

## Getting Started For Terminal Operations

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### 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.

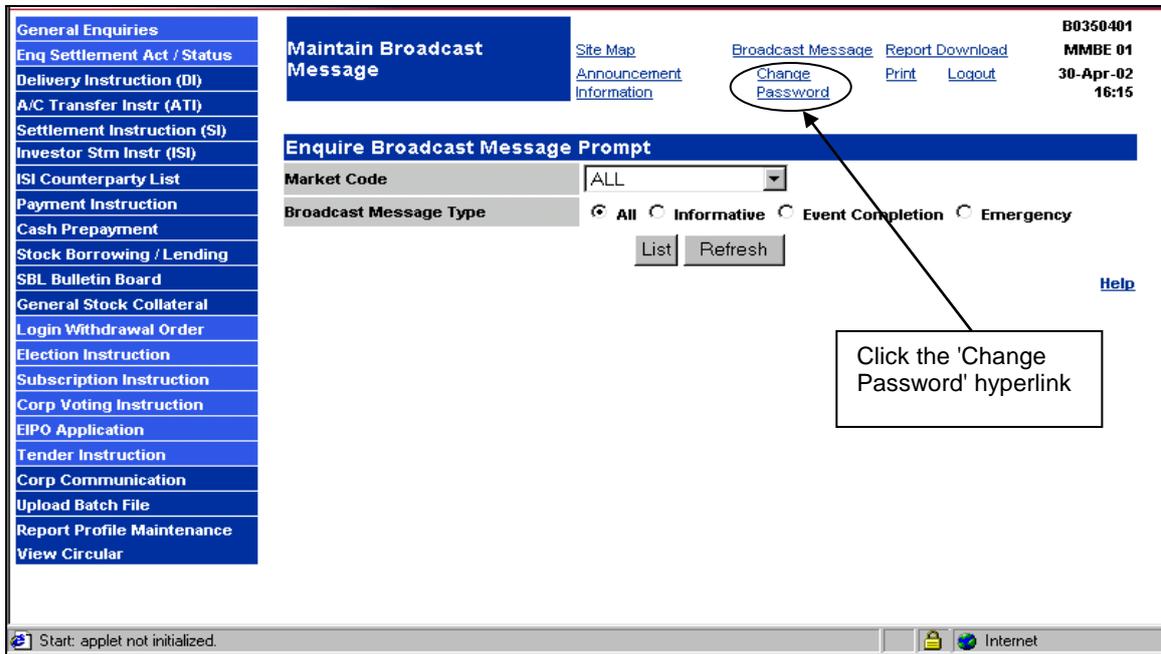
#### **What to do if you forget your password:**

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.

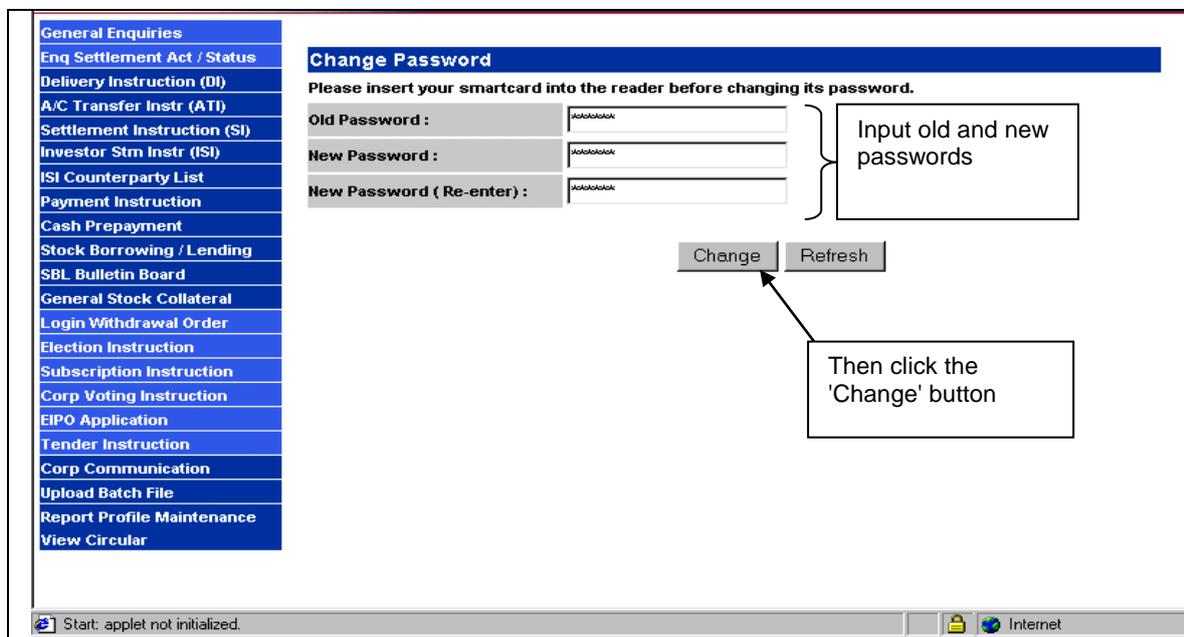
In case a DA forgets his/her own password, he/she should complete and submit to the Clearing House the form 'User Profile for Delegated Administrator (DA)' to re-apply for a new password as the Clearing House does not know the original password. The old password will be deleted and replaced with a new 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**



**2. Input the old password once and the new password twice and click the 'Change' button.**



3. A message 'Your smartcard password has been changed successfully' will be displayed.

