



ASSIGNING PASSWORD TO NEW CARRIER (ETOKEN/CARD)

SIGN-IN METHOD: CERTIFICATE

Use this manual, if:

- You use the sign-in method based on a certificate saved on an eToken or cryptographic card
- On the computer you use to work, you have the SmartCard Toolbox ING software installed
- You want to use for the first time a new eToken/card (not used earlier by anybody)

STEP 1

Plug the eToken or cryptographic card into a USB port. If you have other carriers connected to the computer, unplug them and connect only the new eToken/card.

STEP 2

Launch the SmartCard Toolbox ING software. You can do this in two ways:

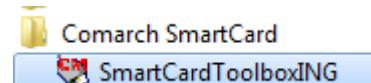
1. Click on the shortcut icon on the computer desktop



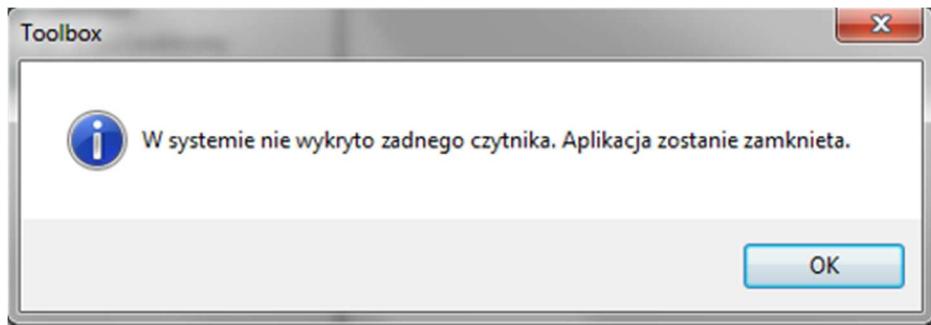
2. Launch the **Start** menu, then select **All applications**, find the **Comarch SmartCard** folder and run the **SmartCardToolboxING** software.



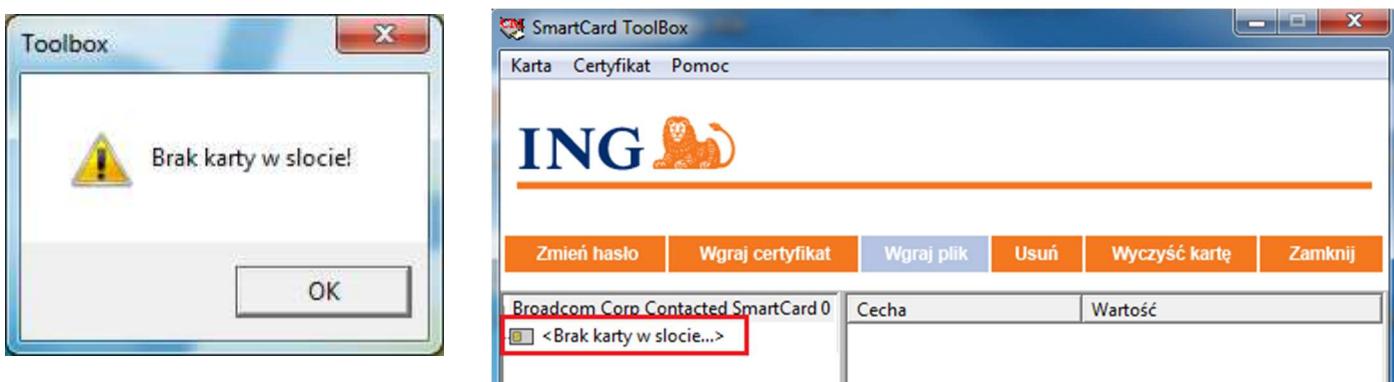
► Wszystkie programy



If after launching the software you see a message informing about the lack of the reader — restart your computer — make sure that eToken/card is plugged into a USB port. Return to **Step 2**.



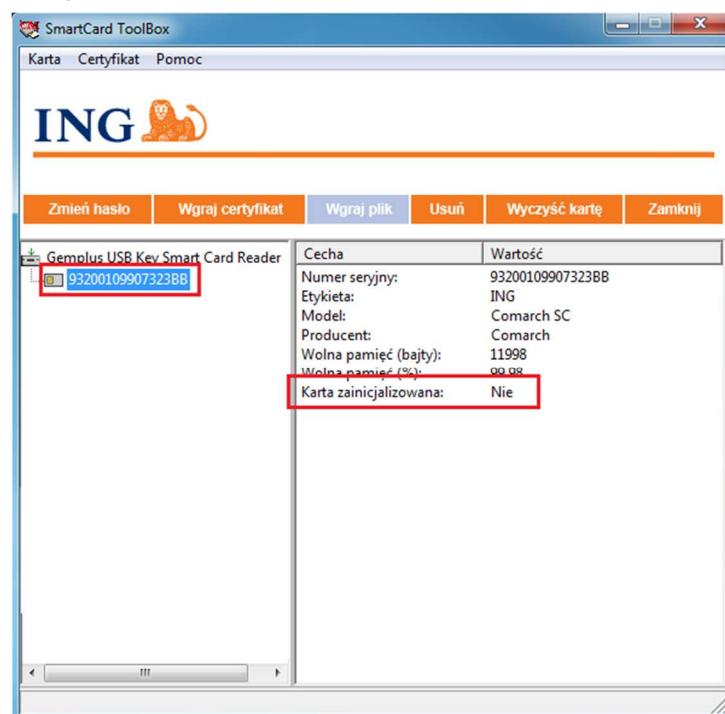
If you see the message **No card in the slot** after starting the software, use the instruction [SmartCard ToolBox does not read eToken/card — No card in the slot](#).



STEP 3

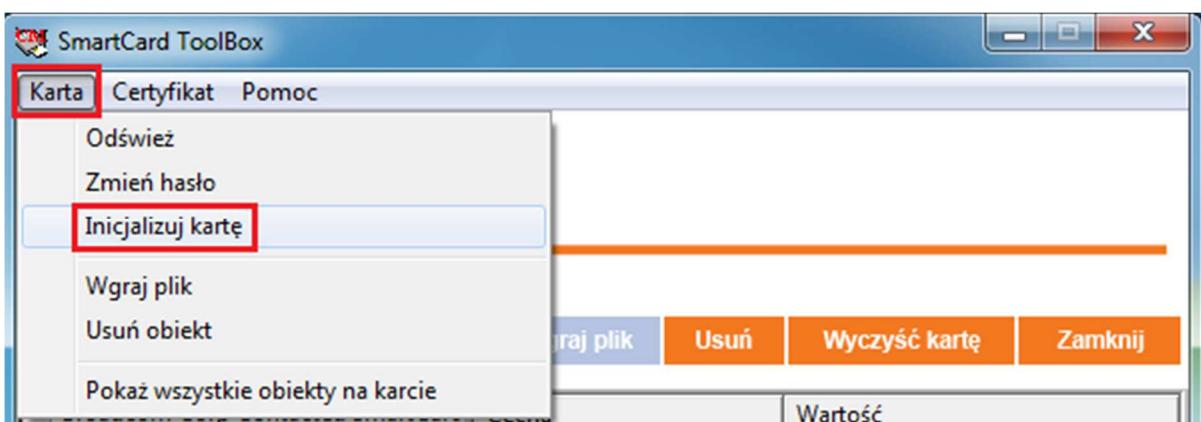
In the SmartCard Toolbox ING software, click on the number in the left window of the application and read the value in the item **Card initialised** from the right window.

If you see **No** in the right window (the card is not initialised) — it means that the eToken/card is not protected with a password yet.



STEP 4

Click **Card** in the top menu and select the item **Initialise card**.



STEP 5

Make sure that Caps Lock on the keyboard is off.

Create password to your eToken/card and enter it in the new password field. Confirm the password in the second field. Click **OK**.

The password created by you should meet the following conditions:

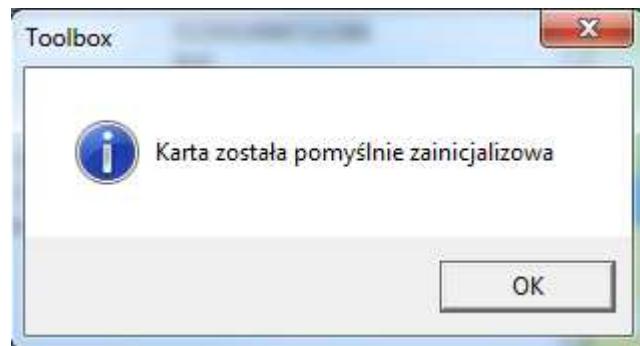
- contain between 8 and 16 characters
- contain an upper-case letter
- contain a lower-case letter
- contain a digit
- do not contain any Polish characters, or special characters



STEP 6

You will see a message that the card was successfully initialised. It means that the password created by you has been saved on the eToken/card. Remember your password — you will use it when working in the ING Business system.

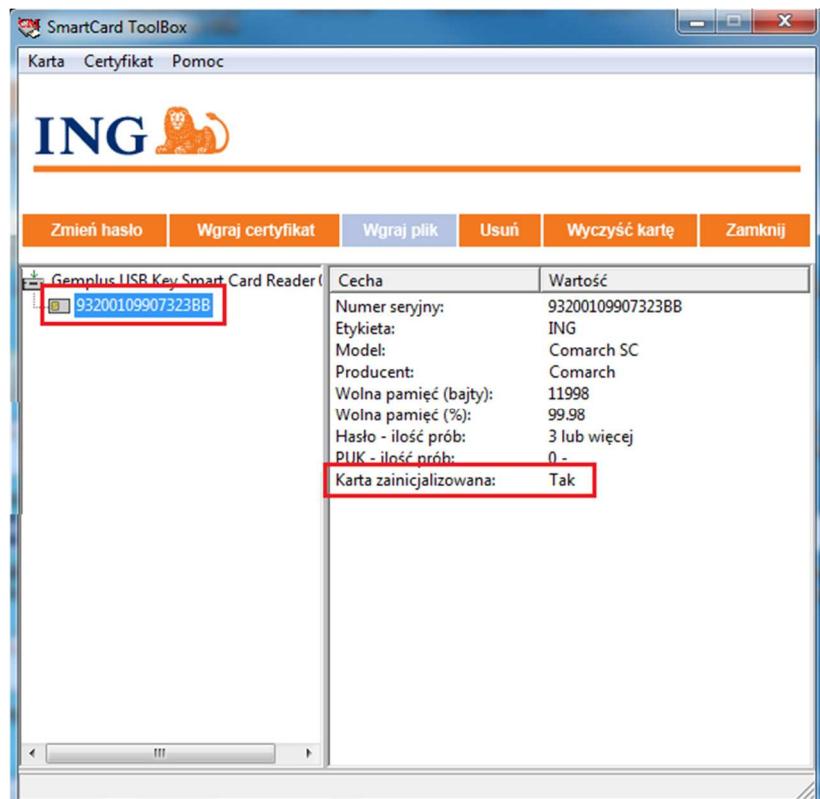
Click **OK**.



STEP 7

Click on the card number in the left window of the application and make sure that the card has been initialised.

If you see **Yes** in the right window (the card is initialised) — it means that the eToken/card is protected with the password created by you in **Step 5**.



Close the SmartCard Toolbox ING software.

If you want to change the password you created, go to the manual [Changing password to eToken/card](#).

To generate and save a certificate on the eToken/card, go to the manual [Certificate generation](#).

Should you have any questions, please call **ING Business Centre: 32 357 00 24** or **801 242 242** or send e-mail to: bc@ingbank.pl. Our consultants are at your service on working days from Monday to Friday, **8:00 a.m. to 6:00 p.m.**