WINDOWS XP USER GUIDE: SETTING UP YOUR SECURITY DEVICE

Prior to setting up your security device you must have the following items installed. If these items are not installed, please contact your IT Department and have them complete Part 1 of the installation procedure located at: http://www.fhlbny.com/Security-Device-Setup/xpguide.aspx.

- The Microsoft Update "Microsoft Base Smart Card Cryptographic Service Provider Package."
- The Gemalto hardware driver for the USB device (which is a smartcard reader).
- Java JRE to sign transactions.

In addition, you must have the two emails sent from "1Link Security Services." One email will contain your assigned reference number, and the second email will contain your authorization code. You need both of these together in order to activate your Security Device.

If you do not receive these two emails, please ask your IT department to check your spam filter. The emails are from 1LinkSecurityServices@managed.entrust.com and 1LinkSecurityServices@fhlbny.com. If you need further assistance, contact the 1Link Helpdesk at 800-546-5101, and press 4 for 1Link Security Services or email us at 1LinkSecurityServices@fhlbny.com.

STEP 1 - INSTALL THE USB SECURITY DEVICE

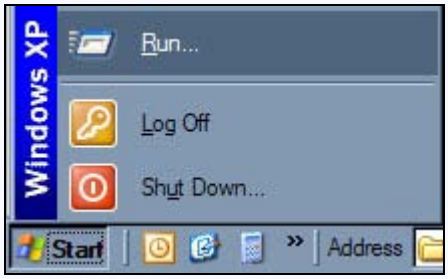
a. If using the USB Hub included the 1Link Transaction Starter Package, ensure the hub is properly connected/ illuminated.

b. Insert your Security Device into the USB hub or PC port. If you have the proper driver installed you may see the following message displayed briefly on the lower right corner of your screen:

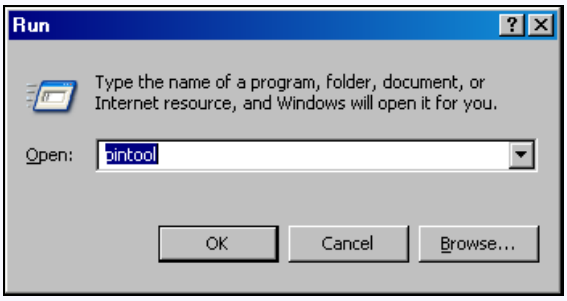
STEP 2 - SELECT YOUR PIN

Your Security Device comes with a default PIN that must be reset. The default PIN phrase is case sensitive. The PIN is the exact phrase: ***Please394710Change***

a. With your Security Device still plugged in, click on the Start button on your desktop, then on Run



b. Type in PINTOOL on the Run window



c. Click the "OK" button in the Run window and a Smart Card PIN Tool window will appear (see image on the next page)

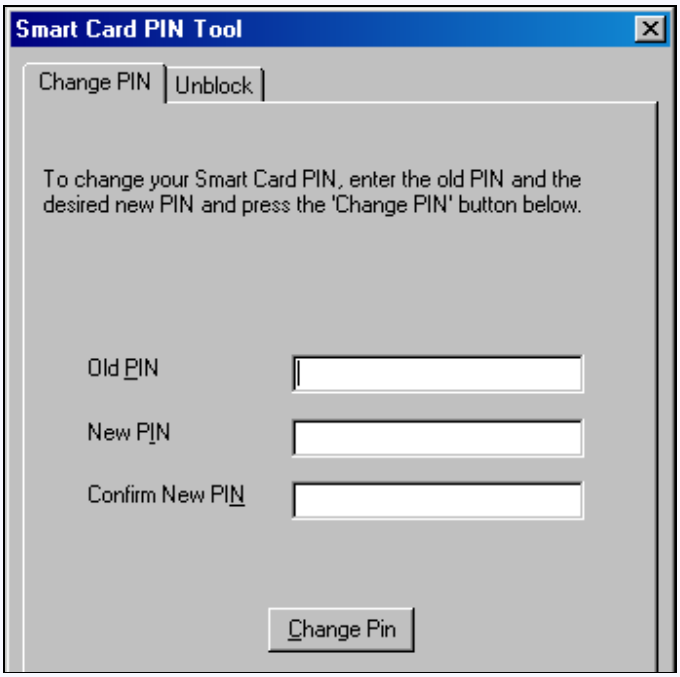
d. In the Old PIN field, copy and paste the default PIN exactly as displayed: ***Please394710Change***

e. Select and enter a New PIN (New PIN must be at least 4 digits, must be securely kept and not shared)

(Step 2 Continued)

f. Confirm your new PIN by entering again

g. Click the “Change Pin” button



h. After clicking the “Change Pin” button, a window will pop up confirming a successful PIN change

i. If the window below pops up instead of a successful PIN change, click OK and enter the case-sensitive PIN with spaces in the Old PIN field, exactly as displayed: ***Please 394710 Change***

STEP 3 - CREATE YOUR SIGNING KEY

You will need to two emails sent from “1Link Security Services" to complete this part. If you do not receive these two emails, please ask your IT department to check your spam filter. The emails are from 1LinkSecurityServices@managed.entrust.com and 1LinkSecurityServices@fhlbny.com. If you need further assistance, contact the 1Link Helpdesk at 800-546-5101, and press 4 for 1Link Security Services or email us at 1LinkSecurityServices@fhlbny.com.

a. With your Security Device still plugged in, click on the link provided in the Security Device Email - Part 1 or go to https://adminservices2.managed.entrust.com/cda-cgi/clientcgi.exe?action=start

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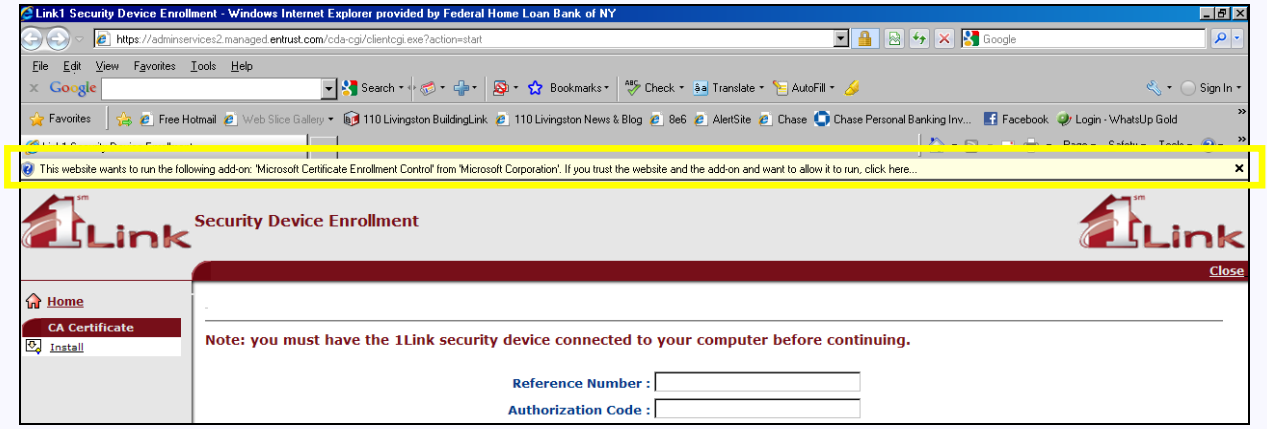
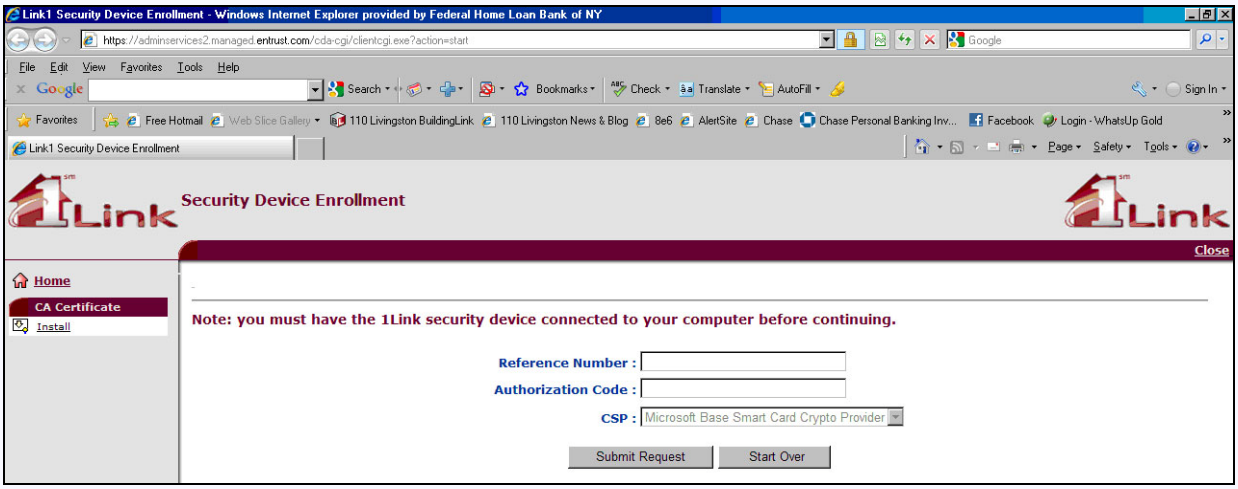
(Step 3 Continued)

b. If Active X is not enabled on your browser, a yellow bar will appear at the top of the web page. Right-click the yellow bar and click on “Run Add-on” to enable Active X.



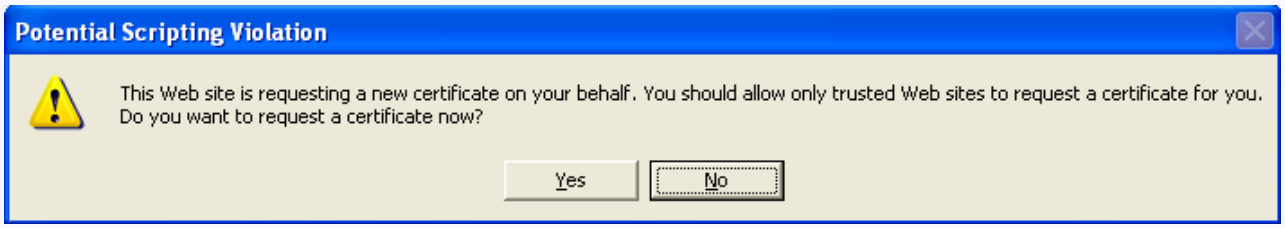
c. After the ActiveX control is installed, you will notice the yellow bar at the top of the webpage is no longer there. You are now ready to input the information from the emails you received.



d. Type the reference number you received in the Security Device Email - Part 1 in the appropriate field.

e. Type the Authorization Code you received in the Security Device Email – Part 2 in the appropriate field.

f. Click the “Submit Request” button. The following prompt will appear. Click the “Yes” button.



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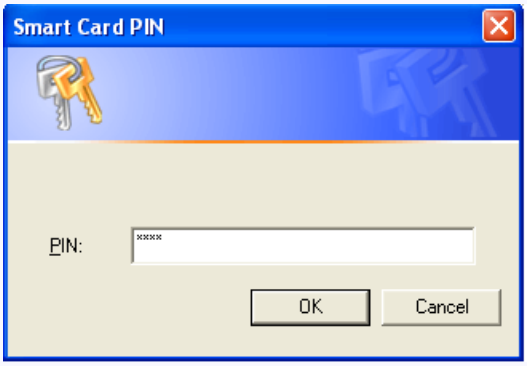
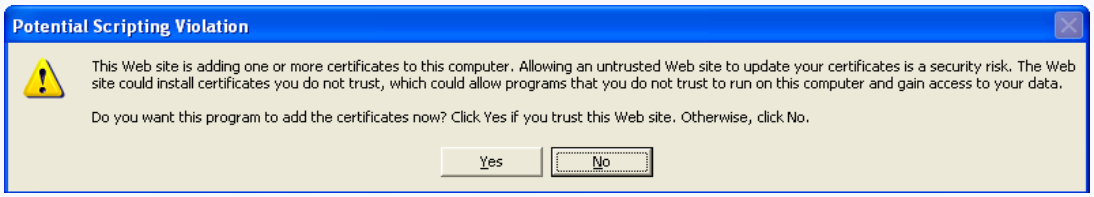
(Step 3 Continued)

g. Enter your PIN code when prompted in the following window. Press the “OK” button.

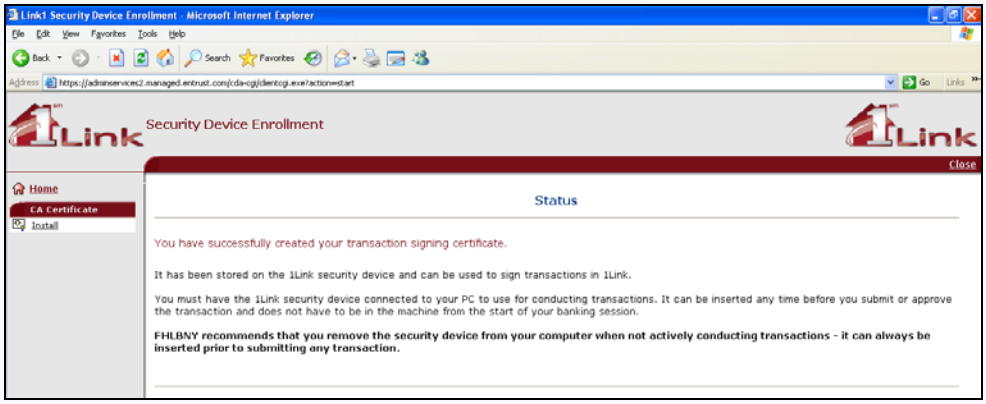


h. After pressing the “OK” button, the following prompt will appear. Click on the “Yes” button.



i. One of the following prompts will appear after the previous. Click “Yes” on either prompt.

j. A final screen indicating a successfully created certificate will appear.



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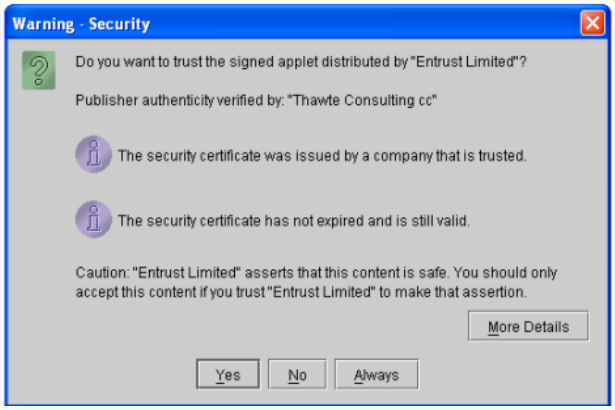
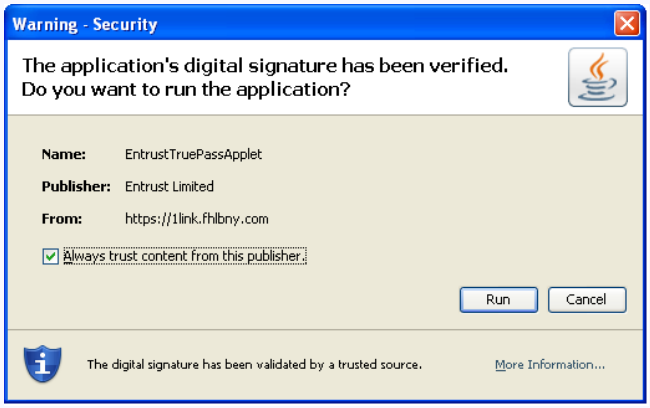
STEP 4 - VERIFY THAT YOUR DEVICE IS WORKING

To verify that your device was properly installed, remove the device from the USB hub or USB port on your PC and re-insert the device.

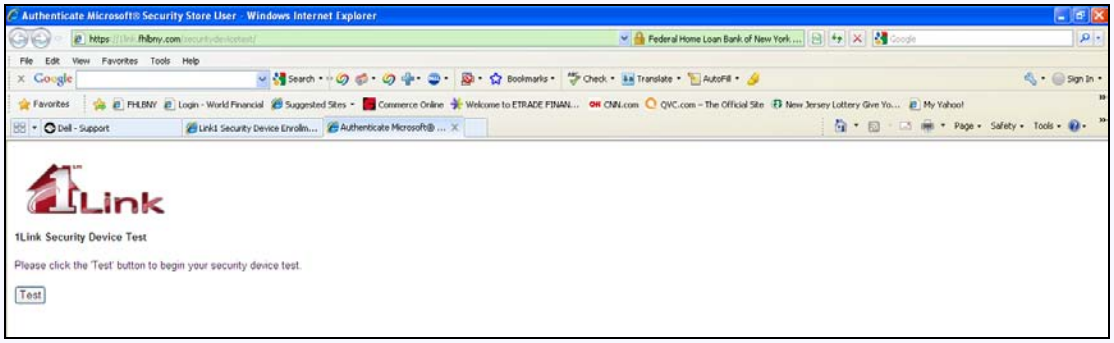
a. Go to the 1Link Security Device Test Page: https://1link.fhlbny.com/securitydevicetest

b. Upon first access, you may see a Security Warning popup window based upon your Java version. It may look like one of the two images below. Click the "Always" or "Run" button, depending on the prompt.

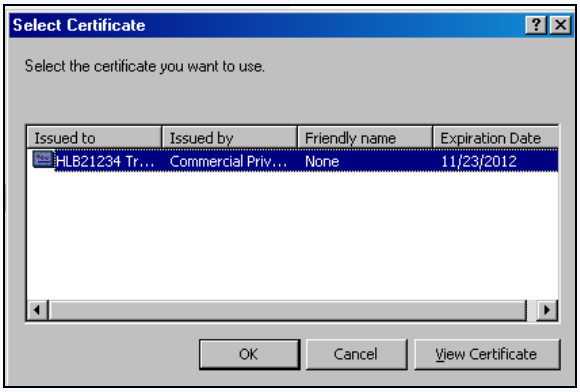




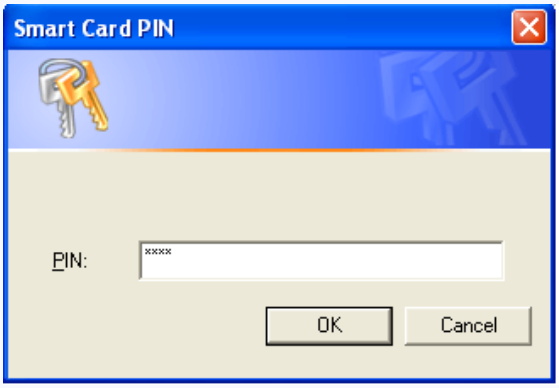
c. On the 1Link Security Device Test Page, click the "Test" button.



d. A Select Certificate window will appear with your certificate(s). Select your 1Link certificate if not already highlighted, and press the “OK” button.

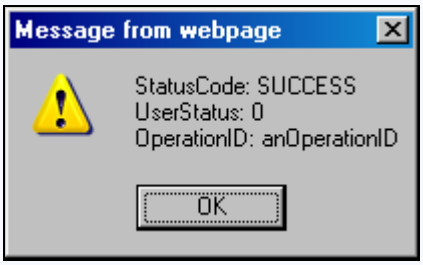


e. A Smart Card PIN window will appear and you will be required to enter you PIN. Once it’s entered, click the “OK” button.

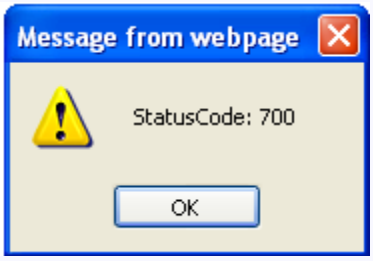


(Step 4 Continued)

f. If your device is properly setup, you will see:



g. If your device is not properly setup, you will see the following Status Code 700 message.



If you receive this message please have your IT department double-check your Java setup, or contact 1Link Security Services for assistance at 1-800-546-5101and press 4.

This concludes the setup for your Security Device.