# **Getting Started For Terminal Operations**

# CHANGE SMARTCARD PASSWORD

## INTRODUCTION:

Each user can change his/her smartcard password at a CCMS or CCASS Terminal (collectively called "C3T") at any time. This section describes the procedures for changing smartcard passwords used to log onto CCMS.

### Change Smartcard Password:

A user must initialise his/her smartcard and create a smartcard password (6 - 8 digits) when he/she first logs on to CCMS.

The password is confidential and should only be known by the user (not even HKEX has access to it). It is recommended that users should change their passwords regularly, e.g. once a month.

### What to do if you forget your password:

If a CCMS user forgets his/her password, he/she should inform the Delegated Administrator (DA) as soon as possible and request the DA to assign a new smartcard password (Refer to Section 7.2.7 for Reset Smartcard Password procedures). It is recommended that a CCMS user should change this password immediately upon receiving it from the DA.

In case a DA forgets his/her own password, he/she should complete and submit to the Clearing House the form 'User Profile for Delegated Administrator (DA)' to re-apply for a new password as the Clearing House does not know the original password. The old password will be deleted and replaced with a new password by HKEX. It is recommended that the DA should change this new password, for security and confidentiality reasons.

Procedures to change a smartcard password:

1. Click the 'Change Password' hyperlink in the top frame of any CCMS/CCASS screen

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Election Instruction				Click the	'Change	
Subscription Instruction				Password	l' hyperlink	
Corp Voting Instruction					71	
EIPO Application						
Tender Instruction						
Corp Communication						
Upload Batch File						
Report Profile Maintenance						
View Circular						
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2. Input the old password once and the new password twice and click the 'Change' button.

General Enquiries Enq Settlement Act / Status Delivery Instruction (DI)	Change Password Please insert your smartcard	into the reader before changing	its password.
A/C Transfer Instruction (SI) Settlement Instruction (SI) Investor Stm Instr (ISI)	Old Password : New Password :	skolakak	Input old and new passwords
ISI Counterparty List Payment Instruction Cash Prepayment	New Password ( Re-enter) :	300000x	
Stock Borrowing / Lending SBL Bulletin Board		Change	Refresh
General Stock Collateral Login Withdrawal Order Election Instruction		$\backslash$	<u>}</u>
Subscription Instruction Corp Voting Instruction			Then click the 'Change' button
EIPO Application Tender Instruction Corn Communication			
Upload Batch File Report Profile Maintenance			
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3. A message 'Your smartcard password has been changed successfully' will be displayed.

General Enquiries				
Eng Settlement Act / Status	Change Password			
Delivery Instruction (DI)	Please insert your smartcard in	nto the reader before changir	na its password.	
A/C Transfer Instr (ATI)			1	
Settlement Instruction (SI)	Old Password :			
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Stock Borrowing / Lending				
SBL Bulletin Board	Your smartcare	d password has been changed suc	ccessfully	
General Stock Collateral	_			
Login Withdrawal Order		OK		
Election Instruction				
Subscription Instruction				
Corp Voting Instruction				
EIPO Application				
Tender Instruction				
Corp Communication				
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Report Profile Maintenance				
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