsoft.com/en-us/download/details.aspx?id=22.

The installation of the software for the Gemalto Java PKI token, Gemalto Classic Client, begins with the window shown in Figure 2, by clicking the **Next** button.
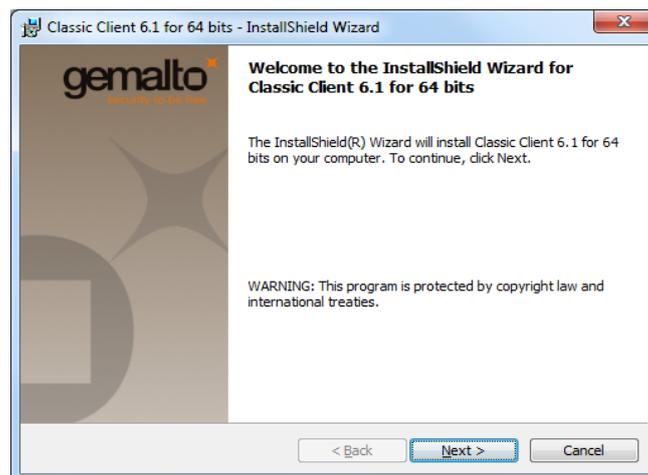


**Figure 2**

If you agree with the license agreement, select "I accept the terms in the license agreement", and then click **Next** (Figure 3):

How to start using a certificate issued on a Gemalto Java PKI token?
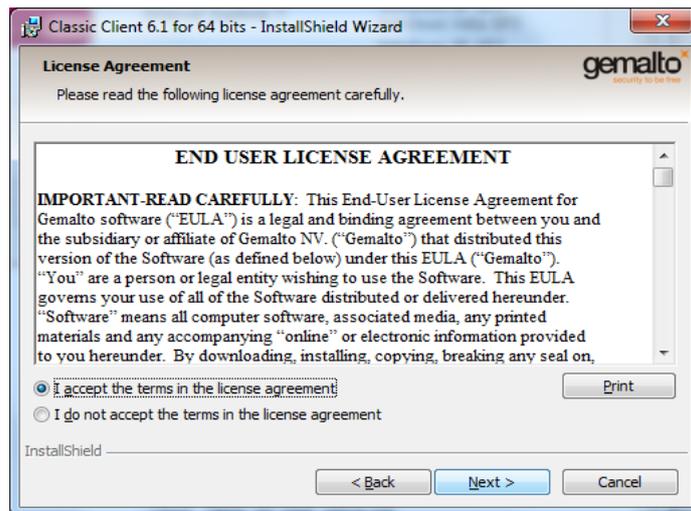


**Figure 3**

The software installation path is shown on the next window (Figure4).

The default path is used, except if you have a 64-bit operating system and you need to access the web site of the Public Revenue Office of the Republic of Macedonia.

**IMPORTANT:** For the users of the e-Tax service who use a 64-bit operating system, the recommended installation path is C:\Gemalto. Before installing, contact the Public Revenues Office or read page 15 from their user manual, on the following location:

https://etax-fl.ujp.gov.mk/includes/setUpBrowser/Upatstvo_za_Okolina.pdf.
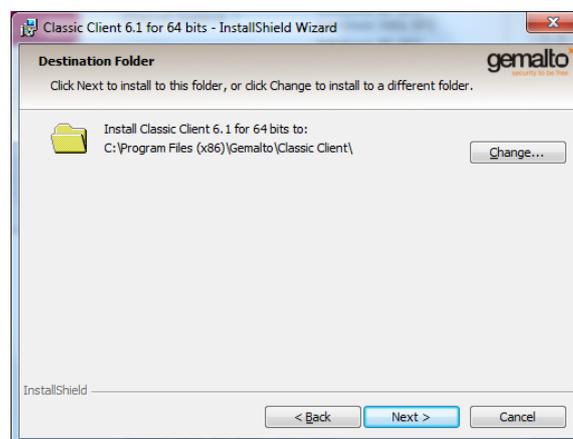


**Figure4**

On the next window (Figure5), click **Install:**

How to start using a certificate issued on a Gemalto Java PKI token?
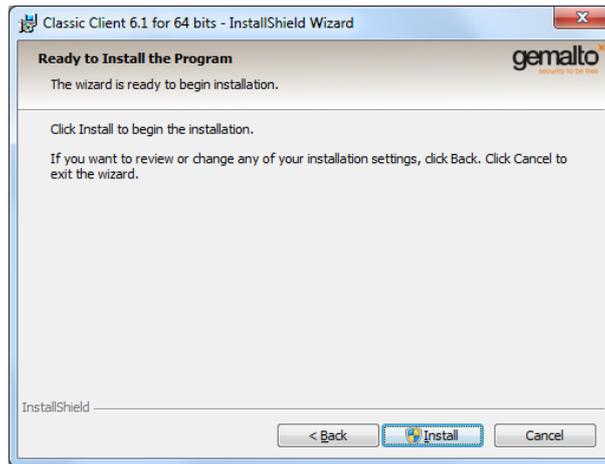


**Figure5**

When the installation completes, click **Finish** (Figure6)
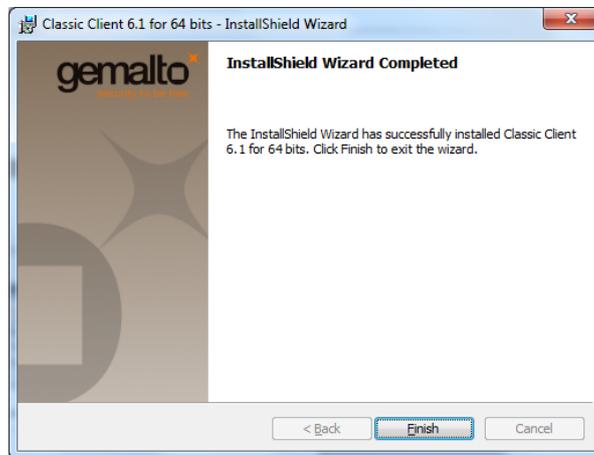


**Figure6**

When prompted "Do you want to restart your system" (Figure7), click **Yes.**
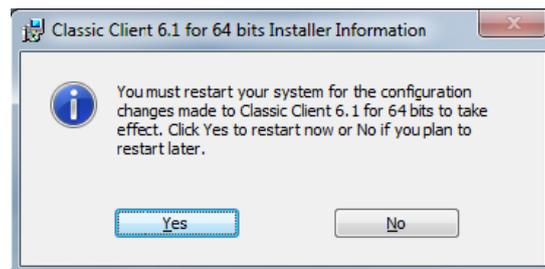


**Figure7**

After the system restarts, the installation process for the Gemalto Classic Client Toolbox for The Gemalto Java PKI token is complete.

**IMPORTANT**: The process of installing the software described in part 2 has to be repeated on every PC on which you intend to use the Gemalto Java PKI token.

### 3. How to check if there is a certificate on the Gemalto Java PKI token?

To check the content of a Gemalto Java PKI token, it is inserted in the PC on which the software is installed, like explained in part 2 of this user manual. Click Start -> All Programs ->Gemalto and activate the Classic Client Toolbox application.
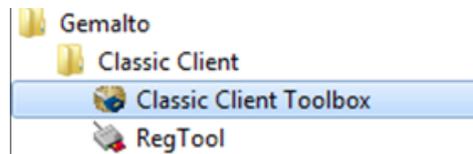


**Figure 8**

In the Card Contents part, choose Certificates and click Gemplus USB Key Smart Card Reader. In the PIN Code field insert the PIN you received in an electronic message (e-mail) which CA KIBS sends after they approve the issuing of the certificate. Click Login, after which you get a preview like on Figure 9, where the pair of private and public keys are shown, as is the certificate issued for them.

Furthermore, on the Java PKI token are located the root certificates of CA KIBS, with the following names:

- "KIBS Qualified Certificate Services CA – KIBS AD Skopje" and "KIBS Verba CA – VeriSign, Inc." in case your certificate is issued **before 23.02.2016.**

- "KibsTrust Qualified Certificate Services'S KibsTrust Certification Authority" and "KibsTrust Certification Authority'S VeriSign Class 2 Public Primary Certification Authority – G3" in case your certificate is issued **after 23.02.2016.**
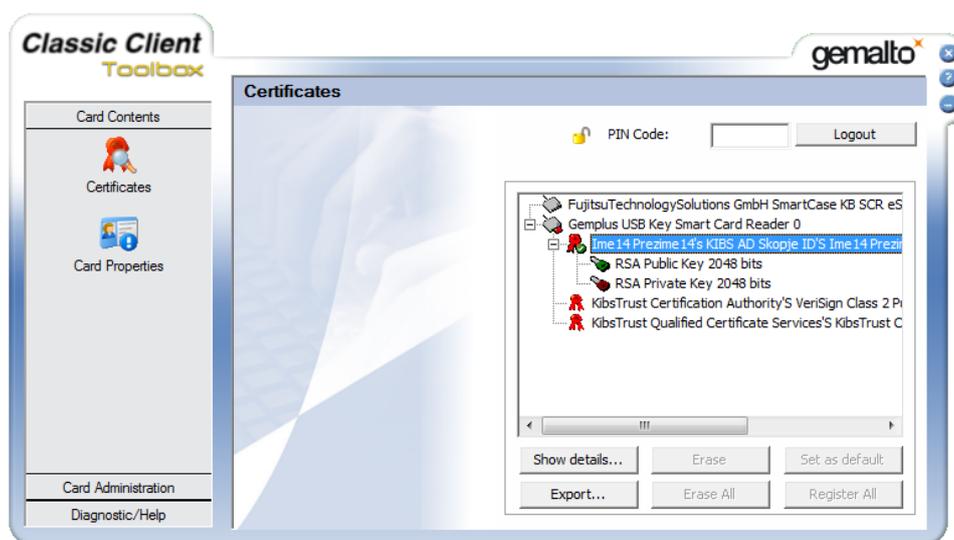


**Figure 9**

Click on **Ime Prezime' S …. ,** and then click Show details. You should get a preview like in Figure10, which shows the information about the certificate.

How to start using a certificate issued on a Gemalto Java PKI token?
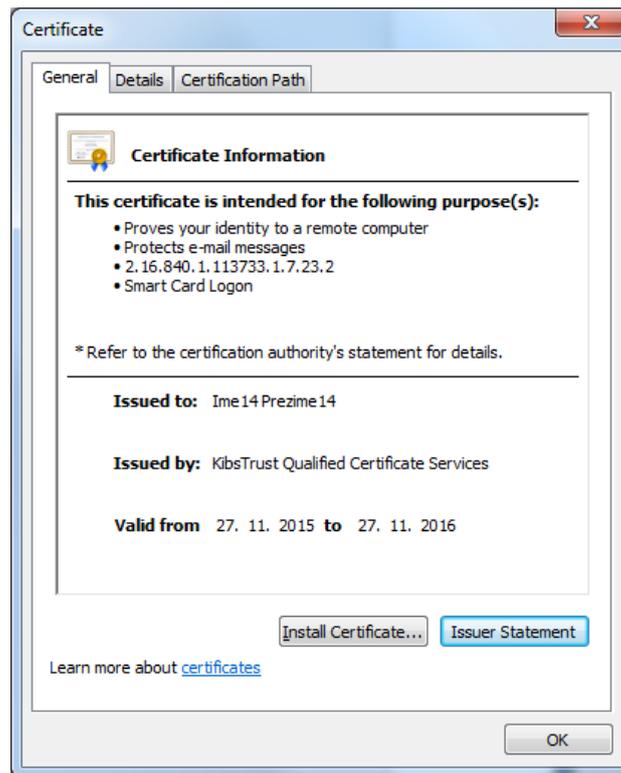


**Figure10**

Click on the Certification Path tab. There are two possible previews:

1.  If the preview is like Figure11, then **continue to part 5.**
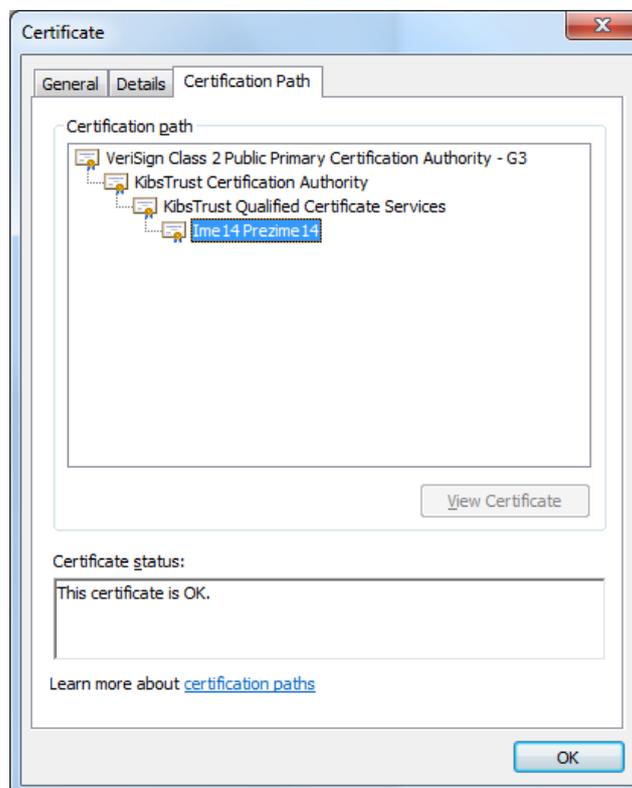


**Figure11**

2. If the preview is like on Figure12 (only the name and surname are shown), **continue to part 4.**
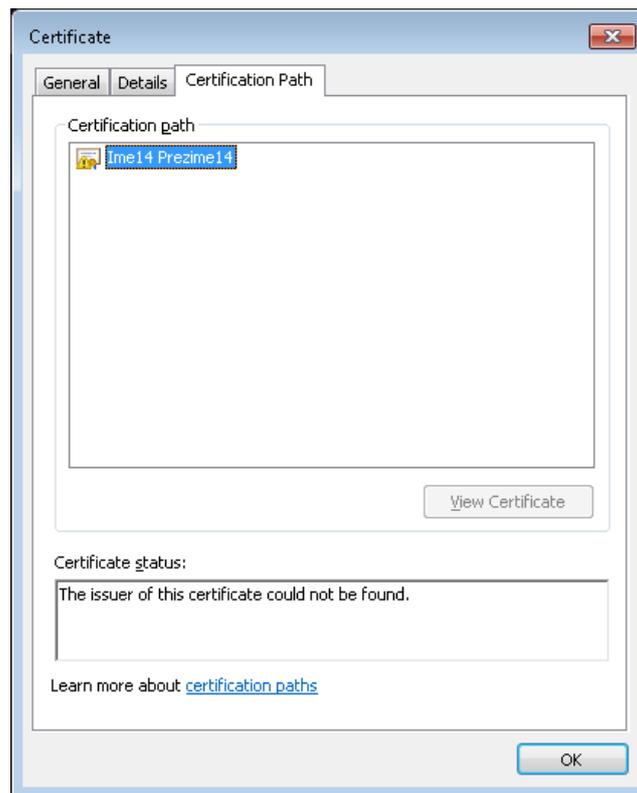


**Figure12**

## 4. How to install root certificates?

For the digital certificate to function properly, it is necessary to install the root certificates of CA KIBS. For that you need to complete the following steps:

1. Activate the software Start->Programs->Gemalto->Classic Client-> Classic Client Toolbox
2. From the menu on the left side choose Certificates
3. From the right side choose one root certificate and click on **Show details…** (Figure 13)
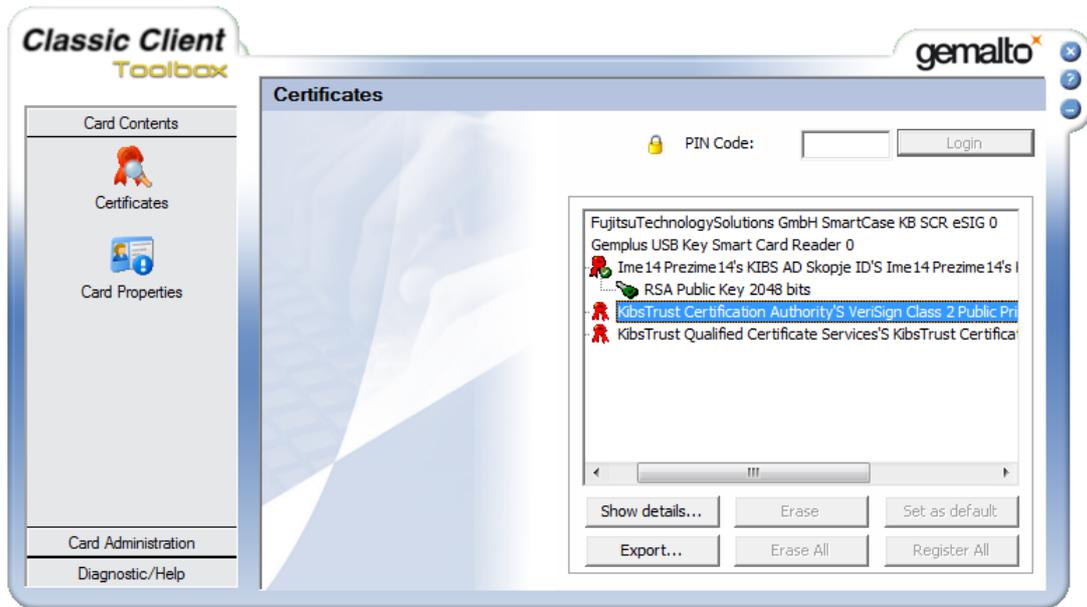
**Figure 13**

4. In the new window click on **Install certificate…** (Figure 14)
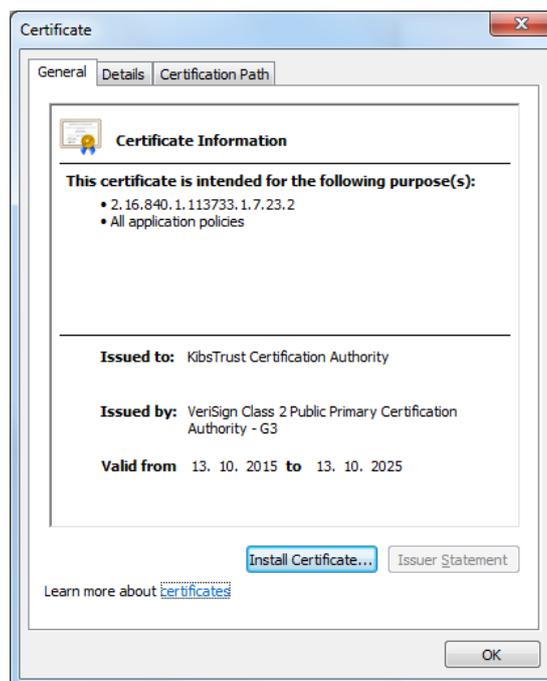


**Figure 14**

5. The install process begins. In the next two windows continue with the default settings and click **Next** (Figure 15 and Figure 16).
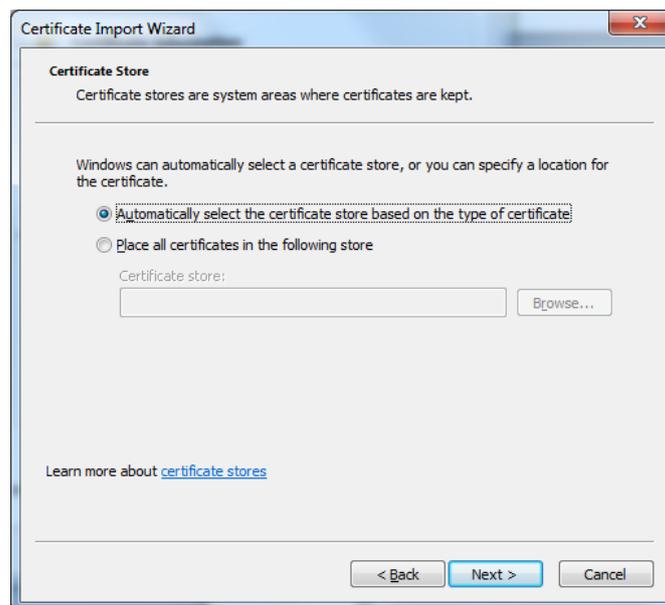
**Figure 15**



**Figure 16**

6.  In the next window click **Finish** to complete the installation process (Figure 17). After a few seconds, an informative window is shown for the successful certificate installation (Figure 18).

How to start using a certificate issued on a Gemalto Java PKI token?
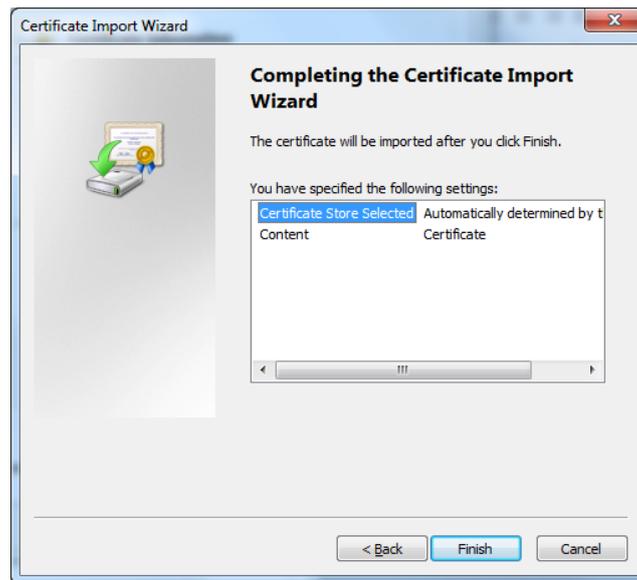


**Figure 17**
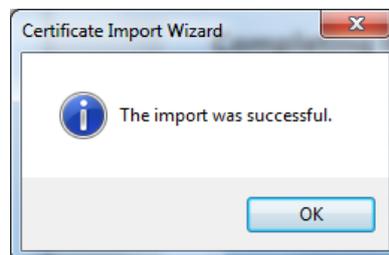


**Figure 18**

7. For the installation of the second root certificate, repeat steps 3 to 6.

**Note:** The root certificates can also be downloaded from the web page https://www.kibstrust.mk/en-GB/Home/Support from the **Root certificates** section.

## 5. How to change the user PIN for accessing the Gemalto Java PKI token?

The Java PKI token is issued with a user defined PIN. The PIN is sent via an electronic message or printed PIN letter from CA KIBS after issuing the certificate, and it is only known to the owner of the Gemalto Java PKI token. For your protection, it is recommended to change this PIN and **remember it**. The change is done with the following steps:

1. Click Start->Programs->Gemalto->Classic Client-> Classic Client Toolbox.
2. From the menu on the left side choose Card Administration and then PIN Management (Figure 19).

How to start using a certificate issued on a Gemalto Java PKI token?
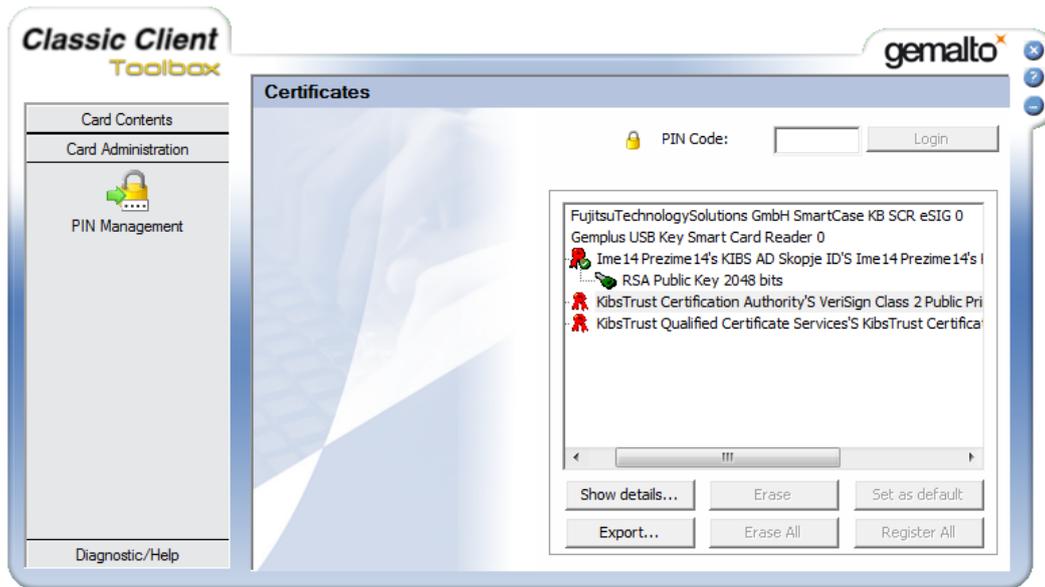


**Figure 19**

3.  Choose Gemplus USB Key Smart Card Reader and then Change PIN and click **Next** (Figure 20)
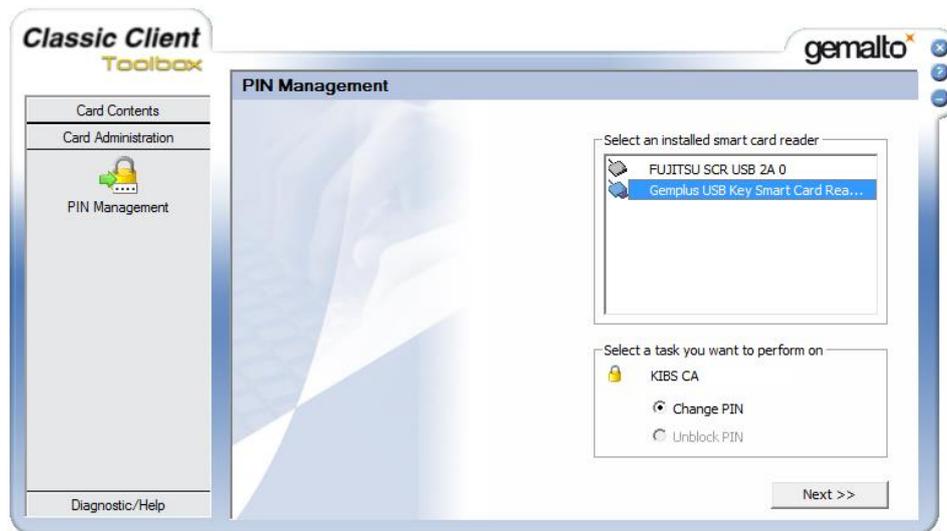


**Figure 20**

4.  In the field **Current PIN**, insert the current PIN (the PIN obtained from CA KIBS or the PIN that you defined following these steps), and in the fields **New PIN** and **Confirm New PIN** insert the new PIN (Figure 21).

    **IMPORTANT**: The new PIN must have a minimum of 6, and a maximum of 8 digits.

How to start using a certificate issued on a Gemalto Java PKI token?
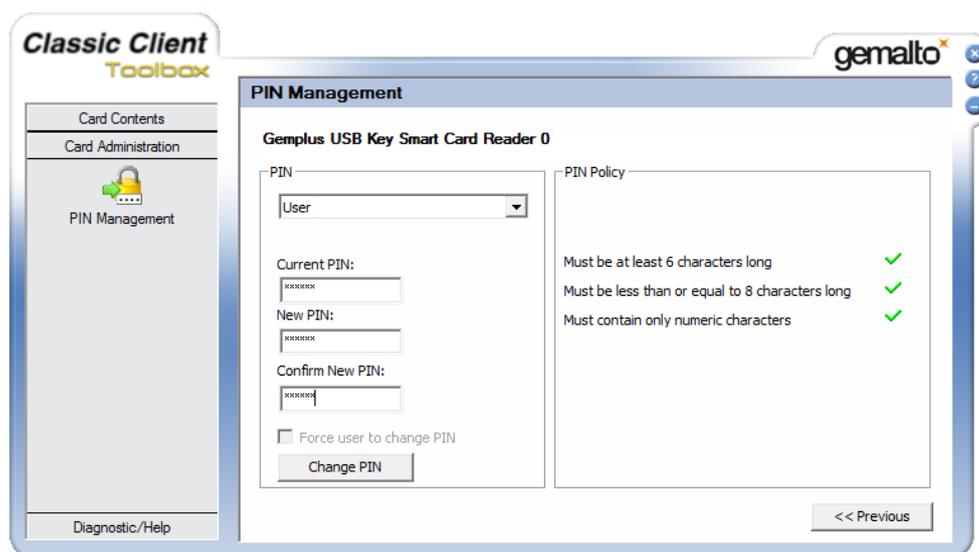


**Figure 21**

5. Click on the **Change PIN** button, after which a message is shown informing that the PIN is changed (Figure 22)
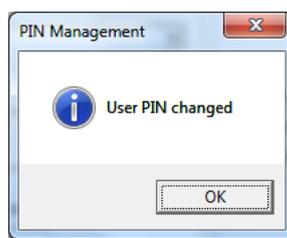


**Figure 22**

## 6. How to unblock the user PIN?

If you insert a wrong PIN 3 times in a row, the Gemalto Java PKI token will be blocked.

To check whether the PIN on the Gemalto Java PKI token is blocked, open the Gemalto Classic Client software, enter the PIN and click Login. If you are able to log in, then your PIN is not blocked. But if a message "PIN is Locked" shows up, then the PIN of the token is blocked.

To unblock the PIN, certificate holder must **PERSONALLY** bring the token in the registration office of the Certificate Authority KIBS, in order to unblock it. The fee for the service is in the accordance to the valid pricelist.

If the certificate holder is unable to come in person, they can:

1. Give authorization letter (https://www.kibstrust.mk/Storage/Dokumenti/4-103.01-65_Authorization letter.pdf) manually signed with a handwritten signature , to another person that will bring the PKI token for unblocking, along with the payment receipt, in the registration office of the Certificate Authority KIBS, or

2. Send the token and payment receipt by mail to Registration Authority KIBS CA on the following address: https://www.kibstrust.mk/en-GB/Home/contact, or

3. Submit the token and the payment receipt to one of the representatives of KIBS CA listed on the following link (https://www.kibstrust.mk/mk-MK/Home/contact).

### 7. How to enable the Firefox web browser to recognize the Gemalto Java PKI token ?

**This part is intended for the users of digital certificates who use the Mozilla Firefox web browser.**

**<u>Important:</u> Gemalto Java PKI token is supported only in 32-bit Mozilla Firefox! Last available 32-bit Mozilla Firefox can be downloaded from> [https://www.mozilla.org/en-US/firefox/all/](https://www.mozilla.org/en-US/firefox/all/).**

In order to make the Gemalto Java PKI token with a digital certificate recognizable and ready to be used in the Mozilla Firefox web browser, do the following steps:

1. From the browser menu click on the right upper button and select **Options** (Figure 23).
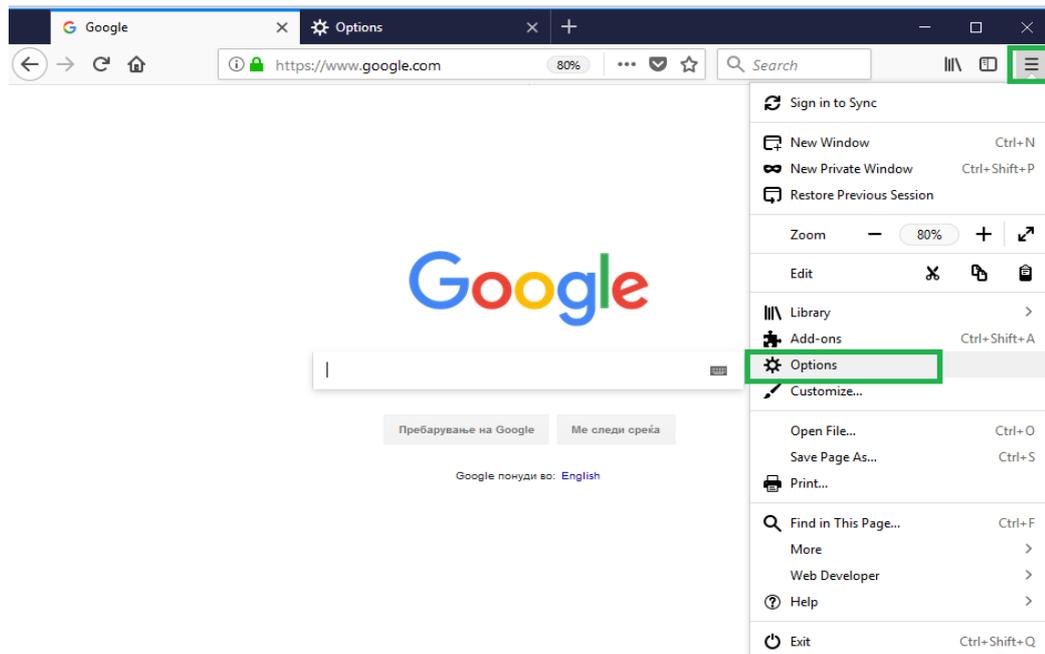


**Figure 23**

2. In the new tab select the **Privacy & Security** option from the menu on the left side, go down and click on the **Security Devices** button (Figure 24).

How to start using a certificate issued on a Gemalto Java PKI token?
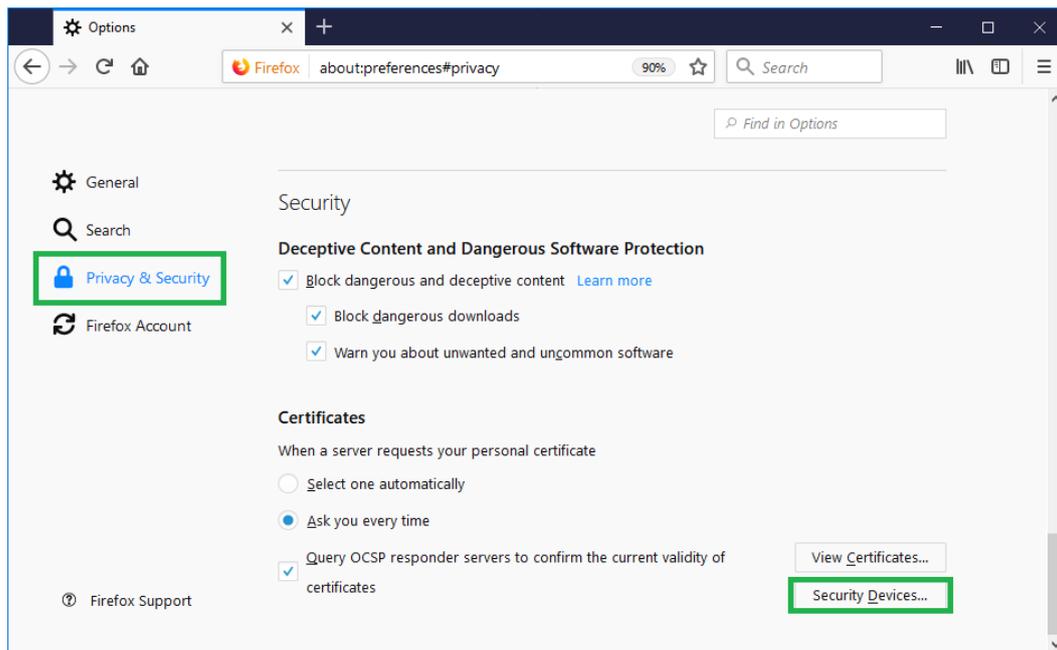


**Figure 24**

3. A window like on Figure 25 will be shown. Click **Load**
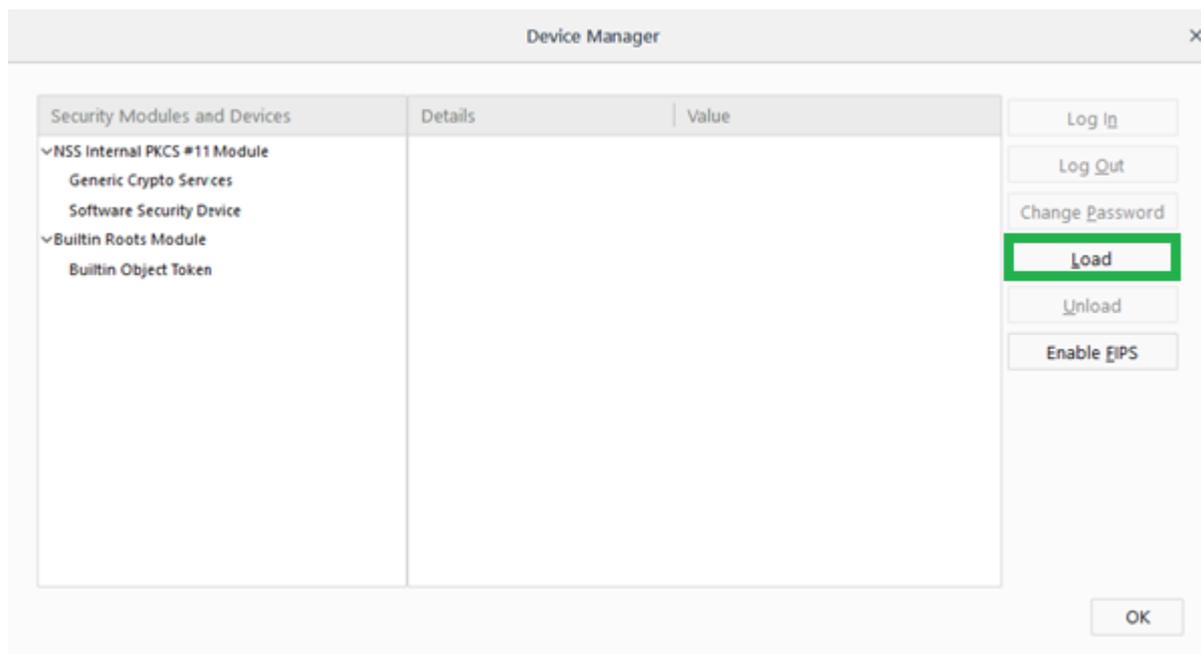


**Figure 25**

4. In the new window click **Browse** (Figure 26) to find the appropriate file. The file is located on the C:\Program Files\Gemalto\Classic Client\BIN or C:\gemalto\Classic Client\BIN path, if you have chosen path c:\gemalto during the instalation.

Select the gclib.dll file. Click Open (Figure 27), in Module Name write Gemalto Java PKI token and then click OK (Figure 28).
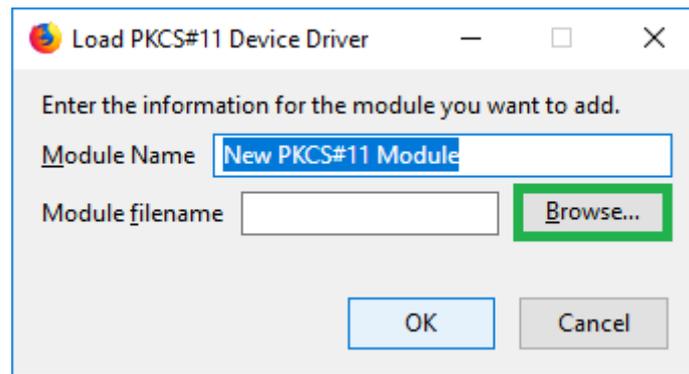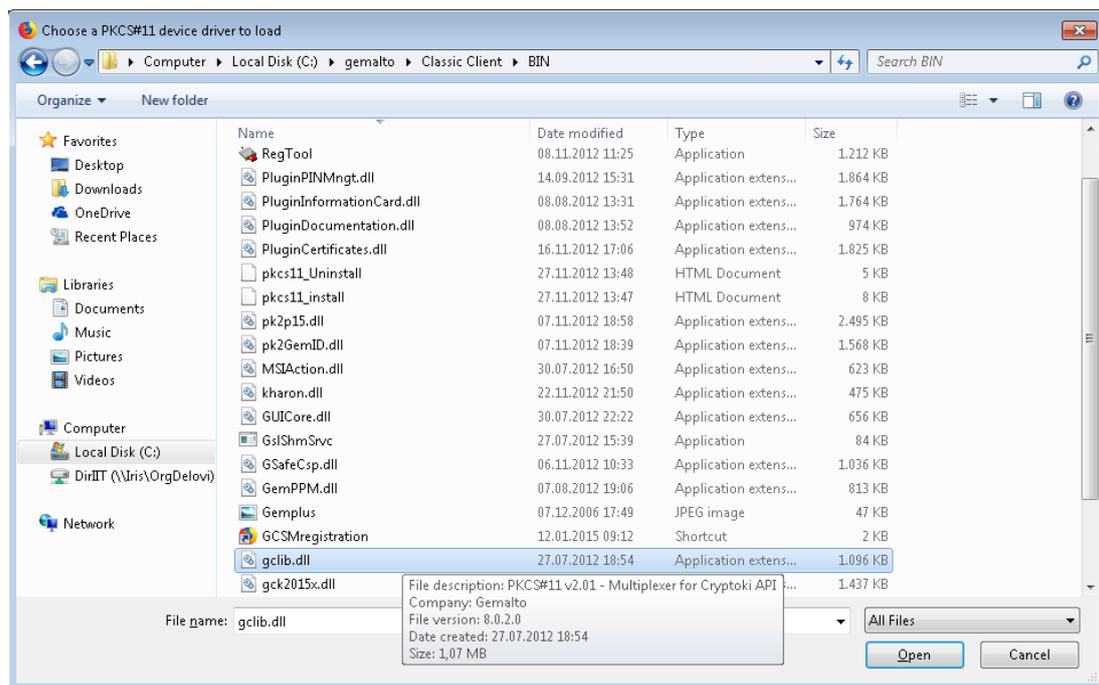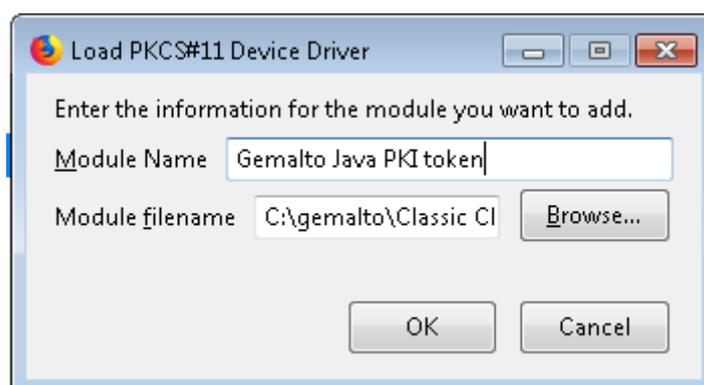
**Figure 26**



**Figure 27**



**Figure 28**

5.  After adding your Gemalto Java PKI token, it is shown in the list on the left side (Figure 29). Click OK to close the window.

How to start using a certificate issued on a Gemalto Java PKI token?
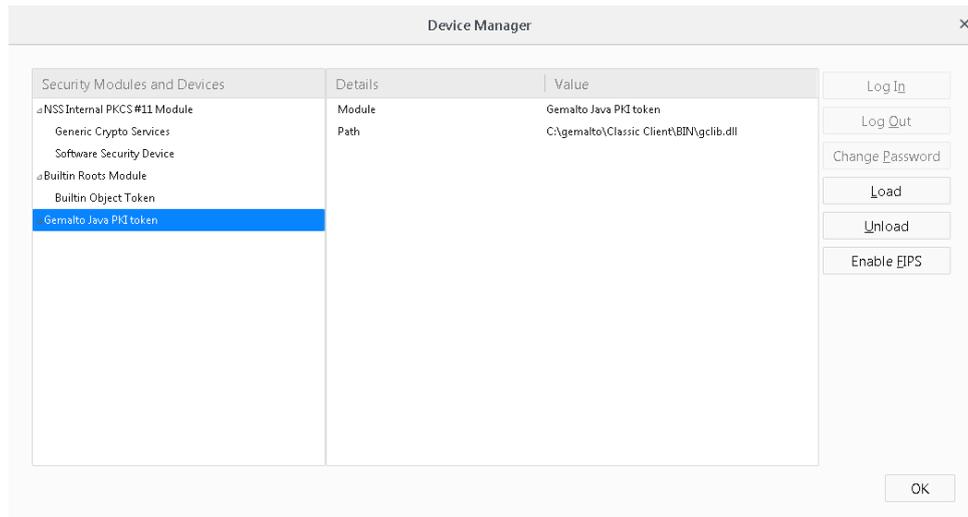


**Figure 29**

6. When you add a module, if you get error like in Figure 30, then you have probably installed 64-bit version of Mozilla Firefox, which doesn't support 32-bits module.
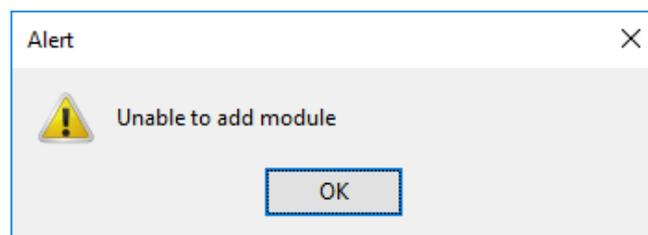


**Figure 30**

7. To view your certificate, choose **View Certificates** (Figure 31).
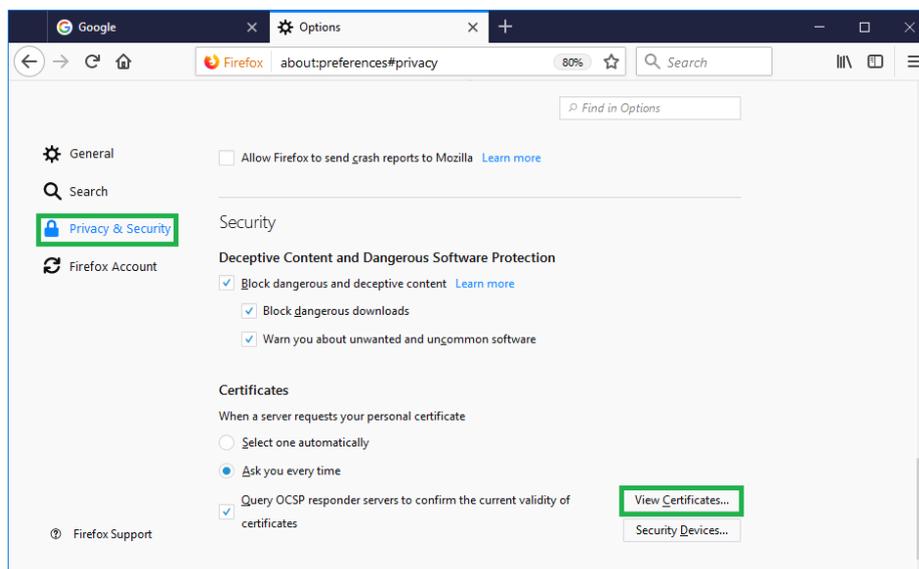


**Figure 31**

8. In the new window that requires the master password (Figure 32), **DO NOT ENTER ANYTHING,** just choose OK or Cancel.

How to start using a certificate issued on a Gemalto Java PKI token?
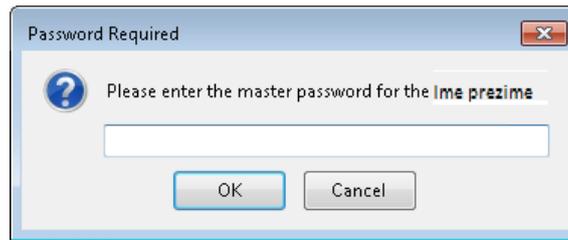


**Figure 32**

9. Your personal certificate is located in the **Your Certificates** tab (Figure 33):
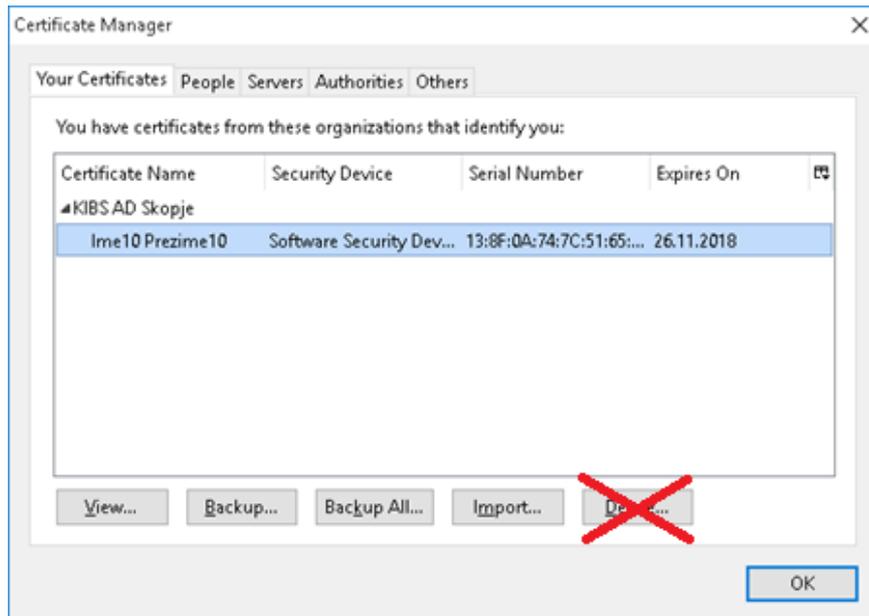


**Figure 33**

<span style="color:red">**IMPORTANT WARNING:**</span>

**In the window where you view your certificate in Mozilla Firefox (**Figure 33**), YOU MUST NOT choose the button DELETE. If you choose this button, your certificate will be deleted directly from your Gemalto Java PKI token!**

**In case you do choose Delete, you will receive a warning window like in** Figure 34**. In this window you MUST choose Cancel!**

Deleting your certificate from Mozilla Firefox **is totally your responsibility!**

**If you delete your certificate, there is NO way to recover it, so you will have to start over the procedure for obtaining new certificate and pay the amount needed for its issuing!**

**Figure 34**

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