BGŻ BNP PARIBAS

Instructions on Installation of Cryptographic Devices
for new users of Pl@net or BiznesPl@net systems

In order to use cryptographic devices (smart cards or USB devices) in the Pl@net or BiznesPl@net systems to generate digital signatures, the following actions should be performed:

1. **Installation of a digital signature generation plug-in**
2. **Installation of Comarch SmartCard software to service cryptographic devices**
3. **Initialisation of the card or USB device**

Please execute the above actions in the above sequence. Please do not connect the card reader or USB device to your computer until the Comarch SmartCard software to service cryptographic devices is installed.

Please note: Cryptographic devices are serviced in the Pl@net and BiznesPl@net systems in the Microsoft Windows (Vista / XP / 2000) operating system, by the following browsers: Microsoft Internet Explorer (version 5.5 with SP2 or higher), Mozilla Firefox (version 1.5 or higher) and Netscape Browser (version 7.1 or higher).

If you log into Pl@net or BiznesPl@net for the first time (and you log in and authorize transactions by an electronic signature), during the first logging the system will automatically check if the necessary IT software is installed on your computer. If no such software is detected, the system will start the installation. Please follow the instructions appearing on the screen or read this users manual

1. Installation of a digital signature generation plug-in

Installation of the plug-in for the Microsoft Internet Explorer browser.

If you log into Pl@net or BiznesPl@net for the first time or if you have received a "starting package" including the initial logging password, run the browser and go to the login page of the Pl@net or BiznesPl@net system.

- Logging into the Pl@net system: **https://planet.bgzbnpparibas.pl**
- Logging into the BiznesPl@net system: **https://biznesplanet.bgzbnpparibas.pl**

Podaj swój login

jankow123 | Dalej

⚠ Przed zalogowaniem sprawdź adres strony, certyfikat serwera oraz zweryfikuj czy na pasku statusu znajduje się ikona kłódki oznaczająca połączenie szyfrowane.
⇨ więcej

Enter your login (user name) and click "Dalej" ("Next"). The browser you run, provided that is was run with administrator rights, will instantly request the installation of the plug-in (unless the latest version of the plug-in has already been installed on the computer you use).

Click "Zainstaluj" ("Install"), this will initiate the installation of the plug-in. During subsequent loggings this message will not appear any more.

Depending on browser's configuration (also, in the case of insufficient authorization - since to install the plug-in you must have local administrator rights on a given computer) the following message may appear:
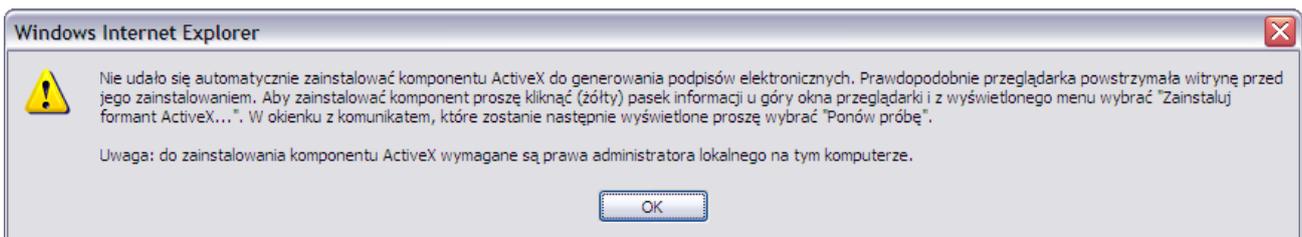
This message will also appear if the user has administrator rights but clicks "Nie instaluj"("Don't install").

There is also other possibility to install the plug-in by using the installation wizard available at Bank BGŻ BNP Paribas SA websites on "Bankowość internetowa" ("Internet Banking") site, in section "Do pobrania" ("Downloads") (on the right side of the screen), at the following address:
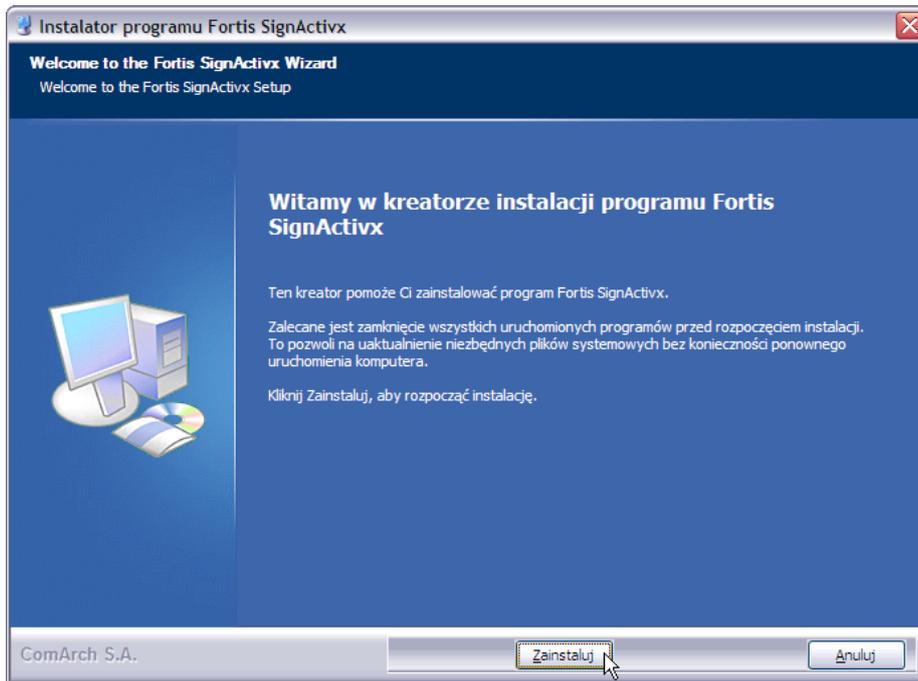
http://www.bgzbnpparibas.pl/files/BNPParibas_ActiveX_install.exe

In such a case the plug-in should be downloaded on the computer's disc:
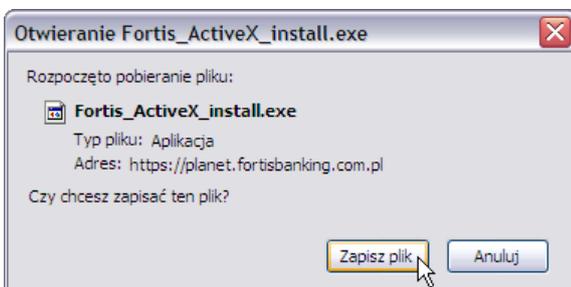
Then run the installation wizard (to do that you must have local administrator rights on a given computer):
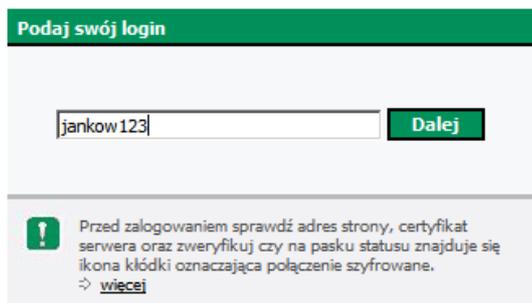

In next steps click "Zainstaluj"("Install"), "Dalej"("Next"), and then "Zakończ"("Finish").

Installation of the plug-in for Mozilla Firefox and Netscape browsers.

If you log into Pl@net or BiznesPl@net for the first time or if you have received a "starting package" including the initial logging password, run the browser and go to the login page of the Pl@net or BiznesPl@net system:

- Logging into the Pl@net system: **https://planet.bgzbnpparibas.pl**
- Logging into the BiznesPl@net system: **https://biznesplanet.bgzbnppparibas.pl**
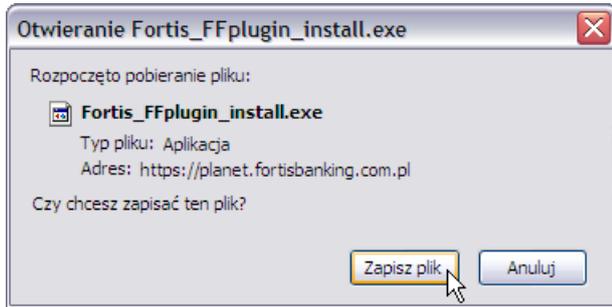

Enter your login (user name) and click "Dalej" ("Next"). The browser will instantly request the installation of the plug-in (unless the latest version of the plug-in has already been installed on the computer you use).
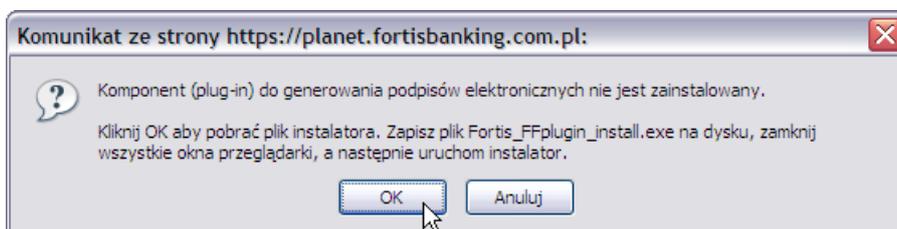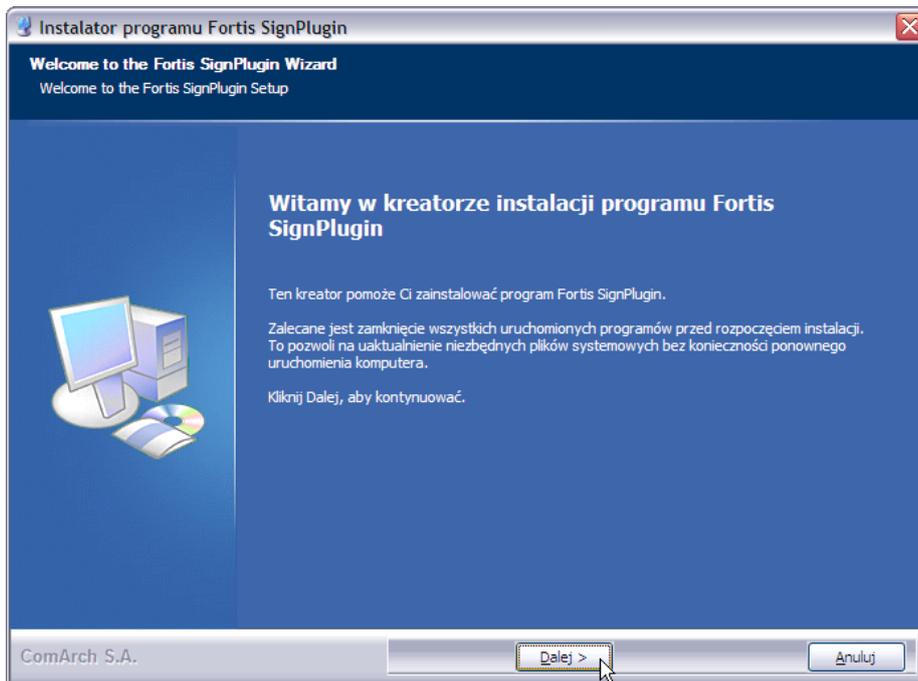
Click "OK", and then save the installation wizard file on the disc.
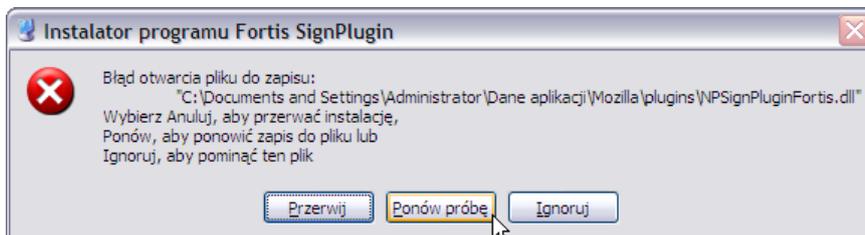

Run the wizard file (administrator's right are not required):

Choose the language of the installer (Polish or English) and click "OK."

Before running the wizard close all browser windows, otherwise the wizard may report an error:

In such a situation close the browser and then click "Ponów próbę" ("Retry").

On the next screen of the wizard choose the browser for which you want to install the plug-in (the wizard is compatible with either Firefox and Netscape):
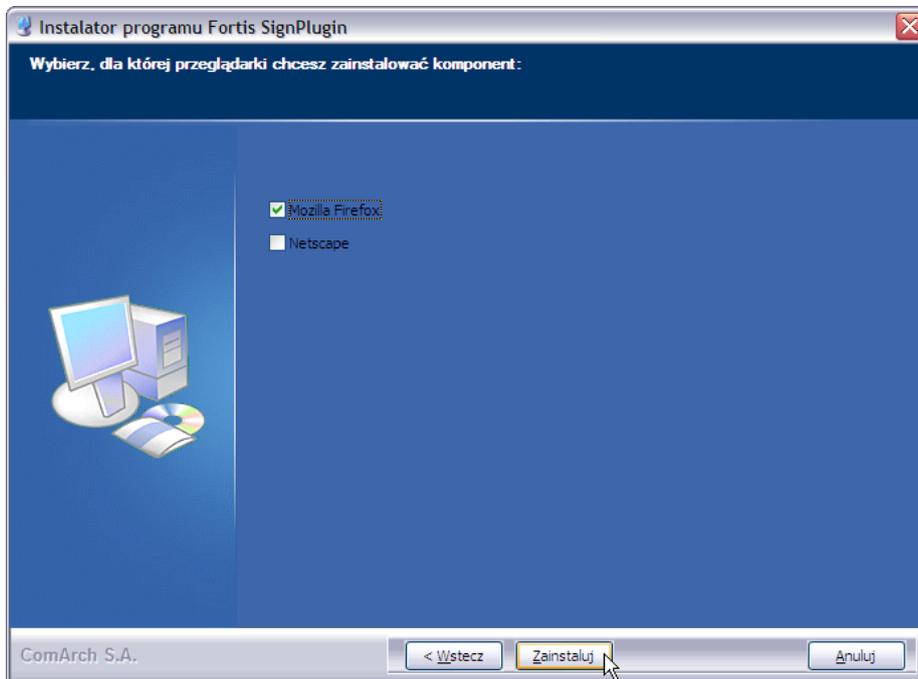
Then click "Zainstaluj" ("Install"), and on subsequent screens click "Dalej" ("Next") and "Zakończ" ("Finish").

The plug-in may also be downloaded from Bank BGŻ BNP Paribas SA websites. It is available on "Bankowość internetowa" ("Internet banking") site, in section "Do pobrania" ("Download") (on the right side of the screen), at the following address:

http://www.bnpbnpparibas.pl/files/SignPluginInstall6BNPParibas.zip

Now return to the login page of the Pl@net or BiznesPl@net system. Enter your login and click "Dalej" ("Next").

2. Installation of Comarch SmartCard software to service cryptographic devices

Another step to make is the installation of Comarch SmartCard software which is necessary for using **cryptographic devices – smart cards and USB devices**.

Return to the login page of the Pl@net or BiznesPl@net system and enter the password from the "starting package":

…then click "Zaloguj się" ("Log in"). Now the system will suggest generating the key – click "Generuj klucz" ("Generate the key").

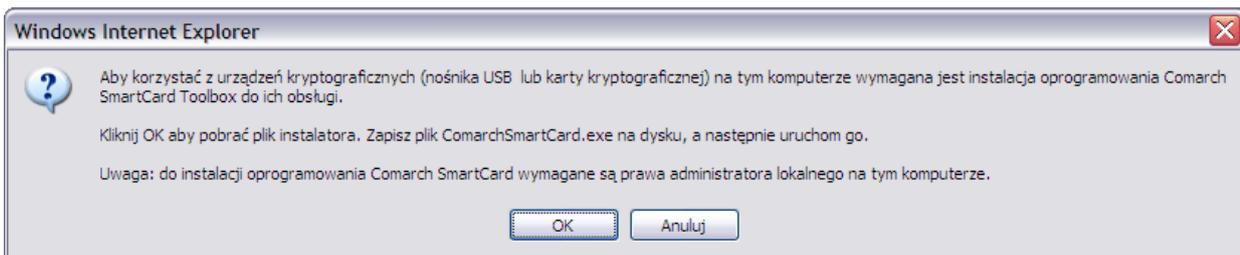**However, before key generation is possible, the installation of Comarch SmartCard software to service cryptographic devices is necessary. If it was not installed on the computer you use, the system would automatically detect it and request installation.**

An easy to use installation wizard will guide you through the process. Click "OK" to download the installer files. Save the ComarchSmartCard.exe file on a disc and then run it.
Please note: To install the Comarch SmartCard software, you must have administrator rights on a given computer.
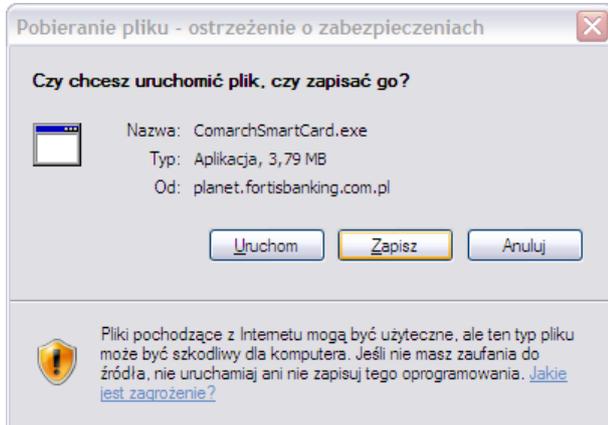
The ComarchSmartCard.exe installation file can be downloaded from Fortis Bank website. It is available on "Bankowość internetowa" ("Internet banking") site, in section "Do pobrania" ("Downloads") (on the right side of the screen), at the following address:

http://www.bgzbnpparibas.pl/files/comarchsc_bnpparibas.exe (file size: 20.5 MB).

**Once you have run the wizard, follow the instructions appearing on the screen clicking "Dalej" ("Next").**

Read and accept the terms and conditions of the licence agreement by selecting the "Akceptuję warunki umowy licencyjnej"("I accept the terms and conditions of the licence agreement") box. Then click "Dalej"("Next"):
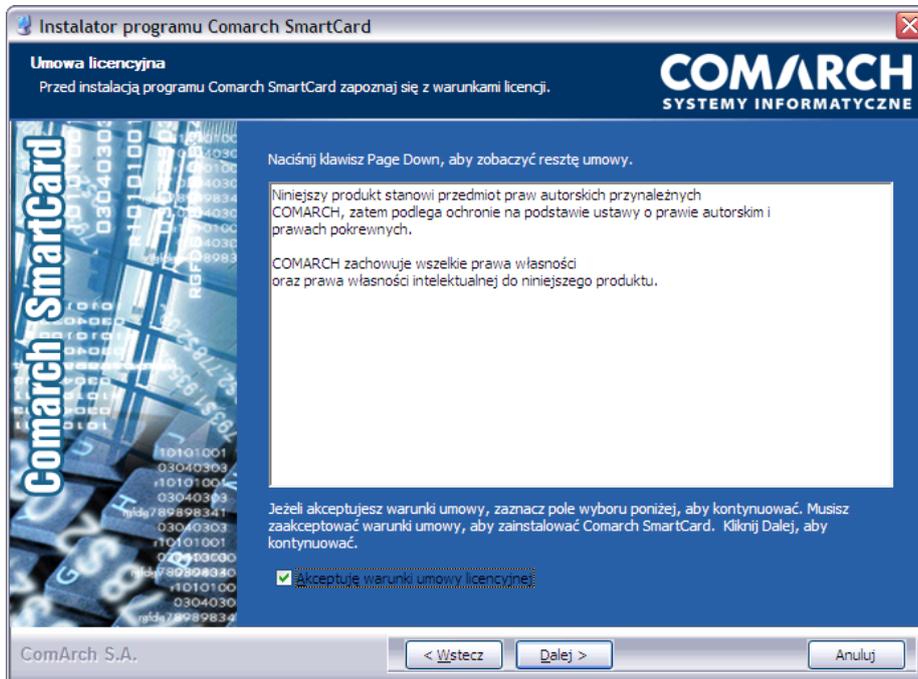
Now the wizard will require the installation of drivers for smart card readers and USB cryptographic devices. Leave the selected boxes (both "Czytniki kart" ("Smart card readers") as well as "Tokeny USB" ("USB Tokens") and click "Dalej" ("Next")).
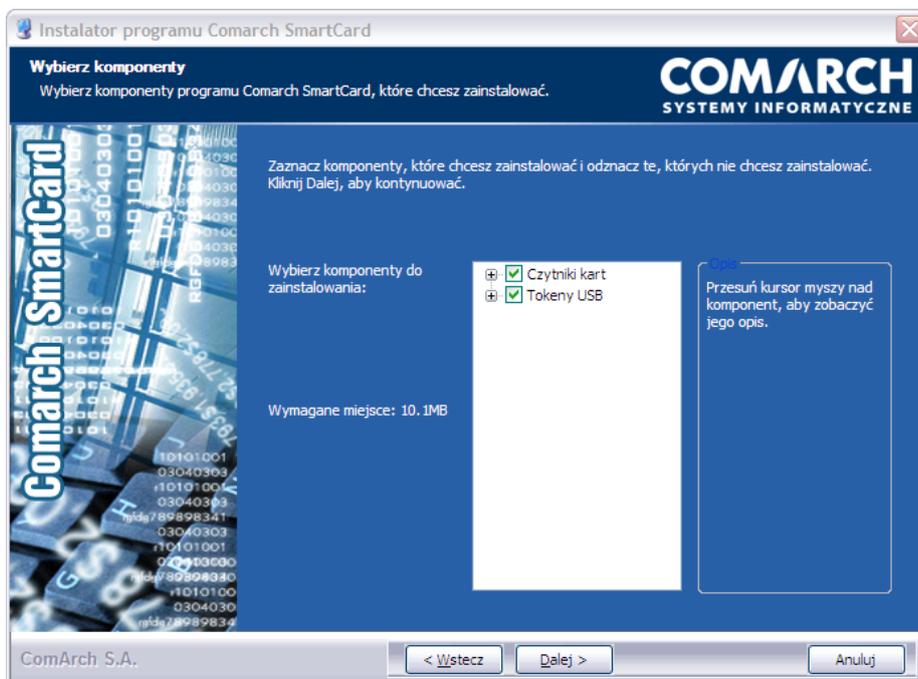

If you do not wish to install excessive drivers, you can unselect the box of redundant components– if you only intend to use USB cryptographic device, it is enough to install Gem e-Seal drivers from the "Tokeny USB" ("USB Tokens") group. On the other hand, if you use smart cards and a reader distributed by Fortis Bank, it is enough to install drivers for GemPCTwin USB

reader. However, if you have another (your own) reader, you can unselect all boxes so as not to install any drivers.
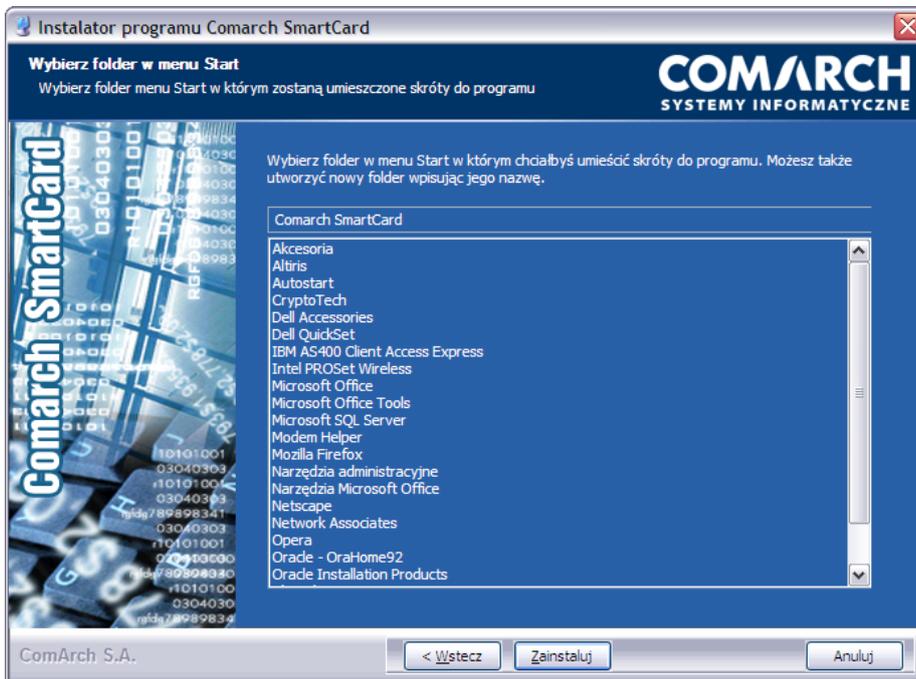
Then, define the location where the application should be installed – accept the default folder or change it clicking "Przeglądaj…" ("Browse…"):
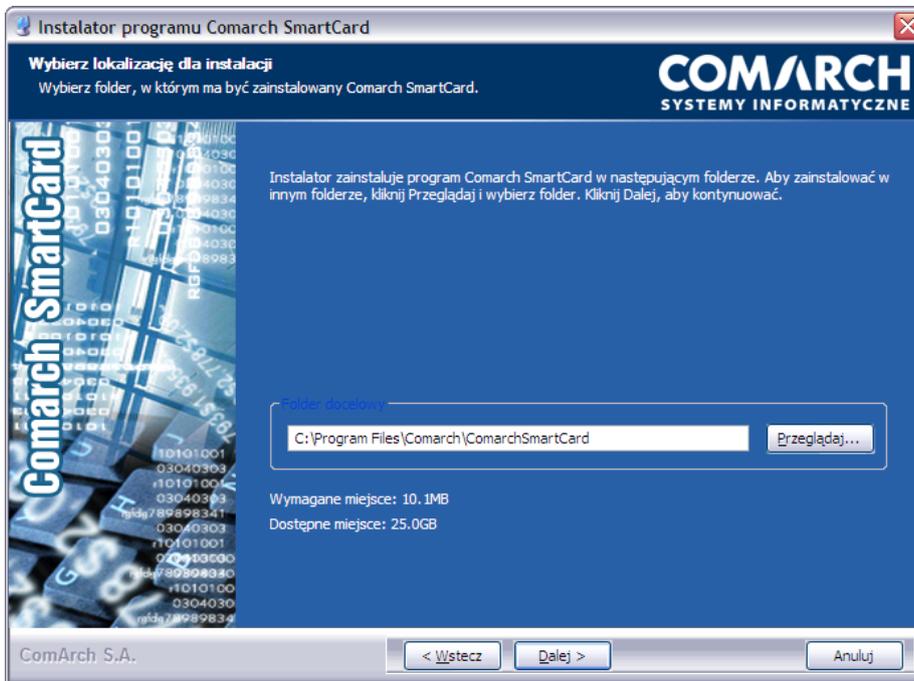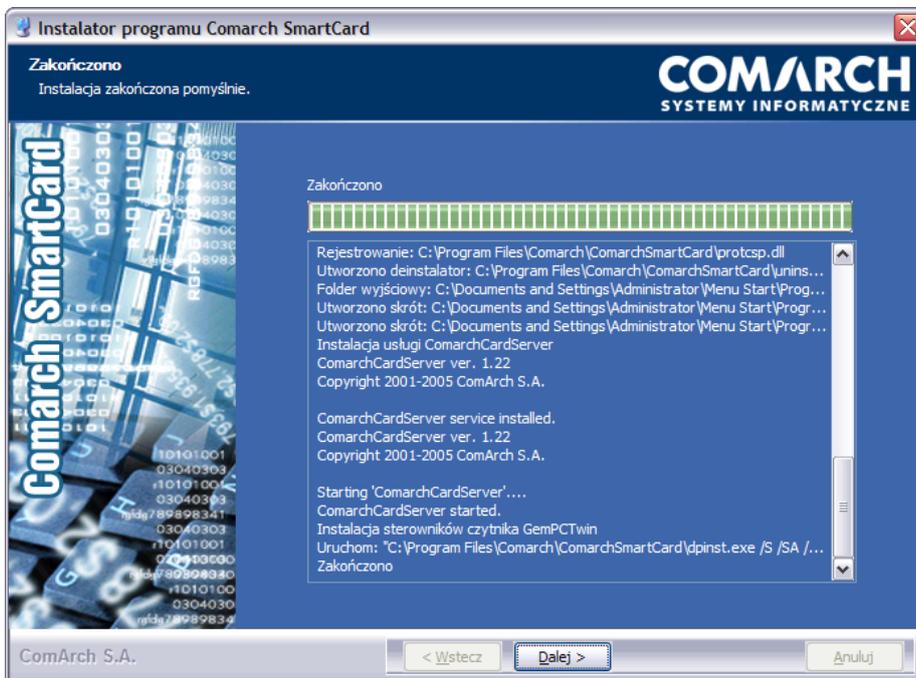
In the next step the wizard will ask to select a folder from the Start menu, in which a shortcut to run the application will be created. Select the folder and click "Zainstaluj" ("Install"):


When the installation wizard informs about the completion of the installation process, click "Dalej" ("Next"):

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The installation process is completed. If you use Windows 98 or Windows ME operating systems, you need to restart your computer - click "Uruchom ponownie teraz" ("Restart the computer now") and then "Zakończ" ("Finish"). If you use later Windows versions (Vista, XP, Windows 2000, Windows 7 or Windows 8/8.1), the restart is not necessary – click "Sam uruchomię komputer później" ("I will restart my computer later") and then "Zakończ" ("Finish").
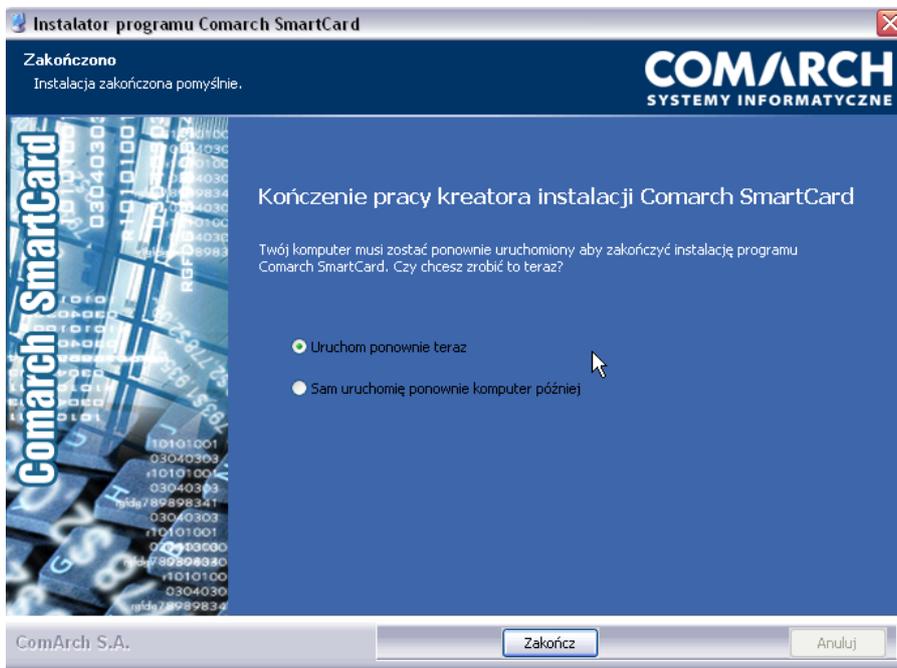
## 3.   Initialisation of the card or USB device and key generation

Once the Comarch SmartCard software is installed, you can return to the previously interrupted key generation. **Connect the USB device to your computer or connect a card reader and insert the smart card into the reader. Then,** return to the browser and click "Generuj klucz" ("Generate the key").

A selection screen will appear with cryptographic devices to choose from, where the key is to be generated on. Please indicate the device you use (USB device or smart card). In the field below, please enter the name under which the new key will be saved (you can give it any name).
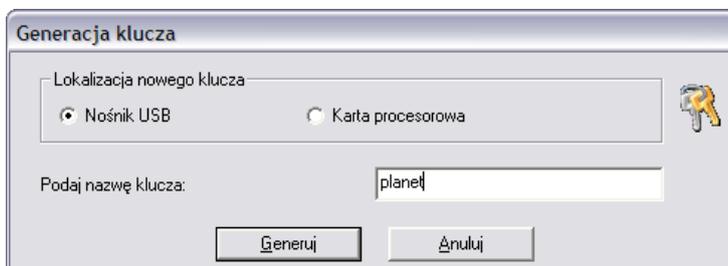
If the cryptographic device (USB device or smart card) is new and has not been used yet, you need to initialise it, that is, to define a Personal Identification Number (PIN) to secure the device, and a Personal Unblocking Key (PUK). Click "OK" in order to go to the initialisation of cryptographic device.
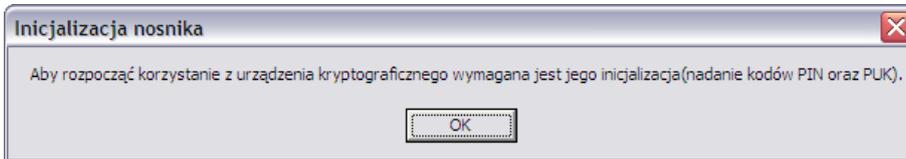

Please define the following on the cryptographic device initialisation screen now appeared:
- PIN (4 digits), and
- PUK (8 digits).

The **PIN** is a 4-digit code which secures the keys stored on a cryptographic device. The PIN prevents unauthorised and accidental use of your smart card or USB device, including execution of orders and instructions in your account which require a digital signature. The PIN is strictly confidential and should be known only to you.

The **PUK**, or Personal Unblocking Key, is an 8-digit code which allows you to unblock the cryptographic device should it get blocked after your entered an invalid PIN five (5) times in succession. The PUK should be stored in a safe place and protected against loss.

To avoid mistakes, each of codes should be entered twice. Confirm by clicking "OK."
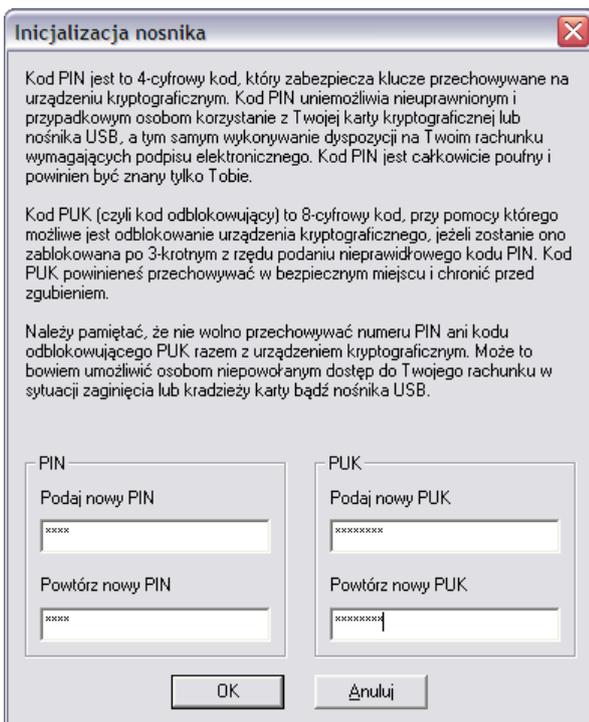
Please note: Remember that the PIN and PUK should not be kept together with a cryptographic device (USB device or smart card). This could result in an unauthorised access to your account when your cryptographic device is lost or stolen.

Please note: If the cryptographic device (USB device or smart card) is blocked after you have entered an invalid PIN five (5) times in succession and you have forgotten the PUK, you may still use the device as long as it is reinitialised. However, all the keys saved on the cryptographic device will be deleted from its memory during the initialisation process.

When you click "OK" to confirm, the system will offer you to print the PUK and then return to the new key generation process interrupted before. A dialog box will appear requesting you to enter the PIN. Please enter the PIN that you have just defined.

Accept by clicking "OK." Please wait until the system generates the key and saves it in the chip memory on a smart card or USB device.

Once the key generation is completed, you will be logged into Pl@net or BinznesPl@net system.