THE LAW SOCIETY of SCOTLAND
www.lawscot.org.uk

Smartcard

SMARTCARD INSTALLATION GUIDE
Part Three – Installing the Certificates

This document in three parts provides instructions to install your Smartcard Reader, software and public keys onto your local PC. For further guidance please visit https://www.lawscot.org.uk/members/professional-support/smartcard/

Getting Started

This step-by-step guide assumes that you are **a user with administrative privileges to install software** onto your computer.

How to check if you have admin privileges: Go to **START** and select **CONTROL PANEL**, then select **USER ACCOUNTS**, then **MANAGE USER ACCOUNTS** and check which **GROUP** you are in. (If you have an IT support person or department, you may wish to contact them before proceeding.)

Installing Public Keys

Public keys are required to ensure that the certificates reaching our computers have been correctly issued by the certification authority. The Smartcard certificate authority is Abogacía Certification Authority (ACA, operated by RedAbogacía) in Spain.

ACA is a member of the 'Microsoft Windows root certificate program' and further details can be found on the Microsoft website http://social.technet.microsoft.com/wiki/contents/articles/31634.microsoft-trusted-root-certificate-program-participants-v-2016-april.aspx

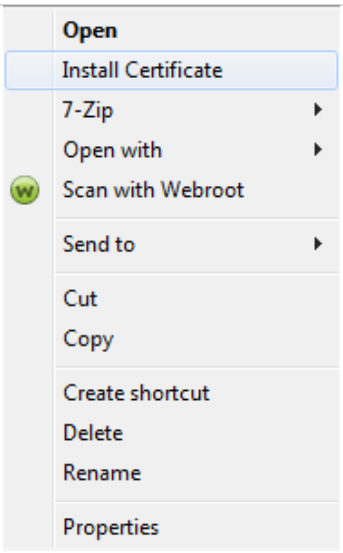
As such public these public keys can come pre-installed in Windows based systems. However, it might be necessary to install these keys manually.

As yet, ACA is not on the list of trusted root certificates that come pre-installed with Apple Operating Systems. Therefore, the Public Keys will have to be installed manually if you use a Mac.

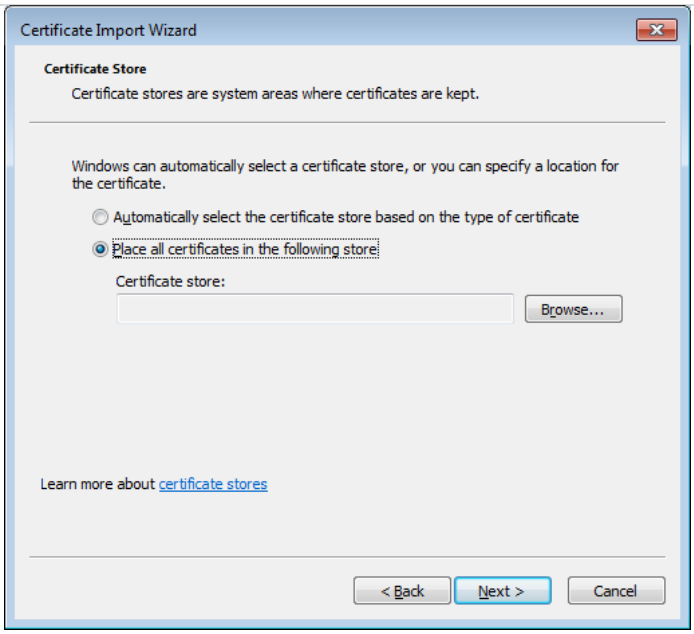
In the event that your local computer does not have the public keys installed, you will need to complete the following steps:

Step 1: To install the Smartcard Trusted Root Certificate Authority

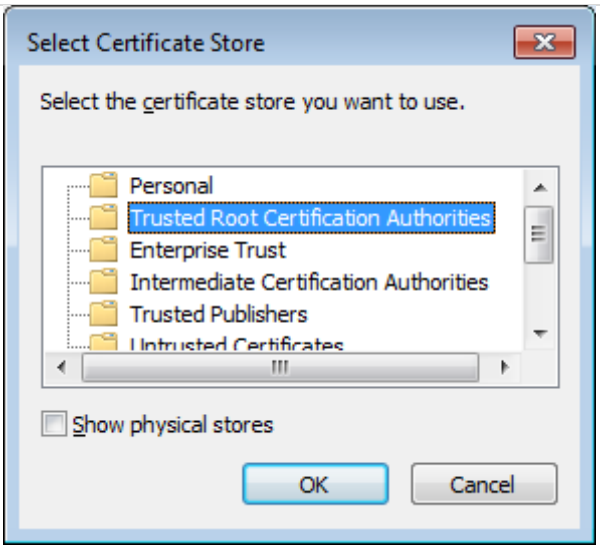
Follow the steps below to install the Smartcard root certificate key – please note the screenshot may vary slightly depending on the version of Windows your local computer is using.

Installation Screenshots	
Step/ instruction	**Image**
STEP 1 – Download and **Open** the following zip file **ACA Root Certificates** onto your local computer:	Download URL – https://www.lawscot.org.uk/media/9264/ACA-root-certificates.zip
STEP 2 – Open the folder and install the contained certificates in order: 1) **ACA Root Certificate** 2) **ACA_ROOT**	
STEP 3 – Start with "ACA Root Certificate" **Right click** on the file and select the option **"install certificate"** to open the "certificate import wizard" and follow the steps below	
STEP 4 – Certificate Import Wizard Click **Next** to continue	

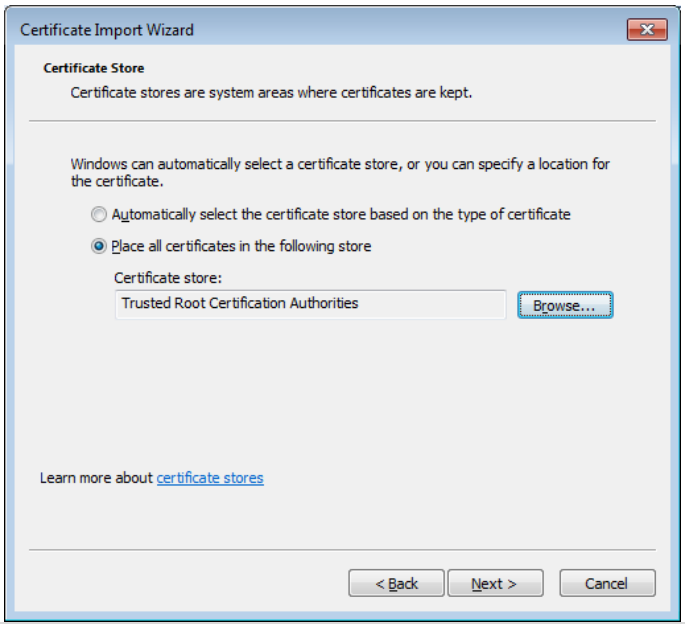
STEP 5 - Select the option “Place all certificates in the following store” and click **browse**

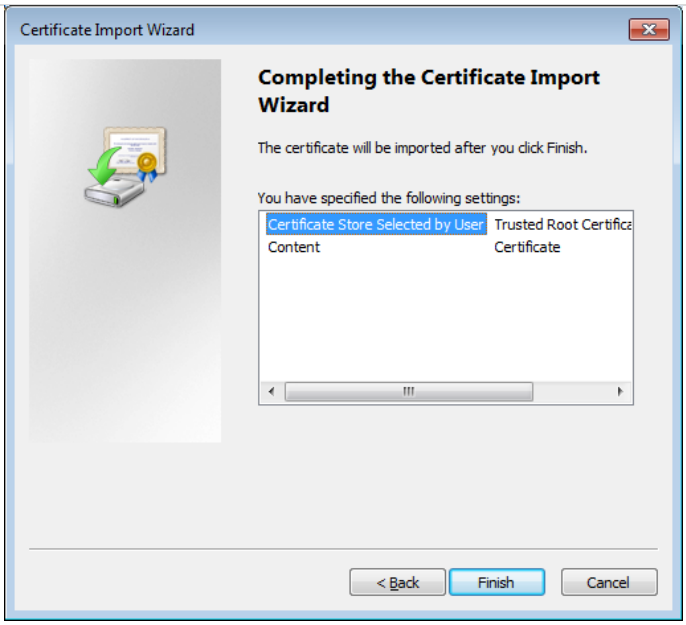
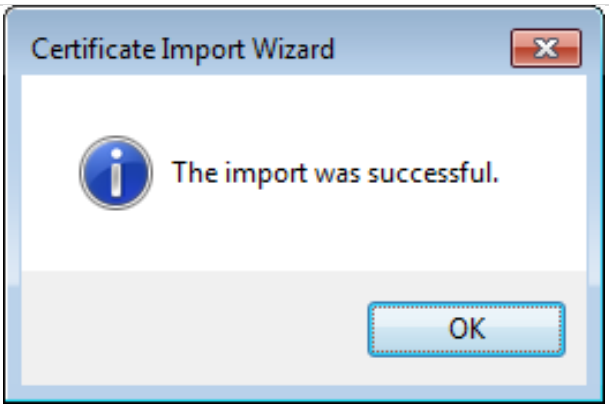


STEP 6 - Select “Trusted Root Certification Authorities” and click **OK**



STEP 7 – Click Next

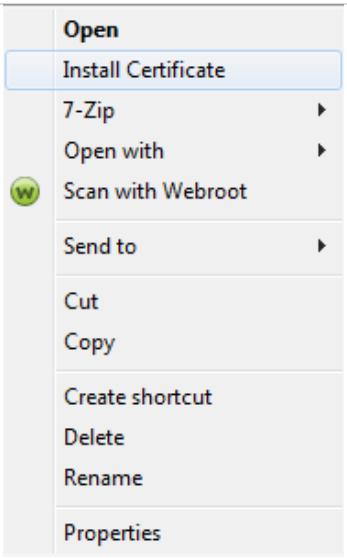


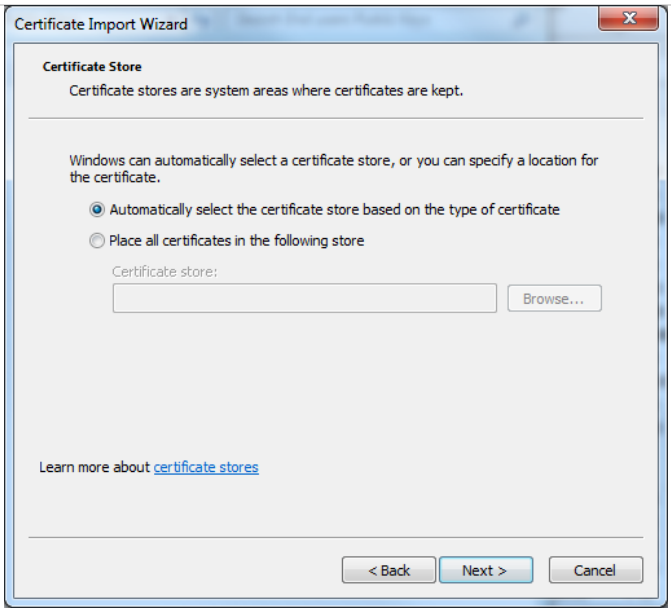
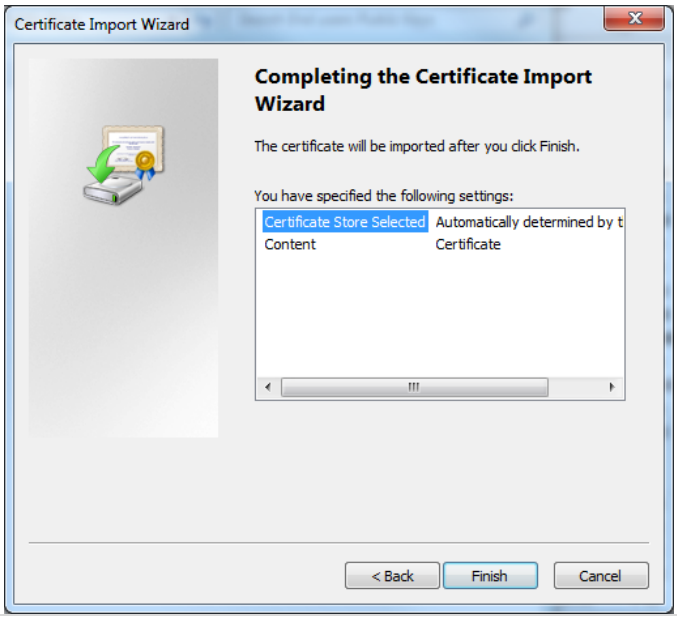
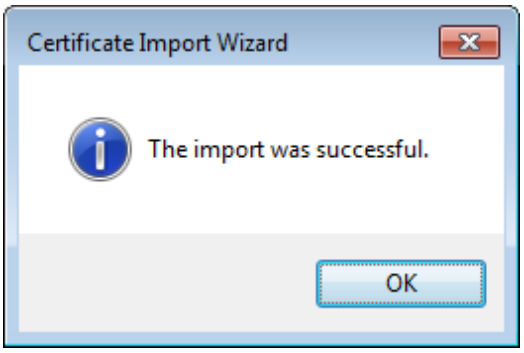
STEP 8 - Click Finish	
STEP 9 - Click OK to confirm successful import of certificate	
STEP 10 – **Repeat Steps 3 to 9 for "ACA _ROOT"**	

Step 2: To install the Smartcard Intermediate Certification Authority

Follow the steps below to install the Smartcard intermediate key – please note the screenshot may vary slightly depending on the version of Windows your local computer is using.

Installation Screenshots	
Step/ instruction	**Image**
STEP 1 – Download and **Open** the following file **ACA Root Certificates All** onto your local computer.	Download URL – https://www.lawscot.org.uk/media/9264/ACA-root-certificates.zip

STEP 2 – Open the folder and install the contained certificates in order: 3) **ACA Trusted 2014** 4) **ACA_CA2**	
STEP 3 – Start with "ACA Trusted 2014" **Right click** on the file and select the option **Install Certificate** to open the "certificate import wizard" and follow the steps below	
STEP 4 – Certificate Import Wizard Click **Next** to continue	

STEP 5 - Click **Next**	
STEP 6 - Click **Finish**	
STEP 7 - Click **OK** to confirm successful import of certificate	
STEP 8 – Repeat steps 3 to 7 for "ACA_CA2"	

Troubleshooting

The following table provides a guide to the most common issues that members have experienced when initially setting up their Smartcard reader, Manager Software and subsequent usage of their digital signature. Please read all issues & solutions and check our webpage for the latest guides, FAQs and information relating to your Smartcard – https://www.lawscot.org.uk/members/professional-support/smartcard/

Troubleshooting	
Issue	**Solutions**
Card Manager not installing	Check to ensure you do not have a previous version installed, if so remove old version before re-installing to the latest version. Confirm you have administrative rights to install software onto your PC, if not please contact your IT support provider/ department. Check to ensure your computer is connected to the Internet, the device will automatically download the drivers.
Card Manager application not opening	Check to ensure a Smartcard reader is connected to the computer. The application will not run without it.