

ProCredit Bank, 107A Peremohy Prosp., 03115 Kyiv, Ukraine

Procedure for changing your EDS key

With the EDS key change service, you can change your valid electronic digital signature (EDS) key, which is used to log into your e-Banking automatic work station (AWS), without having to visit a bank branch.

Step one: You can change your key in one of two ways described below:

1. After logging in using your current key, press the button “REPLACE EDS KEY REMOTELY” in the warning message about the upcoming expiration of your current key (See Figure 1).

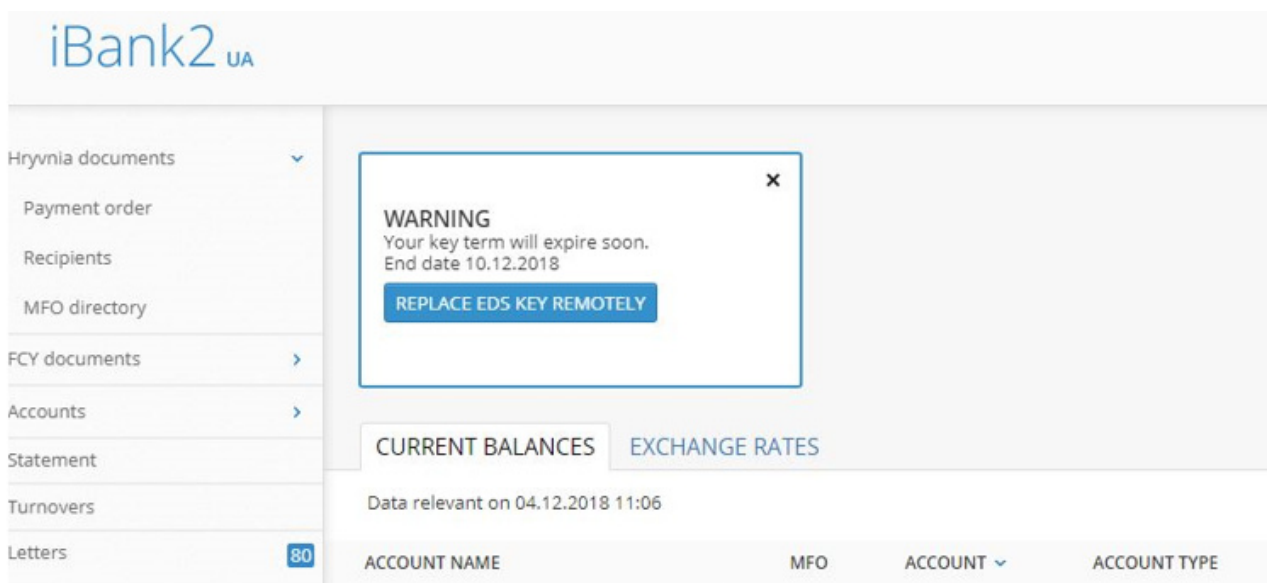


Figure 1

OR

2. Left-click on the name of the client/organisation in the upper right-hand corner of the page, click on the “KEYS” tab and press the button “REPLACE EDS KEY REMOTELY” in the menu (See Figure 2).

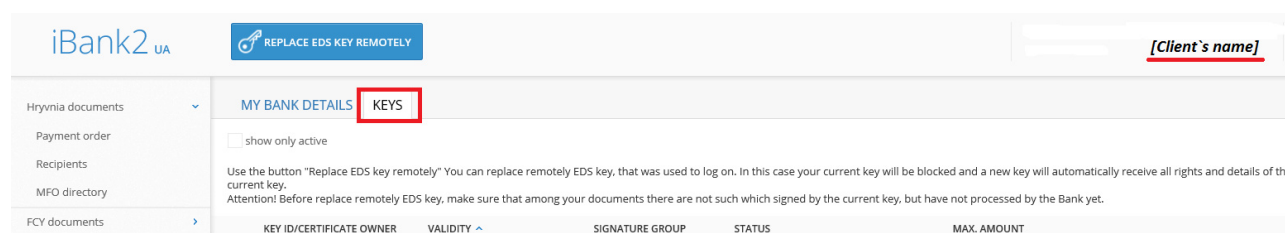


Figure 2

Step two: As soon as you complete one of the steps above, you will be transferred to “EDS key creation” page, where you should make sure of the following:

- Box “my key is active but it will expire soon” is checked;
- Full name and position of the employee whose key is being changed is displayed in the section “Key owner”;
- Box “I give the permit for my personal data processing” is checked (Figure 3).

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EDS key creation

my key is active, but it will expire soon


Key owner

Full name

Position in the organization

Storage for new key

Storage type

File storage 

File with EDS keys

Select

Key name

Password

Re-enter password

Attention! Before clicking "Create EDS key" button, check the correctness of the entered information. Creating the EDS key is the final step of registration, after which all entered information will be sent to the bank without the possibility of change.

I give the permit for my personal data processing

CREATE EDS KEY

Figure 3

In order to complete the remote key change procedure, select the storage location of the new key file.

If you would like to save the EDS key to your PC or a removable storage device, select "Disk file" under "Storage type" (Figure 3).

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The following steps should be completed next:

1. Create a new folder for EDS keys. To do this, press the “Select” button and in the pop-up window, select a location on your computer or storage device for the new key storage folder (Figure 4). Press the “Save” button. The path to the key storage will be shown in the field “EDS key file”.

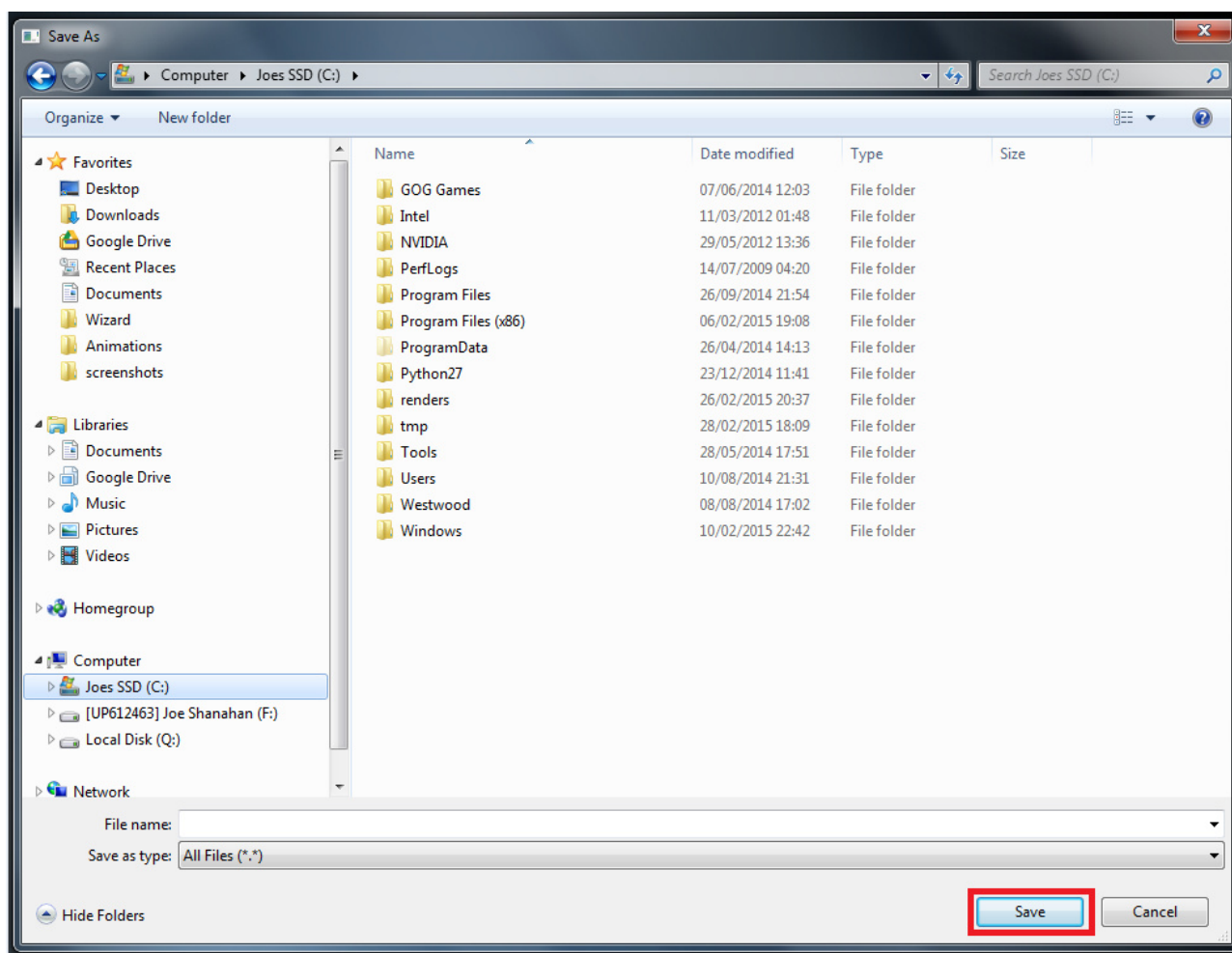


Figure 4

2. Enter a new name for the EDS key.
3. Enter your password for the new EDS key in fields “Password” and “Re-enter password” (See Figure 3).

The password must contain a minimum of six characters and at least:

- one uppercase letter (capital letter);
- one lowercase letter (small letter);
- one special character (e.g., ! ? % # \$ * @ & etc.);
- one number.

Password examples: “Ab57198!” or “?xpG362#”, etc.

Before entering the password, check the keyboard layout and make sure the CAPS LOCK is off.

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If you would like to save the EDS key to a USB token, select “Storage type” - “Hardware device” (USB token must be connected to the PC during this step) - Figure 5.

The following fields must be completed:

1. device password (i.e. password to the USB token);
2. key name.

EDS key creation

my key is active, but it will expire soon

Key owner

Full name

Position in the organization

Storage for new key

Storage type

Hardware device

Keys storage

USB-token

Device password

.....

Key name

test

Attention! Before clicking "Create EDS key" button, check the correctness of the entered information. Creating the EDS key is the final step of registration, after which all entered information will be sent to the bank without the possibility of change.

I give the permit for my personal data processing

Figure 5

Step three: Press the “CREATE EDS KEY” button. A new EDS key will be generated and activated automatically. A notification of successful key change will be displayed (Figure 6).

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Figure 6

The old EDS key, which was used to log into e-Banking, will be blocked immediately. As soon as you press the "CLOSE" button (Figure 6), you will be transferred to the e-Banking login webpage.

Please note that when you log in to e-Banking again, you will need to select the location of the newly created key file using the "Select" button (Figure 7).

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Entry point for legal person.

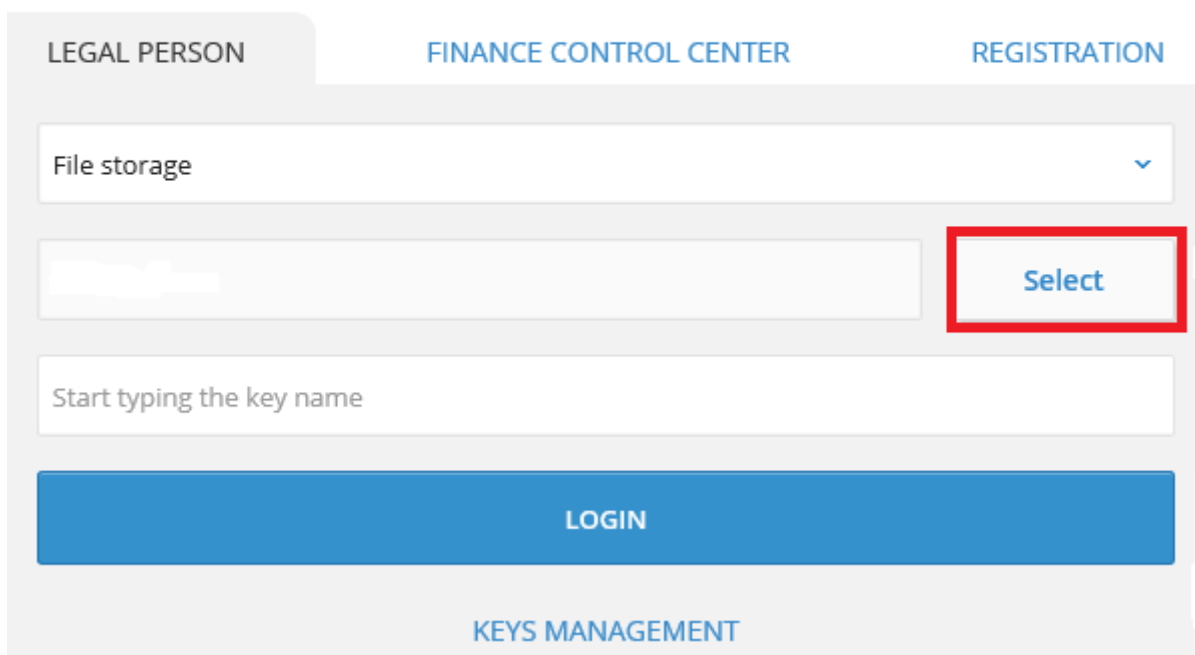


Figure 7