Smart Access Sim Card Usage Instructions

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USB Contactless Smart Card Reader Installation

Version 1.0

I.   USB CONTACTLESS SMART CARD READER INSTALLATION

Make sure you have the Athex's Smart Access Sim Card (Figure 1) and the USB Token (Figure 2).

Figure 1

Figure 2

1. Insert the USB Token into an available USB Port. The Device will be automatically recognized by Windows Operating System and it will be available in Device Manager Window (Figure 3).
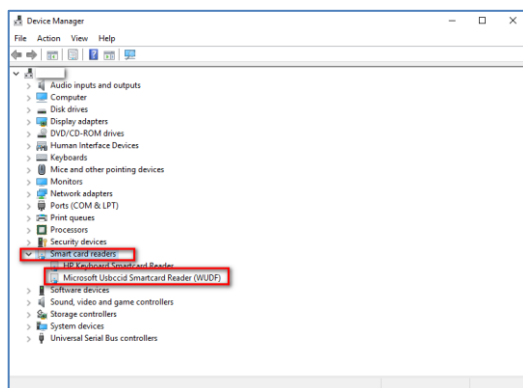

Figure 3

2. Remove Carefully the Athex's Sim Card.

3. Insert the Sim Card into the USB Token, with the notch in one corner of the card, being inserted as shown in the following figures (Figure 4 and Figure 5)


     Figure 4   Figure 5

4. Install Nexus Personal Software (last version) according to your Windows Operating System (64 bit or 32 bit) from the following link http://www.helex.gr/en/web/guest/digital-certificates-technical-issues

5. Open the Nexus Personal Application with your USB Token being inserted into the USB available port of your computer. Double Click on Electronic ID and explore both your digital saved on Smart Access Sim Card certificates .
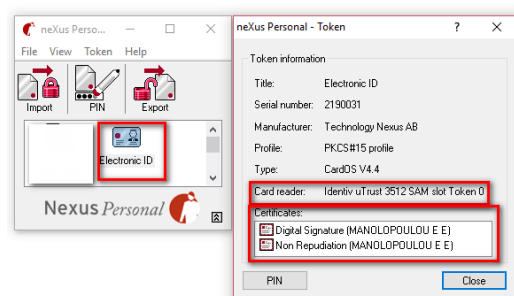
6. In case you need to remove the Sim Card from the USB Token then:

- Hold the Reader as shown below (Figure 6)
- Locate the characteristic recess (red arrow)

Figure 6

- By using a clip, lightly press downwards in the red arrow direction to release the sim card and remove it (Figure 7).

Figure 7

II. VERYFING THE ACCURACY OF ATHEX's SMART ACCESS SIM CARD CERTIFICATES

To perform the verification you need:

➢ A Smart Access Sim Card.
➢ The Initial Activation Form enclosed in the first envelope the card was sent to you.
➢ A properly configured workstation (Nexus Personal application must be installed on the workstation in order to perform the verification http://www.helex.gr/web/guest/digital-certificates-technical-issues).

More Specifically:

1. Insert your personal smart sim card you received from ATHEX to the USB Token of your workstation.
2. Select **«Start → Programs → Personal»** to open the application window as in the example below. Double click the **Electronic ID**.



3. The following windows appears displaying the 2 certificates (**Digital Signature, Non Repudiation**).Double click the **Digital Signature** Certificate.
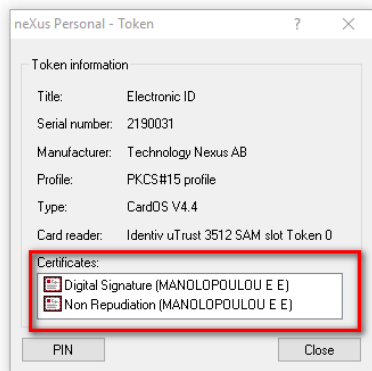
4. From the window appeared select, the **"Details"** Tab.
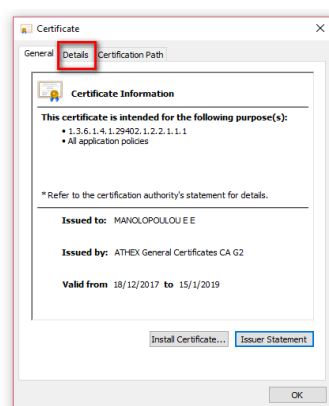
5. Select the **"Valid to"** field and check the expiration date of the card, displayed at the bottom of the table (Must be the same with the one shown in the first table of the Initial Activation Form)   .
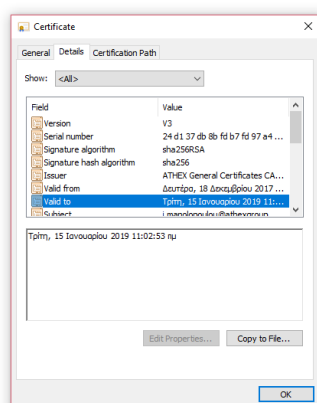
6. Then select the **"Subject"** field, as shown in the example below and check the data displayed at the bottom of the table (Must be the same with the ones listed in the Initial Activation Form).
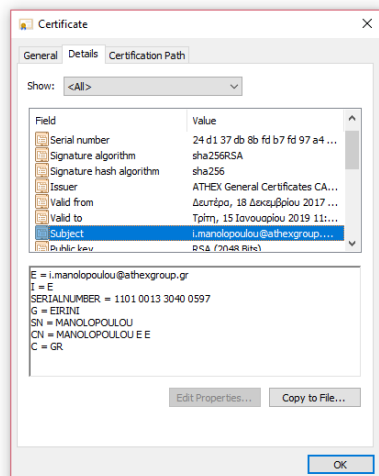
 Explanation of «Subject» field

Please check that your personal information contained in the Subject field of the Digital Certificate is as follows:

E (E-mail Address): Your E-mail address is as outlined in the Initial Activation Form.

I (Initials): The first character of your Father's Name is as outlined in the Initial Activation Form.

Serial Number : Your 16-digit code corresponding to your card .

G (Given Name): Your Name is as outlined in the Initial Activation Form.

SN (Surname): Your Surname is as outlined in the Initial Activation Form.

CN (Common Name): Your Common Name is as outlined in the Initial Activation Form.

C (Country Name): Your Citizenship is as outlined in the Initial Activation Form.

Important Note: In addition, check that the **Common Name (CN)**, produced by the Registration Service is in the form

of **«SURNAME G I"**, namely:

> ➢ **SURNAME** is your surname as outlined in the Initial Activation Form.
> ➢ **G** is the first character of your Name as outlined in the Initial Activation Form.
> ➢ **I** is the first character of your Father's Name as outlined in the Initial Activation Form.

7. When you have finished checking the **"Digital Signature"** certificate, press "OK" to close the certificate

   WARNING! : Repeat the whole verification procedure for "**Non Repudiation"** certificate as well.