

Guidance Leaflet

CIS PPL 1.4 (rev1) Issuing Smartcard

- **RA Manager**
- **RA Agent**

(rev1: 20150212)

Issuing Smartcard

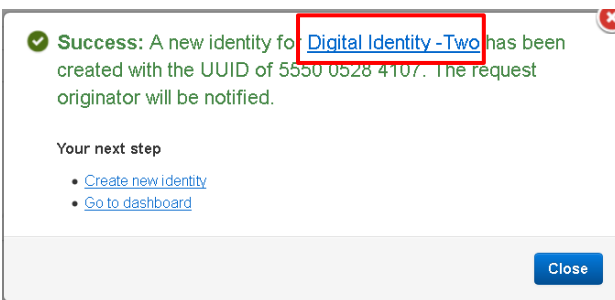
RA Managers / RA Agent

The Registration process is completed when a 'chip and pin' Smartcard (we call the PIN a PASSCODE) is produced with the user's identity, name and photograph and is associated with two encrypted certificates stored within the chip.

This allows their 'digital' identity to be authenticated with NHS systems and where necessary the signing of certain transactions.

The card manufacturer process consists of the electronic 'writing' of the two certificates onto the chip and then the card is printed.

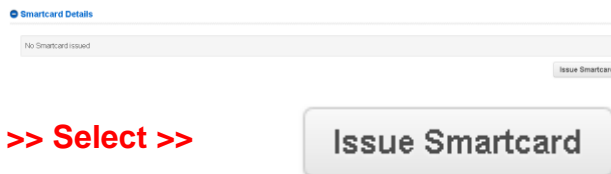
After the completion and verification of an applicant's identity and the creation of their Unique User ID (UUID) the screen will show the [hyperlink](#) for the created user, their UUID and some optional steps.



If you wish to Issue the card now, then click on their named [hyperlink](#) which will display the Registered user's details.



>> Scroll Down >> to smartcard details.



>> Select >>

The card issuance method is either:

- > Local:
 - o User can enter PASSCODE
 - o Or card can be issued 'Locked'.
- > Remote
 - o The card will be produced and must be dispatched appropriately.

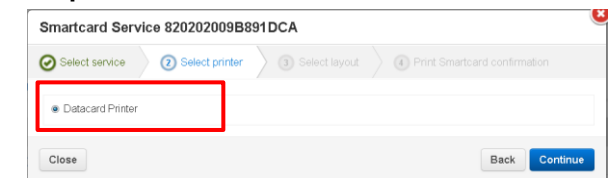
Please note the dialogue box; only the applicant can enter their own PASSCODE. This is a choice of between a minimum of four to eight ALPHA and / or NUMERIC characters

For remote issuance select the appropriate option.

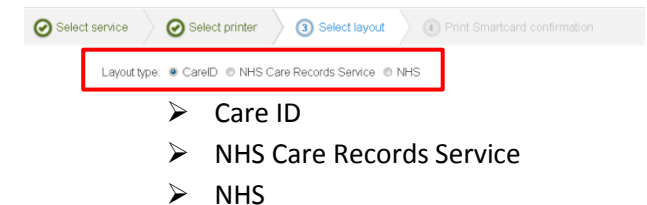
The printing of the card requires an RA Workstation to have an attached printer; current model is the SP35.

If no printer is detected this will be displayed however it is possible to create the card certificates and print the card later. A second card reader is required. Care must be taken for the security of a blank card – prior to printing!

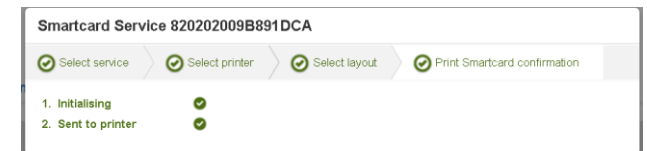
If a printer is connected - Select and Continue.



Select appropriate card 'Layout type' (design).



The blank card should be placed in the printer, certificates will be written and the card printed.



A success message should be received.

