

DIGITAL SIGNATURE ETOKEN USAGE GUIDE

YOU MUST HAVE RECEIVED A USD BASED BLUE COLOURED PEN DRIVE TYPE ETOKEN ALONG WITH A CD.

THIS ETOKEN CONTAINS YOUR DIGITAL SIGNATURE AND THE CD CONTAINS THE ETOKEN DRIVER.

YOUR ETOKEN WILL WORK ONLY IF YOU INSTALL THE ETOKEN DRIVER ON YOUR COMPUTER. INSTALATION OF THE DRIVER IS REQUIRED ONCE ONLY.

BEFORE INSTALLING :

ENSURE YOU HAVE INTERNET EXPLORER 5.5 OR ABOVE

ENSURE THAT YOU HAVE WINDOWS 2000/NT, WINDOWS XP WITH SERVICE PACK 2(SP2) OR HIGHER, YOU MAY HAVE WINDOWS VISTA 32 BIT OR 64 BIT. ACCORDINGLY INSTALL THE DRIVER ON YOUR COMPUTER AS FOLLOWS:

IF YOU HAVE

- WINDOWS 2000/NT, WINDOWS XP (SP2) ---INSTALL ---RTE 3.65
- WINDOWS VISTA 32 BIT ---INSTALL ---RTE 4.0
- WINDOWS VISTA 64 BIT ---INSTALL ---RTE 4.5
- IF NEW TOKEN WITH 72K STORAGE ---INSTALL ---PKIClient-x32-4.55

AFTER INSTALLING

Active X settings:

Step 1:

- _ Open Internet Explorer
- _ Click on Tools menu
- _ Click on Internet Options
- _ Click on Security

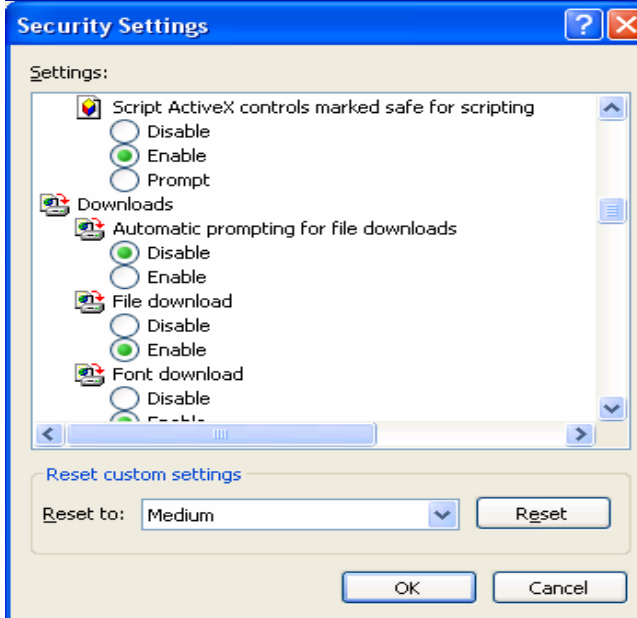
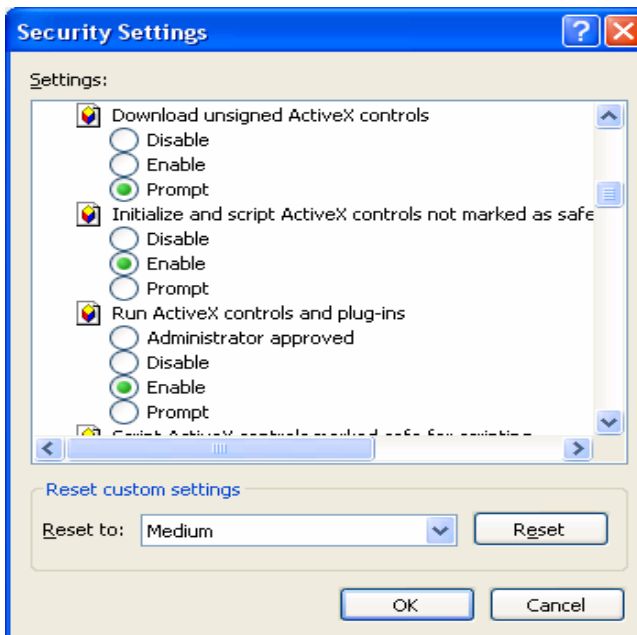
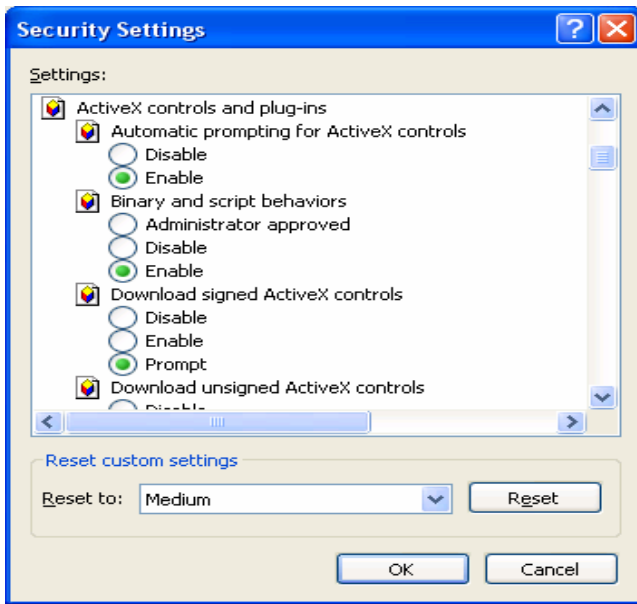
Step 2:

- _ In "Security" tab (Internet Explorer)
- _ Select Internet
- _ Click on Default level Button
- _ Than Click on Custom level Button

_ **Step 3:** In the "Security Settings" window, please tick enable in the following Options under ActiveX controls and plug-ins:

- Automatic prompting for ActiveX controls -Set as Enable
- Binary and Script behaviour- Set as Enable
- Download signed ActiveX controls-Set as Enable
- Download unsigned ActiveX control-Set as Enable
- Initialize and script ActiveX controls not marked as safe-Set as Enable
- Run ActiveX controls and plug-ins_ Set as Enable
- Script ActiveX controls marked safe for scripting_ Set as Enable

Press OK button



Close all the windows and also Internet Explorer.

Now, disable the popup blocker.

Attach your “eToken” at USB port of your PC and check whether red light is flashing on it

[In the Internet Browser:](#)

- _ Open Internet Explorer Window
- _ Click Tools
- _ Internet Options
- _ Content
- _ Certificates

You will find your name in the Personal Section

You can double click on the name to verify the details of the Digital Signature.

- Open Start > Programs > eToken > eToken Properties
- Click on “Advanced” button and type your eToken password (Default Password is 0123456789)
- Click on “Certificates & Keys” and you will find your Name which signifies that your Signature is installed on the Etoken.
- Close eToken Properties and the eToken is ready to use

Please take care of eToken as it contains the Digital Signature certificate (DSC) with the private key.

If the eToken is lost or damaged, the New eToken shall have to be obtained again.

The eToken is entirely the property of the applicant and shall be responsible for its security and usage.

Any loss or damage of the eToken shall have to be immediately reported to the concerned authorities for whom the eToken was obtained.

The password of the eToken has to be remembered,

15 unsuccessful continuous attempts to enter the password shall block the eToken.

Blocked eToken shall have to be replaced with new ones.

[We recommends the certificate to be REVOKED under following circumstances.](#)

- _ The private key of the certificate is compromised.
- _ The certificate holder's entity has changed.
- _ Certificate holder left the organization.
- _ Certificate holder transferred to other department.
- _ Certificate holder has died.
- _ Certificate holder's Authority has changed.

PLEASE REMEMBER TO KEEP THE E-TOKEN AND PASSWORD IN YOUR PERSONAL SAFE CUSTODY

Wherever the signature is required, if your etoken remains inserted, the pop will show up your name to select the signature and will be prompted for the password.