

# 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 <u>http://social.technet.microsoft.com/wiki/contents/articles/31634.microsoft-trusted-root-certificate-program-participants-v-2016-april.aspx</u>

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			
<ul> <li>STEP 1 – Download and Open the following zip file ACA Root Certificates onto your local computer:</li> <li>STEP 2 – Open the folder and install the contained certificates in order: <ol> <li>ACA Root Certificate</li> <li>ACA_ROOT</li> </ol> </li> </ul>	Download URI https://www.l certificates.zip	<u>aws</u>	cot.org.uk/media/9264//	ACA-root-
		_		
STEP 3 – Start with "ACA Root Certificate"		_	Open	
<b>Right click</b> on the file and select the option			Install Certificate	
"install certificate" to open the "certificate			Open with	
import wizard" and follow the steps below		w	Scan with Webroot	
		Ĭ	Send to	
			Cut	
			Сору	
			Create shortcut	
			Delete	
			Rename	
			Properties	
STEP 4 – Certificate Import Wizard	Certificate Import Wiz	ard		
Click <b>Next</b> to continue		.uru	Welcome to the Certifica Wizard	te Import
	This wizard helps you copy certificates, certificate trust lists, and certificate revocation lists from your disk to a certificate store. A certificate, which is issued by a certification authority, i a confirmation of your identity and contains information used to protect data or to establish secure network connections. A certificate store is the system area where certificates are kept.		This wizard helps you copy certificates, lists, and certificate revocation lists fron certificate store.	certificate trust n your disk to a
			cation authority, is ains information ure network /stem area where	
			To continue, dick Next.	
			VEXT NEXT	

STEP 5 - Select the option "Place all certificates in the following store" and click browse	Certificate Import Wizard Certificate Store Certificate stores are system areas where certificates are kept. Windows can automatically select a certificate store, or you can specify a location for the certificate. Automatically select the certificate store based on the type of certificate Define all certificates in the following store Certificate store: Browse  Learn more about certificate stores
<b>STEP 6</b> - Select "Trusted Root Certification Authorities" and click <b>OK</b>	Select Certificate Store          Select Certificate store you want to use.         Personal         Personal         Trusted Root Certification Authorities         Enterprise Trust         Intermediate Certification Authorities         Trusted Publishers         Untrusted Certificates         Intermediate Stores         OK
STEP 7 – Click Next	
	Certificate Import Wizard       Image: Certificate Store         Certificate stores are system areas where certificates are kept.         Windows can automatically select a certificate store, or you can specify a location for the certificate.         Image: Automatically select the certificate store based on the type of certificate         Image: Place all certificates in the following store         Certificate store:         Trusted Root Certification Authorities         Browse         Learn more about certificate stores <a href="mailto:kear"><a href="mailto:kear">kear</a></a>

STEP 8 - Click Finish	Certificate Import Wizard
	Completing the Certificate Import Wizard   The certificate will be imported after you click Finish. To uhave specified the following settings:   Certificate Store Selected by User   Content   Certificate   Content   Certificate Cer
<b>STEP 9 - Click</b> OK to confirm successful import of certificate	Certificate Import Wizard
	ОК
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	Download URL –	
file ACA Root Certificates All onto your local	https://www.lawscot.org.uk/media/9264/ACA-root-	
computer.	certificates.zip	

CTED 2 On any the failed an analysis shall the				
SIEP 2 – Open the folder and install the				
contained certificates in order:				
3) ACA Trusted 2014				
4) ACA CA2				
, <u> </u>				
STEP 3 – Start with "ACA Trusted 2014"			Open	
			Install Certificate	
<b>Right click</b> on the file and select the option <b>Install Certificate</b> to open the "certificate			7-Zip	
			Open with	
import wizard" and follow the steps below			Scan with Webroot	
			Send to	
			Cut.	
			Cut	
			Сору	
			Create shortcut	
			Delete	
			Rename	
			Properties	
STEP 4 – Certificate Import Wizard				
	Certificate Import Wiza	ard		×
Click <b>Next</b> to continue	Certificate Import Wiza	ard		<b>—</b>
Click <b>Next</b> to continue	Certificate Import Wiza	ard	Welcome to the Certificat	e Import
Click <b>Next</b> to continue	Certificate Import Wiza	ard	Welcome to the Certificat Wizard	e Import
Click <b>Next</b> to continue	Certificate Import Wiza	ard	Welcome to the Certificat Wizard This wizard helps you copy certificates, c lists, and certificate revocation lists from	e Import ertificate trust your disk to a
Click <b>Next</b> to continue	Certificate Import Wize	ard	Welcome to the Certificat Wizard This wizard helps you copy certificates, o lists, and certificate revocation lists from certificate store.	e Import tertificate trust your disk to a
Click <b>Next</b> to continue	Certificate Import Wize	ard	Welcome to the Certificat Wizard This wizard helps you copy certificates, o lists, and certificate revocation lists from certificate store. A certificate, which is issued by a certific a confirmation of your identity and conta used to rortect data or to establish secu	e Import ertificate trust your disk to a ation authority, is ins information re petwork
Click <b>Next</b> to continue	Certificate Import Wize	ard	Welcome to the Certificat Wizard This wizard helps you copy certificates, c lists, and certificate revocation lists from certificate store. A certificate, which is issued by a certific a confirmation of your identity and conta used to protect data or to establish secu connections. A certificate store is the syst certificates are kent.	e Import ertificate trust your disk to a ation authority, is information re network stem area where
Click <b>Next</b> to continue	Certificate Import Wizz	ard	Welcome to the Certificat Wizard This wizard helps you copy certificates, c lists, and certificate revocation lists from certificate store. A certificate, which is issued by a certific a confirmation of your identity and conta used to protect data or to establish secu connections. A certificate store is the sys certificates are kept. To continue, dick Next.	e Import ertificate trust your disk to a ation authority, is ins information re network stem area where
Click <b>Next</b> to continue	Certificate Import Wize	ard	Welcome to the Certificat Wizard This wizard helps you copy certificates, of lists, and certificate revocation lists from certificate store. A certificate, which is issued by a certific a confirmation of your identity and conta used to protect data or to establish secu connections. A certificate store is the sys- certificates are kept. To continue, dick Next.	e Import ertificate trust your disk to a ation authority, is ins information re network stem area where
Click <b>Next</b> to continue	Certificate Import Wize	ard	Welcome to the Certificat Wizard This wizard helps you copy certificates, c lists, and certificate revocation lists from certificate store. A certificate, which is issued by a certific a confirmation of your identity and conta used to protect data or to establish secu connections. A certificate store is the sys- certificates are kept. To continue, dick Next.	E Import ertificate trust your disk to a ation authority, is information information re network stem area where
Click <b>Next</b> to continue	Certificate Import Wizz	ard	Welcome to the Certificat Wizard This wizard helps you copy certificates, of lists, and certificate revocation lists from certificate store. A certificate store. A certificate, which is issued by a certific a confirmation of your identity and conta used to protect data or to establish secu connections. A certificate store is the syst certificates are kept. To continue, dick Next.	e Import tertificate trust your disk to a ation authority, is ins information re network stem area where
Click <b>Next</b> to continue	Certificate Import Wizz	ard	Welcome to the Certificat Wizard This wizard helps you copy certificates, of lists, and certificate revocation lists from certificate store. A certificate store. A certificate, which is issued by a certific a confirmation of your identity and conta used to protect data or to establish secu connections. A certificate store is the syst certificates are kept. To continue, dick Next.	E Import ertificate trust your disk to a ation authority, is ins information re network stem area where
Click <b>Next</b> to continue	Certificate Import Wizz	ard	Welcome to the Certificat Wizard This wizard helps you copy certificates, of lists, and certificate revocation lists from certificate store. A certificate, which is issued by a certific a confirmation of your identity and conta used to protect data or to establish secu connections. A certificate store is the sys- certificates are kept. To continue, dick Next.	E Import certificate trust your disk to a ation authority, is information re network stem area where
Click <b>Next</b> to continue	Certificate Import Wizz	ard	Welcome to the Certificat Wizard This wizard helps you copy certificates, of lists, and certificate revocation lists from certificate store. A certificate, which is issued by a certific a confirmation of your identity and conta used to protect data or to establish secu connections. A certificate store is the syst certificates are kept. To continue, dick Next.	e Import ertificate trust your disk to a ation authority, is information re network stem area where
Click <b>Next</b> to continue	Certificate Import Wizz	ard	Welcome to the Certificat Wizard This wizard helps you copy certificates, of lists, and certificate revocation lists from certificate store. A certificate, which is issued by a certific a confirmation of your identity and conta used to protect data or to establish secu connections. A certificate store is the syst certificates are kept. To continue, dick Next.	e Import ertificate trust your disk to a ation authority, is ins information re network stem area where
Click <b>Next</b> to continue	Certificate Import Wizz	ard	Welcome to the Certificat Wizard This wizard helps you copy certificates, of lists, and certificate revocation lists from certificate store. A certificate, which is issued by a certific a confirmation of your identity and conta used to protect data or to establish secu connections. A certificate store is the syster certificates are kept. To continue, dick Next.	E Import ce Import certificate trust your disk to a ation authority, is ins information re network stem area where Cancel
Click <b>Next</b> to continue	Certificate Import Wizz	ard	Welcome to the Certificat Wizard This wizard helps you copy certificates, of lists, and certificate revocation lists from certificate store. A certificate, which is issued by a certific used to protect data or to establish secu connections. A certificate store is the syster certificates are kept. To continue, dick Next.	Cancel
Click <b>Next</b> to continue	Certificate Import Wizz	ard	Welcome to the Certificat Wizard This wizard helps you copy certificates, of lists, and certificate revocation lists from certificate store. A certificate, which is issued by a certific a confirmation of your identity and conta used to protect data or to establish secu connections. A certificate store is the syst certificates are kept. To continue, dick Next.	Cancel

STEP 5 - Click Next	Certificate Import Wizard
	Certificate Store
	Certificate stores are system areas where certificates are kept.
	Windows can automatically select a certificate store, or you can specify a location for
	<ul> <li>O Automatically select the certificate store based on the type of certificate</li> </ul>
	Place all certificates in the following store
	Certificate store:
	Learn more about <u>certificate stores</u>
	< Back Next > Cancel
STED 6 Click Einich	
STEP 6 - CIICK FINISN	Certificate Import Wizard
	Completing the Costificate Import
	Wizard
	The certificate will be imported after you click Finish.
	You have specified the following settings:
	Certificate Store Selected Automatically determined by t Content Certificate
	• P
	< Back Finish Cancel
STEP 7 - Click OK to confirm successful	
import of certificate	Cartificate Import Wizard
	The import was successful.
	Ŭ
	ОК
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 – <u>https://www.lawscot.org.uk/members/professional-support/smartcard/</u>

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.	