Changing the default PIN on the Smart Card or Crypto-token

This instruction will show you how to change the default PIN on you smart card or crypto-token to a unique PIN that only you know.

When you receive your smartcard or crypto-token from WidePoint (formerly ORC), it will have a default PIN assigned to it. You must change this PIN to a unique PIN that only you know.

In order to execute this instruction you must have previously installed the ActivClient software (and rebooted the computer) and you must have received the device.

[The ActivKey SIM crypto-token works like a smart card and card reader combined into a single device. So an ActivKey SIM token that is plugged into the computer functions exactly like a smart card. The ActivClient software refers to all such devices as a 'card'. These instructions will refer only to "the card" from this point, but the crypto-token will function in the same manner.]

1) Open the ActivClient User Console or Agent

You can find the User Console or Agent by looking here
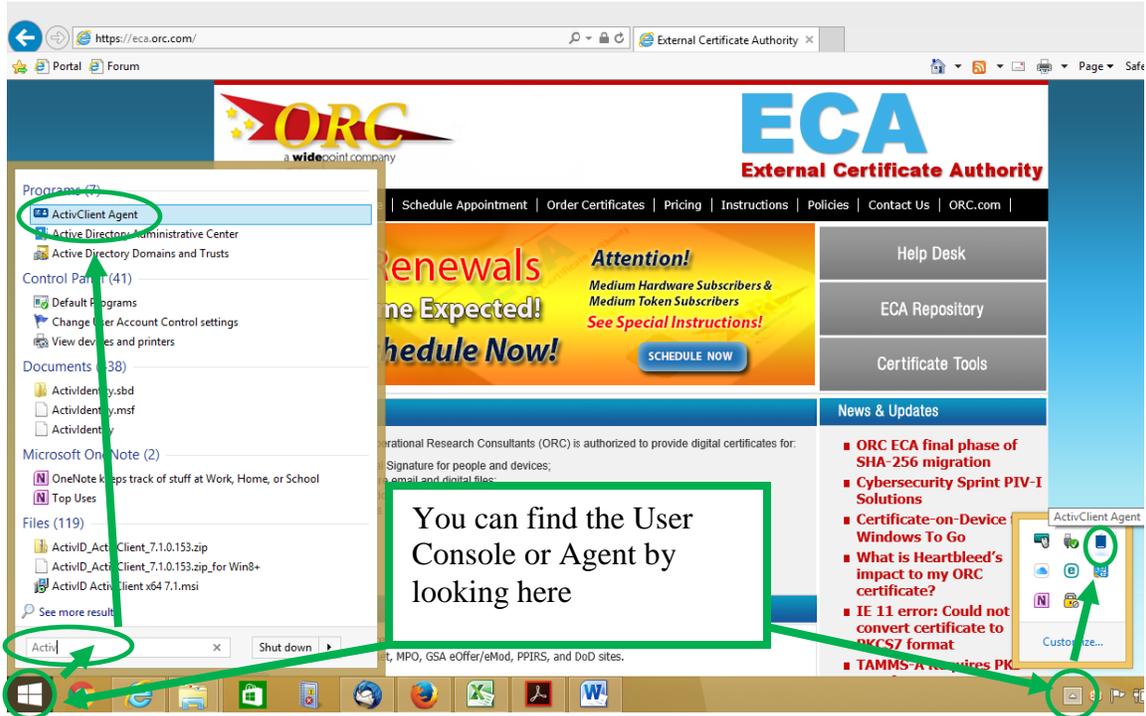
2) The User Console will look like this
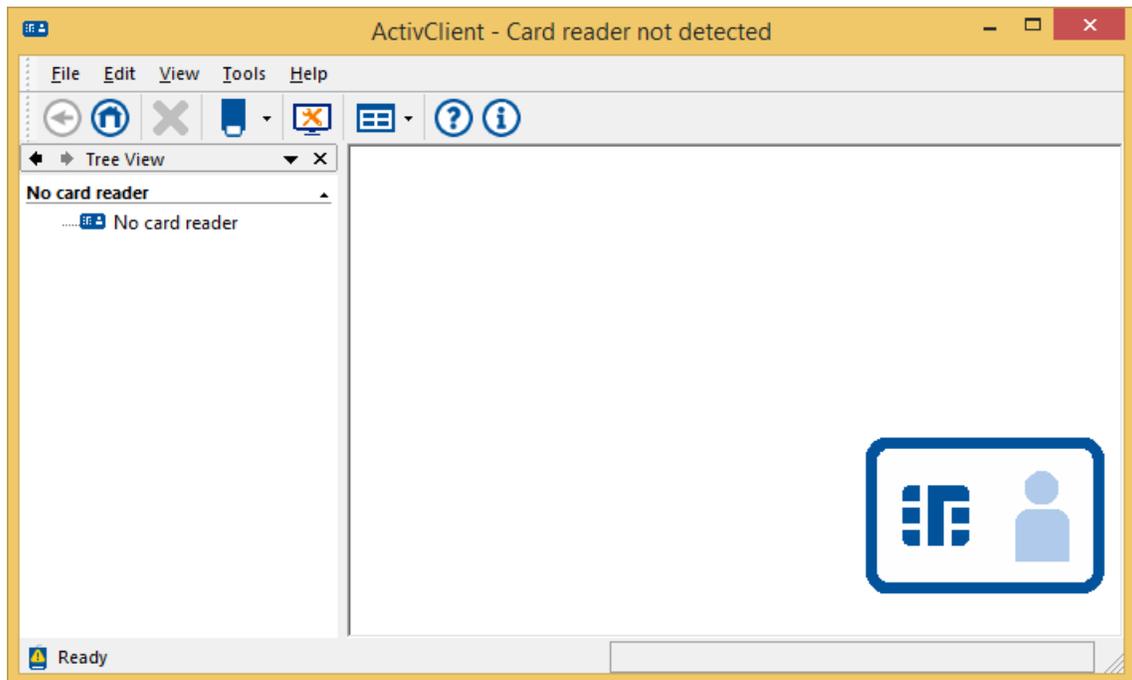
3) Plug your card reader into the compuer and insert your card into the reader. (Or plug your ActivKey SIM crypto-token into the computer.) ActivClientshuld take a moment to access the card and then ask for the PIN. Enter the default PIN assigned by us "112233" and click OK.
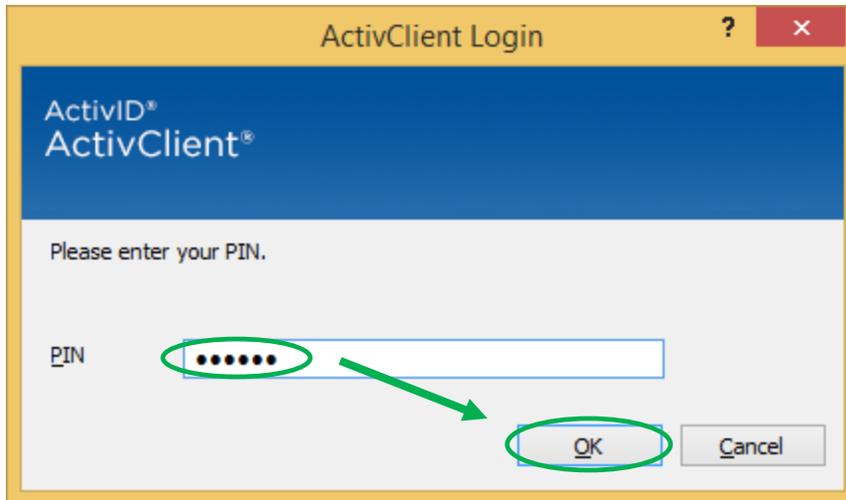
4) ActivClient will then display the current Unlock Code. The Unlock Code is not universal, your will be different. **Please record your Unlock Code for safe keeping.** Please store it securely, but not with your card. If your card should become locked due to repeated incorrect PIN entry attempts, it may only be unlocked with the Unlock Code. Once you have recored the Unlock Code, click the Close button.   Keep the Unlock Code at hand, you will need it in a few steps.
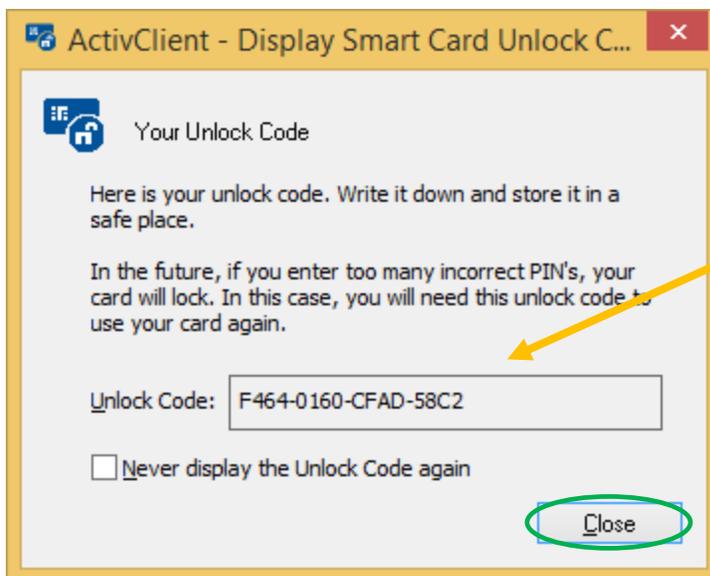
This is just an example.

Your Unlock Code will be different.

It is important that you record it a store securely away from the card.

5) Your display should look like this. Double click the Smart Card Info icon to confirm that ActivClient is reading the card correctly.
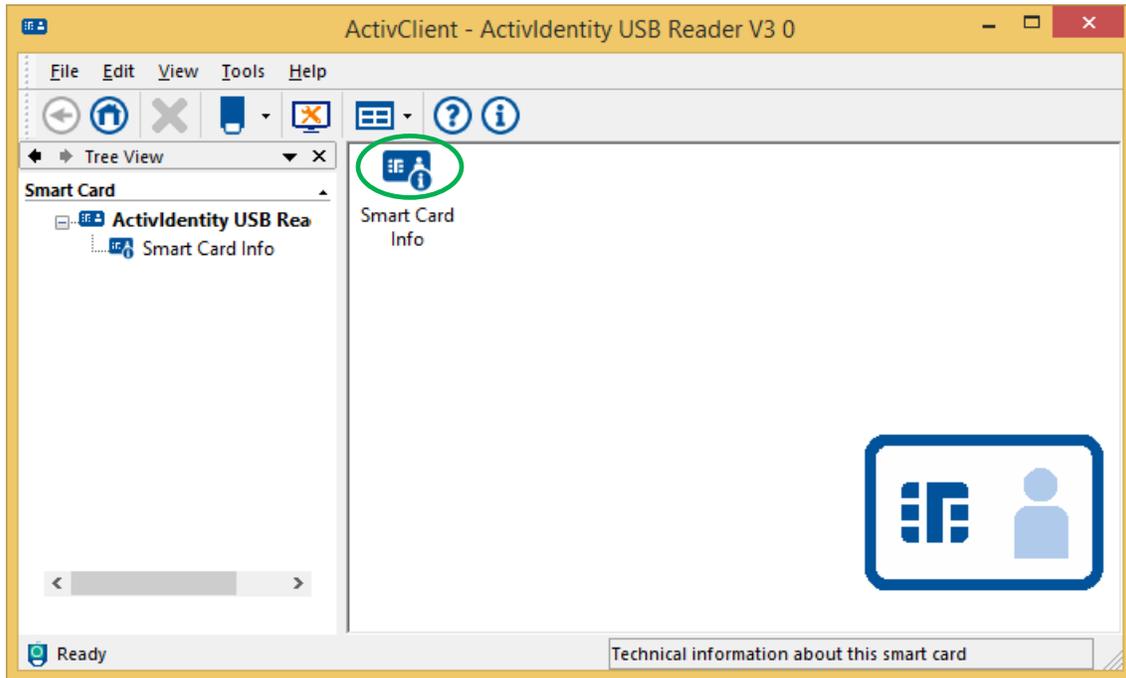
6) You display should show the make, model and serial number of the card. Click OK.
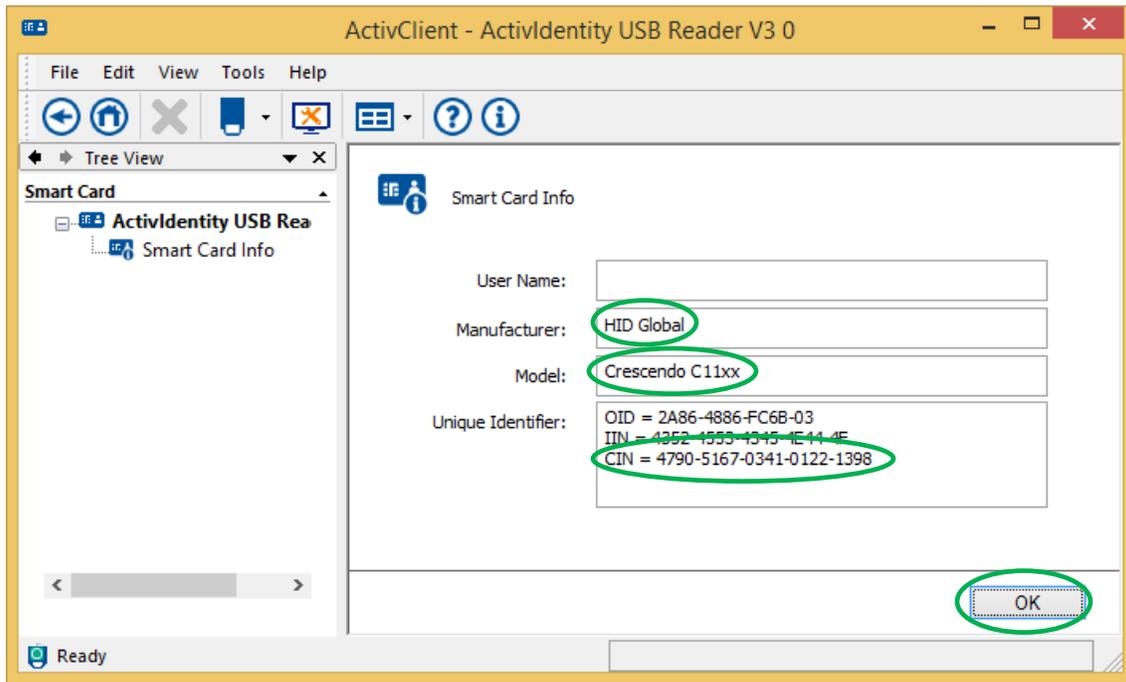
7) From the menu bar, select Tools -> Unlock Card…
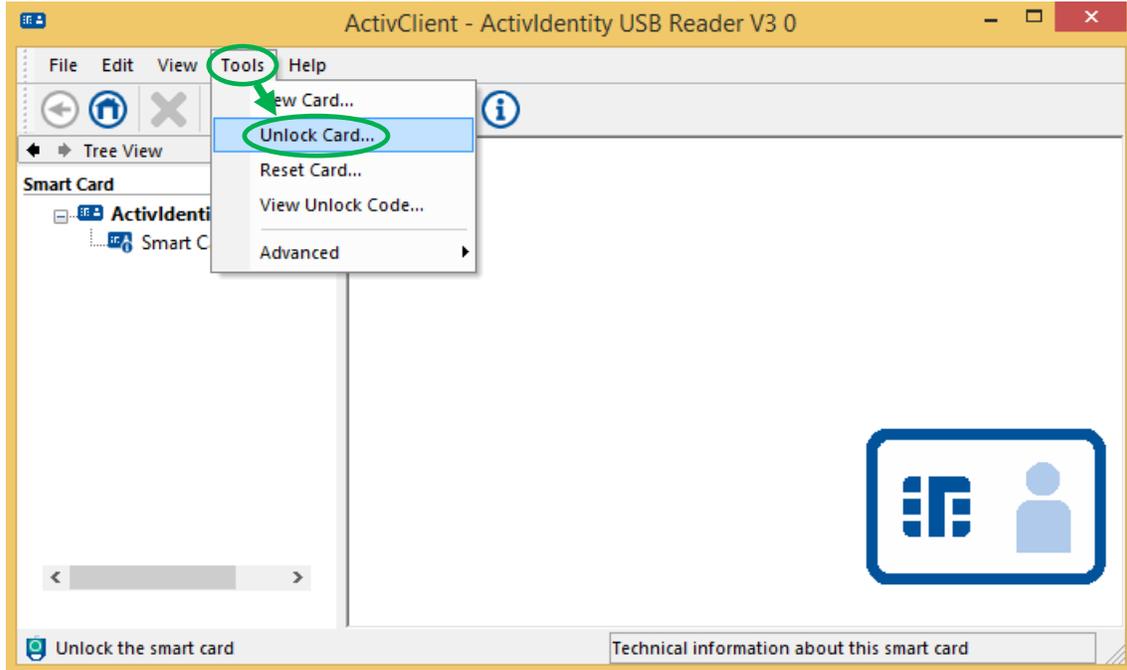
8) ActivClient will ask ifyou are sure that you want to Unlock the card. Click Yes.
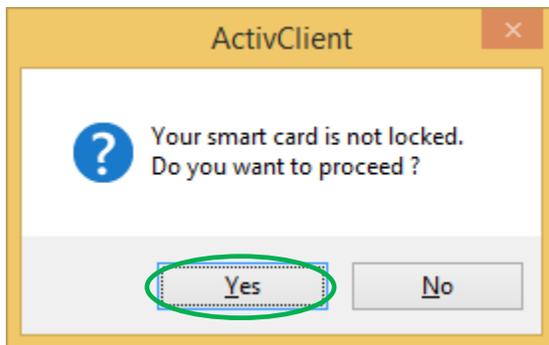
9) Enter the Unlock Code you recorded in Step 4. Assign (and verify) a new PIN that only you know. [We strongly recommend a 6 to 8 digit, all numeric PIN.]   When the indictors are all green, click OK.

This is an example value.

Enter your card's current Unlock Code that you recorded in Step 4
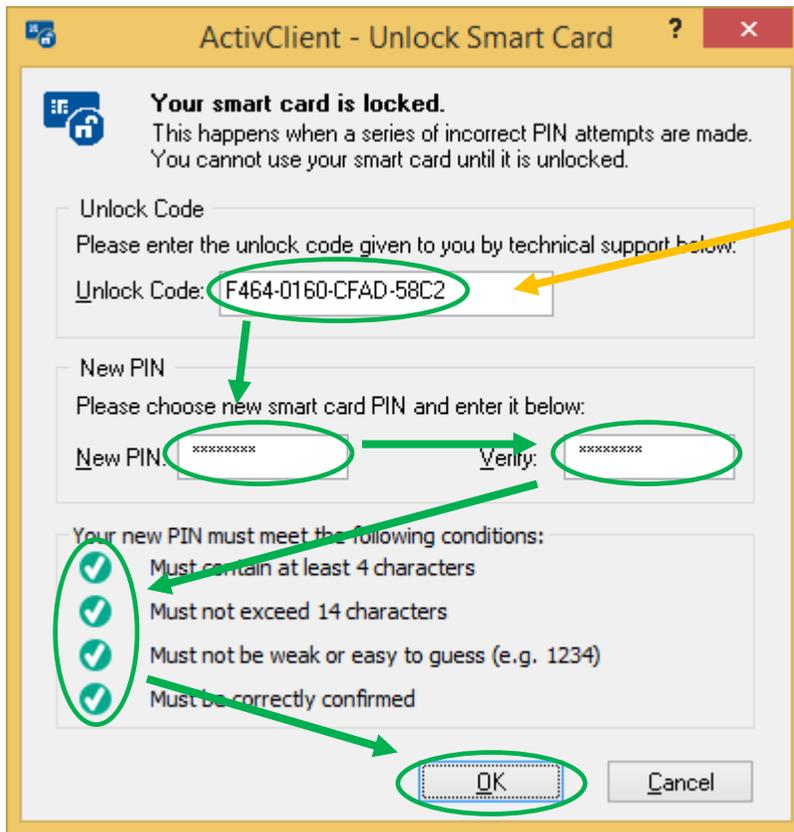
10) You should recive a success message, click OK.

11) Remove yor card from the card reader and re-insert the card to test your new PIN. The card shuld be have is it did in Steps 3 though 5. If so, you are ready to make your on-line certificate requests.

Change Smart Card PIN