

Digital certificate registration instructions

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1. Introduction

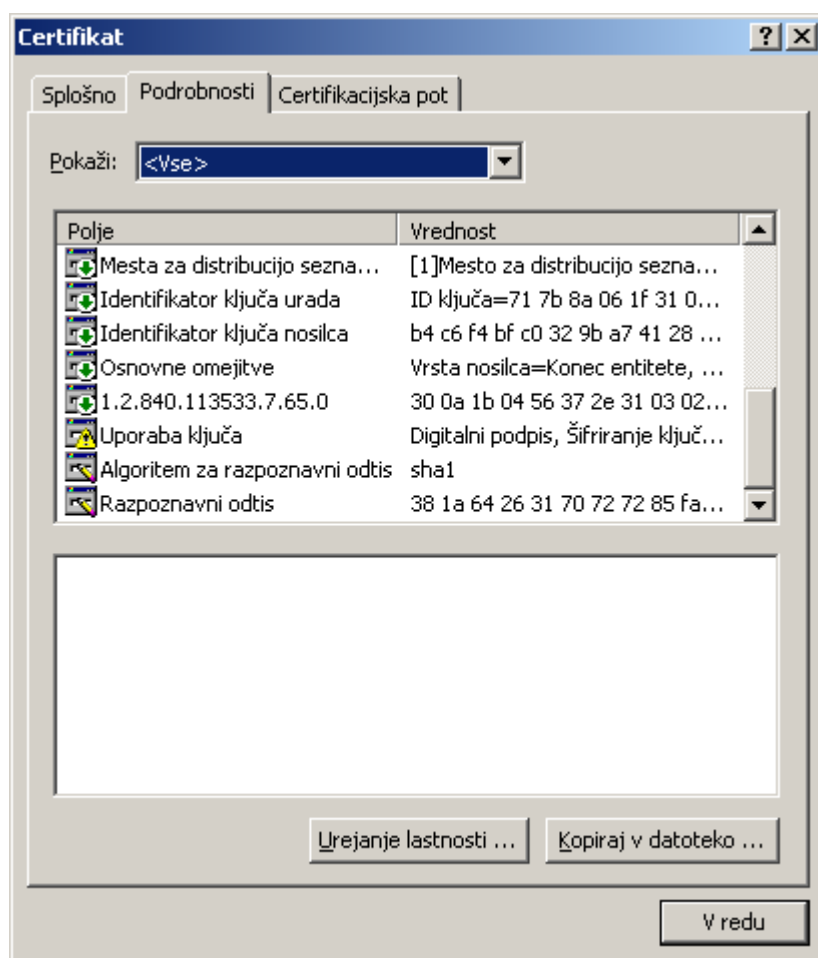
In addition to ID cards SecurID, Poslovni Bank@Net provides for identification of users with qualified digital certificates which are issued by the authorized certificate agencies in Slovenia (PostarCA, SigenCA, HalcomCA).

ATTENTION:

In case of qualified HalcomCA digital certificates, two options appear on the screen. However, only one of those is correct. The suitability of the certificate shall be checked as described in section 2.1 of the instructions.

1.1. Qualified digital certificate details review

Highlight the selected certificate and click  **Details (Podrobnosti)** (bottom left corner). A new window containing the digital characteristics properties will open.



ATTENTION:

The “Details” tab contains the “Key usage” field which is followed by the “Digital signature” value.

If “Key usage” is followed by the “Non-repudiation” value, the digital certificate cannot be used for signing and shall not be registered!

Before proceeding with the registration, the digital certificate has to be installed on the personal computer used for the registration.

The digital certificate can only be used in the Poslovni Bank@Net once it has been registered via:

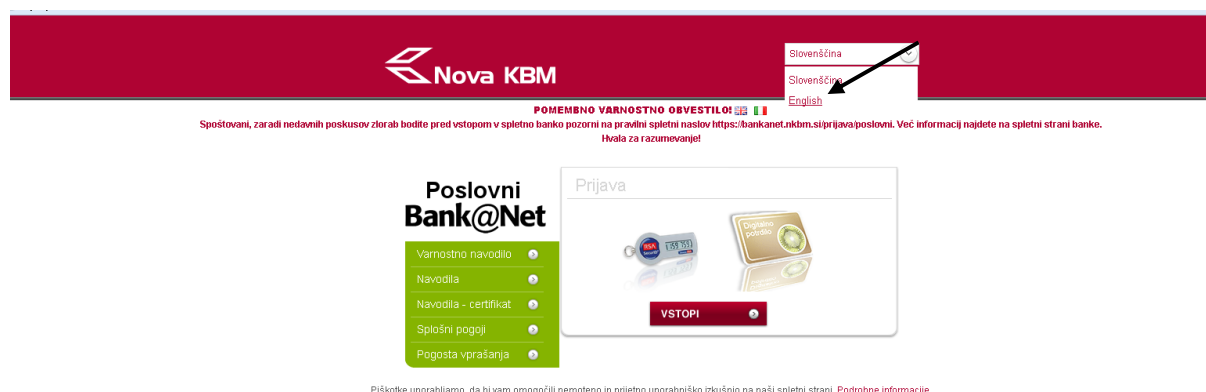
<https://bankanet.nkbm.si/prijava/poslovni>

www.nkbm.si → Poslovni, »Login into Poslovni Bank@Net« → Login into application → Poslovni Bank@Net → Login → Digital certificate login → Digital certificate registration.

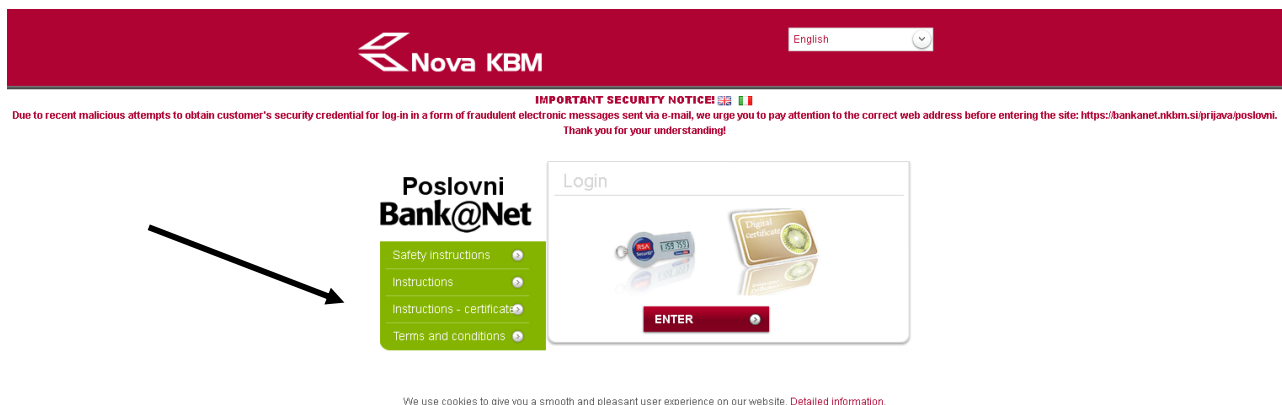
After selecting the above addresses, Poslovni Bank@Net login box pops-up:

Language can be selected on the PBN login page.

Image: Poslovni Bank@Net login box

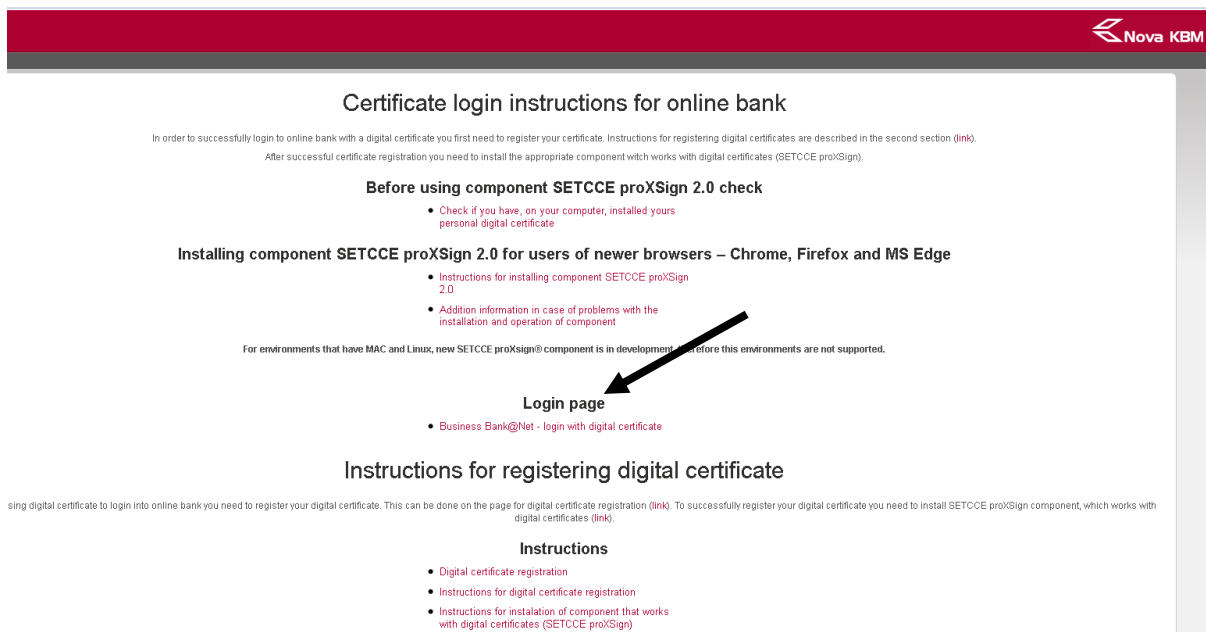


The main window is translated to English once the language has been selected.



Continue the registration by selecting »digital certificate«. The login box for registration with the digital certificate will pop-up.

After clicking »Instructions certificate«, the digital certificate registration instructions will appear:



ATTENTION:

The proXsign component shall be installed if the on-screen message indicates that the component has not yet been installed. Instructions for installing the proXsign component are located on the left side of the login box - "Instructions - certificate ".

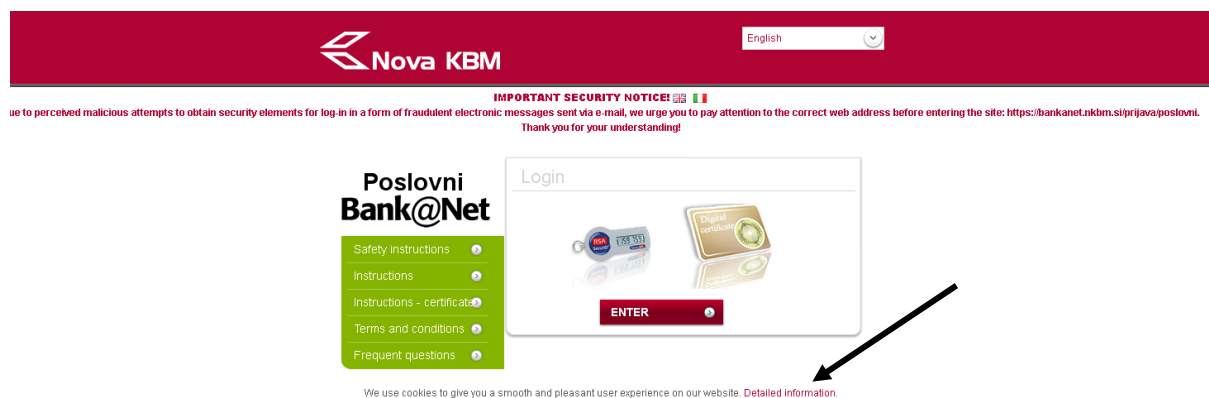
2. New digital certificate registration

The registration process steps.

Step 1:


»**Digital certificate registration**« shall be selected on the Poslovni Bank@Net login page. A new login box for the digital certificate registration pops-up.

Image: Digital certificate registration



After clicking »**Register digital certificate**«, a new “digital certificate registration” window opens.


Image: Digital certificate registration



English

Certificate registration data

Account	SI5604	
Certificate		CHOOSE
First login password		
Re-enter the password for the first login		
Tax number		Tax id number of individuals - the owner of the certificate
* enter, if the person is a resident of Slovenia		
Client identification		Client identification - the owner of the certificate
* enter, if the person is not a resident of Slovenia		
First name		
Last name		
Address		
Postcode		
City/Place		
Country	SLOVENIJA	
Phone number		
E-mail		



Refresh

Enter the security code

CONFIRM CANCEL

Password quality

When setting a new password, strength gauge will help you with the quality of the password. Gauge will also advise you on how to make your password more secure. The password must be at least 8 characters long. We recommended that you consider the following guidelines when setting your personal password:

- The password should contain upper and lowercase letters
- The password should contain digits
- The password should contain special characters ("!", ".", " ", "...")
- Characters should not be repeated
- A new password should be different from the old password

Step 2: required data for the digital certificate registration

Required fields.

- **Account:** value SI5604 has been pre-set in this field the 13-digit account number, which will use the digital certificate as a security element, shall be entered
- **Digital certificate:** select digital certificate
- Enter the first password for the use of the Digital certificate
- Re-enter password
- **Tax number:** the owner's (natural person) tax ID number
- **Client Identification:** the owner's (natural person) Client Identifications ID number
- **First name:**
- **Last name:**
- **Address:**
- **Postal code:**
- **City/Place:**
- **Country:** default setting »Slovenia«
- **Telephone:** (including the area code., i.e.: 02)
- **E-mail:** valid email address

ATTENTION:

Data entry in the field **"Tax code"** for resident - natural person or in the field **"Identifier customer"** for non-resident - natural person is **required**.

The Tax ID number of a natural person, which is the owner of the digital certificate, shall be entered in the **"Tax number"** field. If a tax number of a company is entered, the bank will **reject** the certificate.

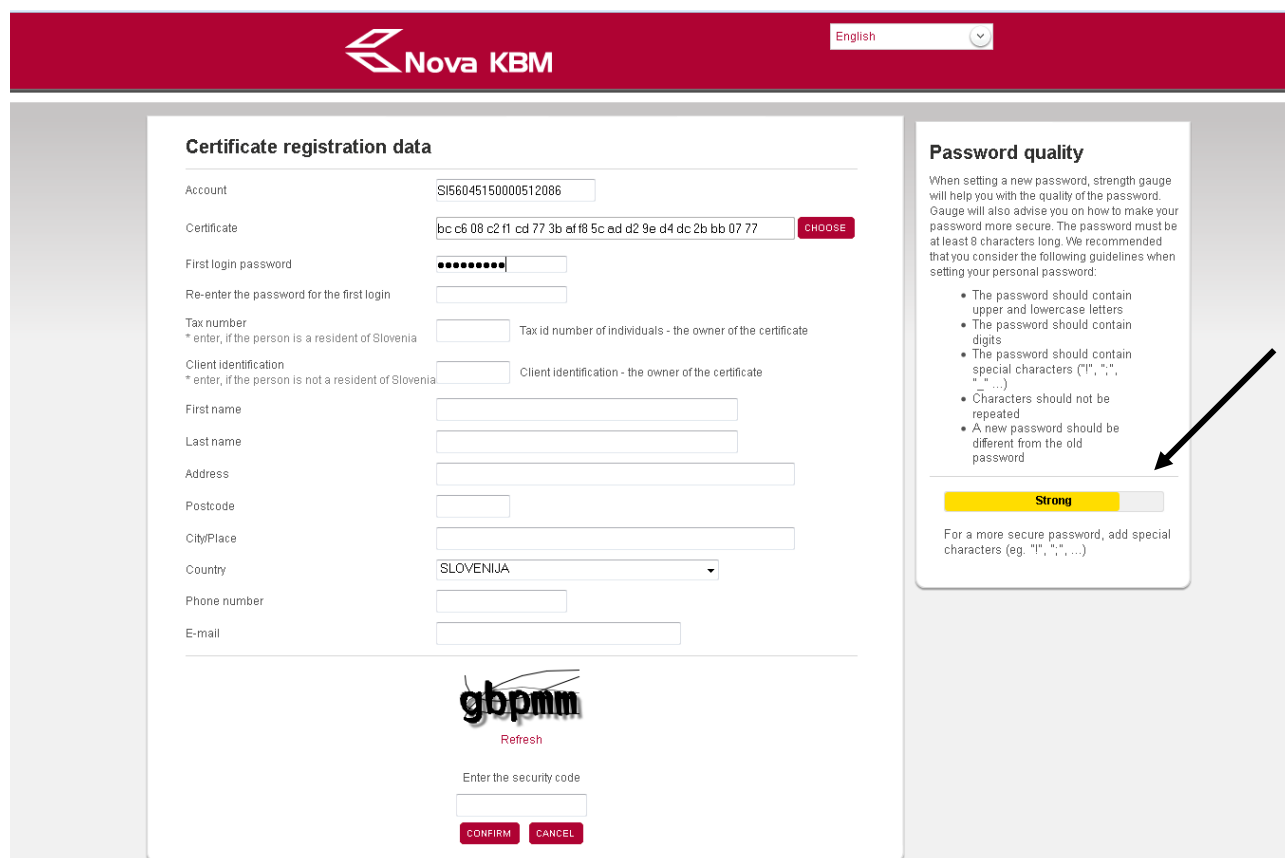
In the field **"Client identification"** is disguised banking client identification number.

One of the fields **"Tax ID number"** or **"The Client identifications"** is mandatory.

Step 3: Entering the first password

When entering the first password to login with the digital certificate, a window, showing the quality of the entered password, will appear on the right hand side.

Image: Password quality



The screenshot shows the Nova KBM digital certificate registration interface. The main form is titled "Certificate registration data" and contains the following fields:

- Account: SI56045150000512086
- Certificate: bc c6 08 c2 11 cd 77 3b af f8 5c ad d2 9e d4 dc 2b bb 07 77 **CHOOSE**
- First login password: [masked]
- Re-enter the password for the first login: [empty]
- Tax number: [empty] Tax id number of individuals - the owner of the certificate
- Client identification: [empty] Client identification - the owner of the certificate
- First name: [empty]
- Last name: [empty]
- Address: [empty]
- Postcode: [empty]
- City/Place: [empty]
- Country: SLOVENIJA
- Phone number: [empty]
- E-mail: [empty]

Below the form is a security code section with a "Refresh" button and a security code input field. At the bottom are "CONFIRM" and "CANCEL" buttons.

On the right side, there is a "Password quality" gauge. It shows a strength level of "Strong" (indicated by a yellow bar). The gauge includes the following guidelines:

- The password should contain upper and lowercase letters
- The password should contain digits
- The password should contain special characters ("!", ".", ",", " ", ...)
- Characters should not be repeated
- A new password should be different from the old password

For a more secure password, add special characters (eg. "!", ".", ",", ...).

Step 4: Entering security code

The indicated security code shall be entered into the »Enter security code« field.

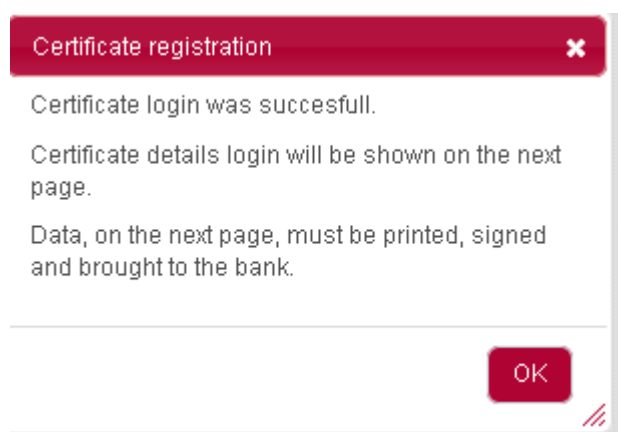
Image: Security code



Step 5: Digital certificate registration confirmation

By clicking »Confirm« the digital certificate registration is concluded. A warning message appears.

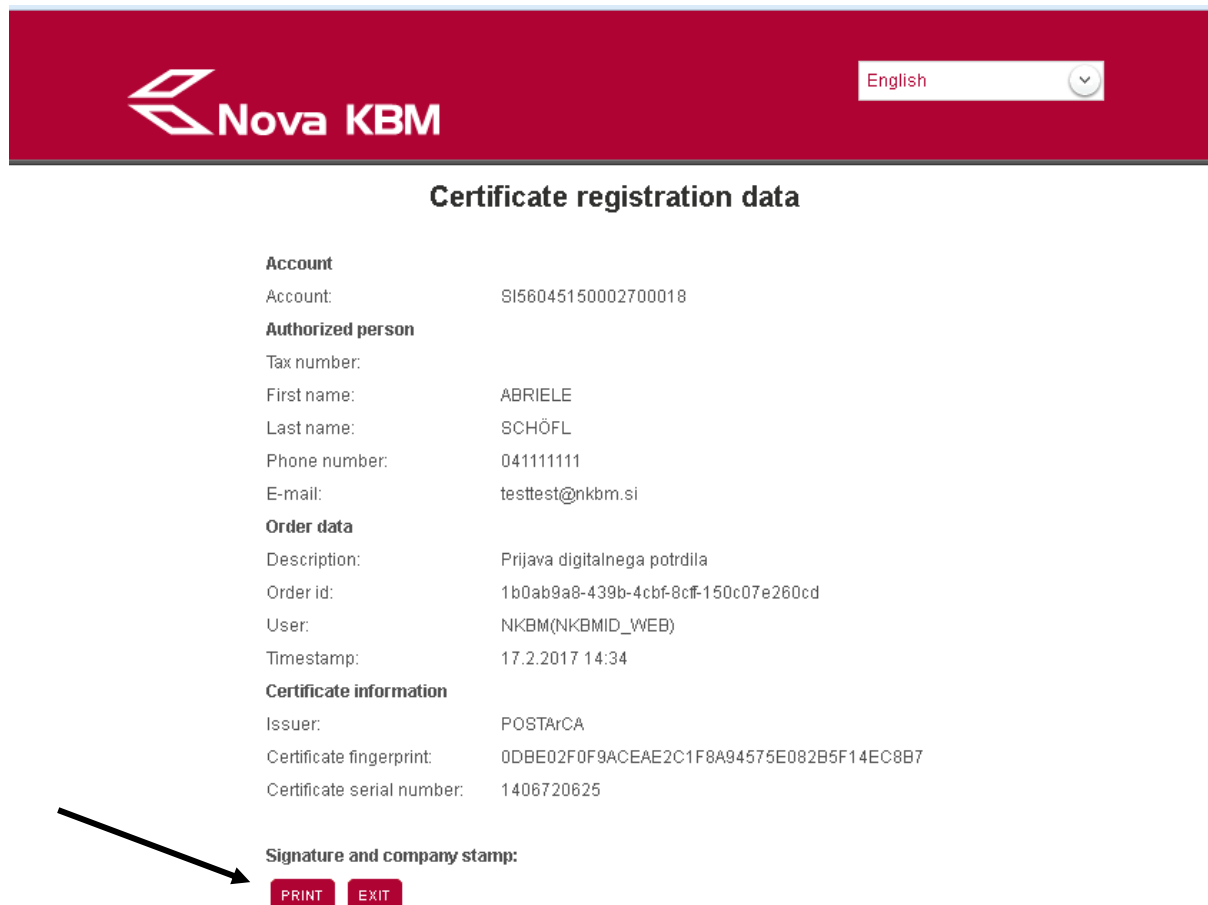
Image: Warning message



Step 6: Printing a confirmation message

After clicking »OK« a new window containing data regarding the new digital certificate registration opens. By clicking »Print«, a certificate which has to be signed, stamped and send to the bank, will be printed.

Image: Window with information about the new digital certificate



Certificate registration data

Account
Account: SI56045150002700018

Authorized person
Tax number:
First name: ABRIELE
Last name: SCHÖFL
Phone number: 041111111
E-mail: testtest@nkbm.si

Order data
Description: Prijava digitalnega potrdila
Order id: 1b0ab9a8-439b-4cbf-8cff-150c07e260cd
User: NKBM(NKBMID_WEB)
Timestamp: 17.2.2017 14:34

Certificate information
Issuer: POSTArCA
Certificate fingerprint: 0DBE02F0F9ACEAE2C1F8A94575E082B5F14EC8B7
Certificate serial number: 1406720625

Signature and company stamp:
PRINT **EXIT**

Digital certificate registration into the Poslovni Bank@Net is thus successfully completed and has been referred to the bank. The bank approves or rejects the registered digital certificate and sends a notice to the user.