

Getting Started For Terminal Operations

LOGON AND LOGOFF CCASS

INTRODUCTION:

This section mainly explains the procedures for connecting to and disconnecting from CCASS (i.e. **logon** and **logoff** CCASS).

1. Logon CCASS:

This function enables the users to connect the PC terminal to CCASS during service hours in order to access any CCASS functions. Refer to Section 6.2 on CCASS servicing schedule.

2. Logoff CCASS:

This function is used to logoff (disconnect) from CCASS once the servicing time of CCASS is over for the day. Users are also expected to disconnect the terminals from CCASS if they will not use CCASS functions for a certain period of time, say, 15 minutes. This prevents any CCASS functions from being accessed by unauthorized persons.

This section is divided into several parts:

- A. Logon to CCASS:
- B. Logoff from CCASS
- C. Inactivity Timeout

File Transfer is further discussed in Section 5.

Section 3.4

Logon And Logoff CCASS

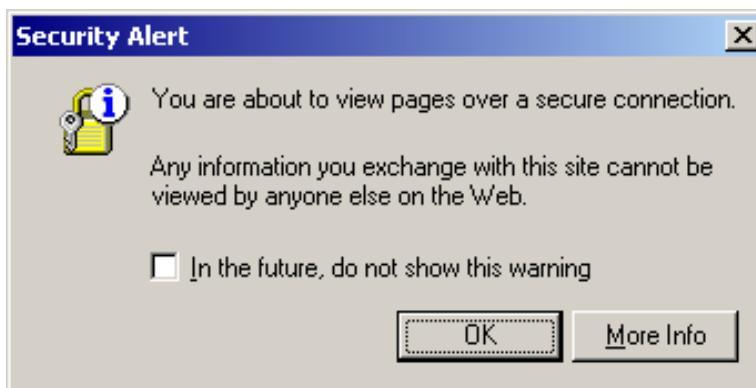
A. LOGON CCASS

Before starting the logon process, please make sure:

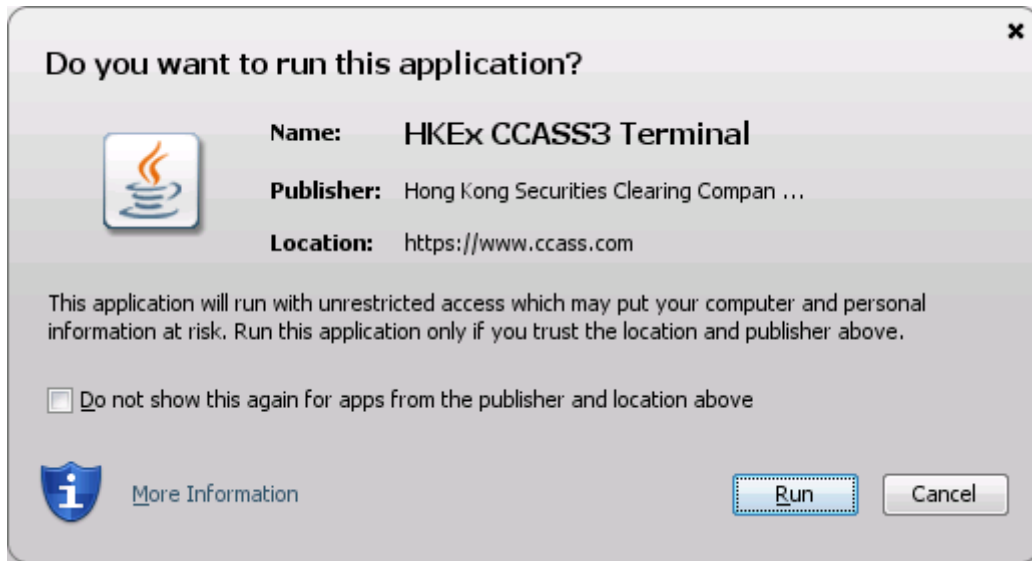
- a **smartcard** (provided by HKSCC) is ready. Without a smartcard, the PC terminal cannot be used to communicate with HKSCC's host system.
 - the smartcard is unique to the user.
 - the user can use any of the participant's CCASS terminals to access CCASS with the smartcard.
 - after successful logon, the smartcard can be removed from smartcard reader for security purpose.

OPERATION STEPS:

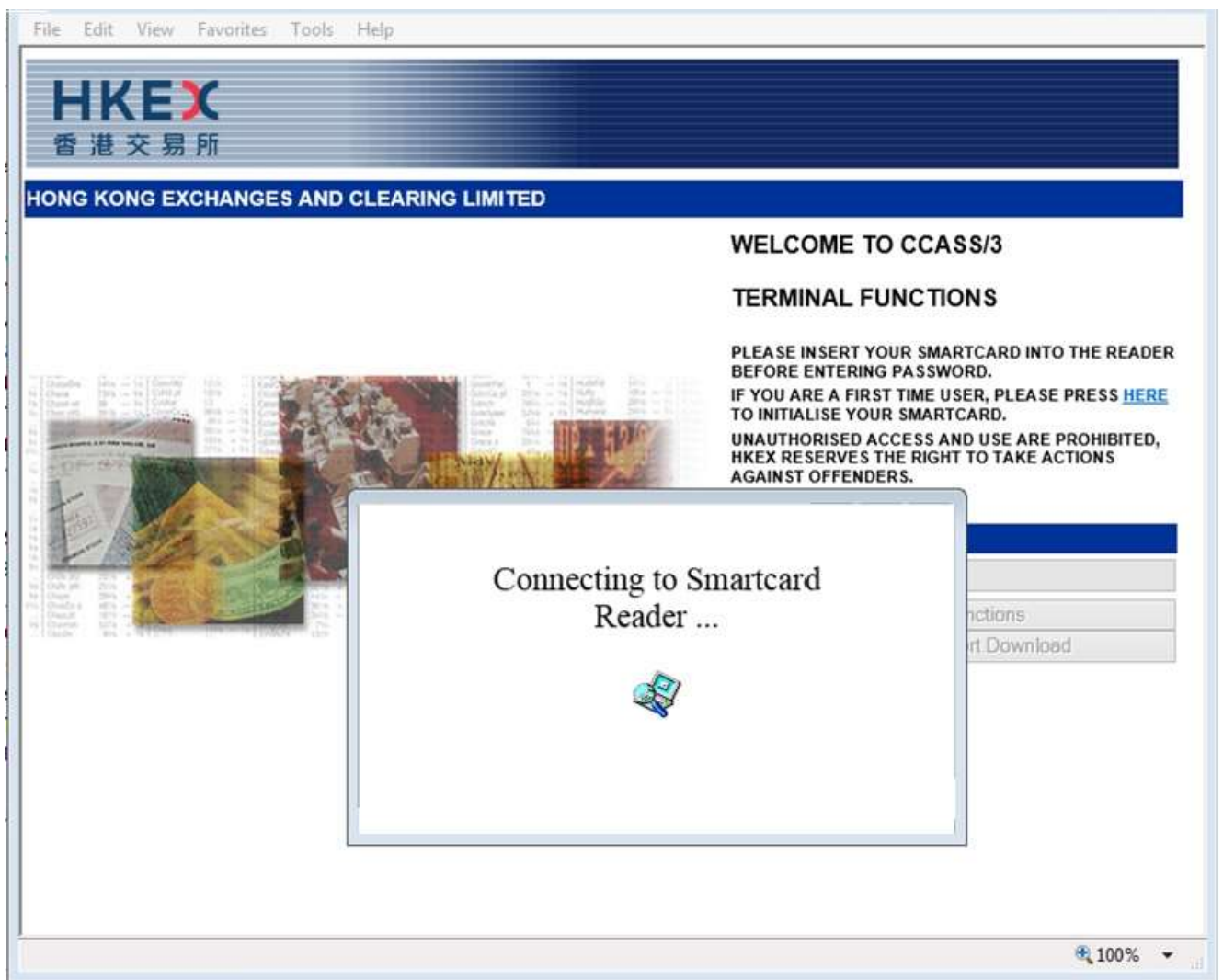
1. Switch on the PC (including the monitor, the modem and the printer).
2. Launch the Internet Explorer.
3. Insert your smartcard into the smartcard reader.
4. Type the CCASS/3 URL ***https://www.ccass.com*** into the box next to the address field.
5. Click 'OK' when you see the following pop-up Security Alert window.



6. Select checkbox 'Do not show this again for apps from the publisher and location above' then click 'Run' so that the message box will NOT appear during your next logon session.



The following screen will be displayed while CCASS is connecting to the smartcard reader. Please wait until the next screen appears.



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7. If you log on CCASS for the first time, please initialise the smartcard as follows:
- a) Click the word 'HERE' in the following logon screen.

The screenshot shows a web browser window displaying the CCASS/3 logon interface. At the top left, the HKEX logo (香港交易所) and the text 'HONG KONG EXCHANGES AND CLEARING LIMITED' are visible. The main content area is titled 'WELCOME TO CCASS/3' and 'TERMINAL FUNCTIONS'. It contains instructions: 'PLEASE INSERT YOUR SMARTCARD INTO THE READER BEFORE ENTERING PASSWORD.' and 'IF YOU ARE A FIRST TIME USER, PLEASE PRESS [HERE](#) TO INITIALISE YOUR SMARTCARD.' Below this is a 'LOGON' section with a 'PASSWORD:' label and an input field. Two buttons are present: 'Online Functions' and 'Overnight Report Download'. A callout box on the right side of the screen contains the text: 'If you are a first time user, please click the word 'HERE''. An arrow points from this box to the 'HERE' link in the instructions. The browser's address bar and status bar are also visible.

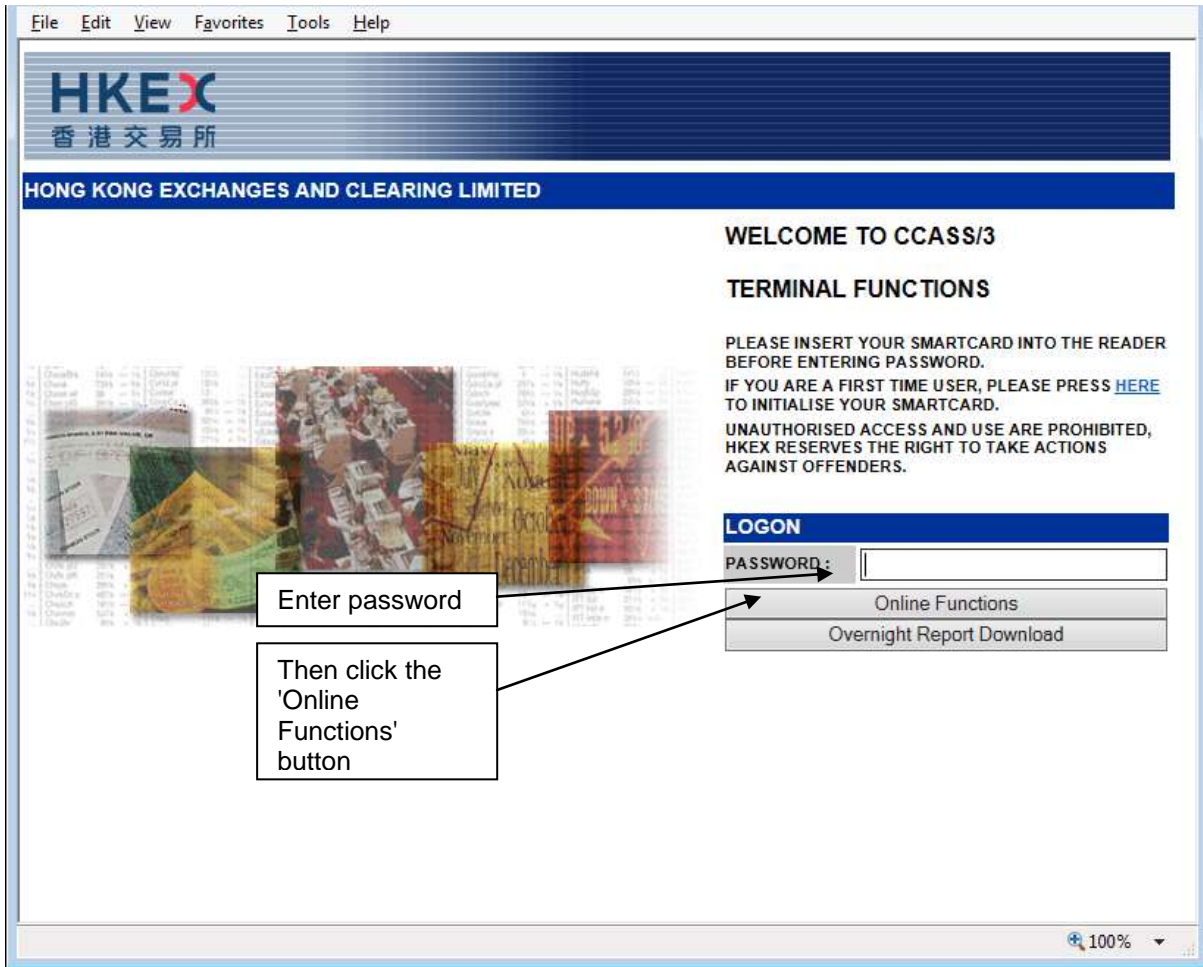
b) Enter a smartcard password in the following screen and click the 'Initialise' button.

The screenshot shows the HKEX logo and the text 'HONG KONG EXCHANGES AND CLEARING LIMITED'. Below this, it says 'WELCOME TO CCASS/3' and 'TERMINAL FUNCTIONS'. The main content area is titled 'Initialise Smartcard' and contains the instruction: 'Please insert your smartcard into the reader and enter a password (6 to 8-digit number) for your smartcard.' There are two input fields: 'New Password :' and 'New Password (Re-enter) :'. A callout box with a bracket points to these two fields and contains the text 'Enter a smartcard password'. Below the input fields are two buttons: 'Initialise' and 'Refresh'. A callout box with an arrow points to the 'Initialise' button and contains the text 'Then click the "Initialise" button'.

8. Enter smartcard password.

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9. Click 'Online Functions' button to access CCASS/3.



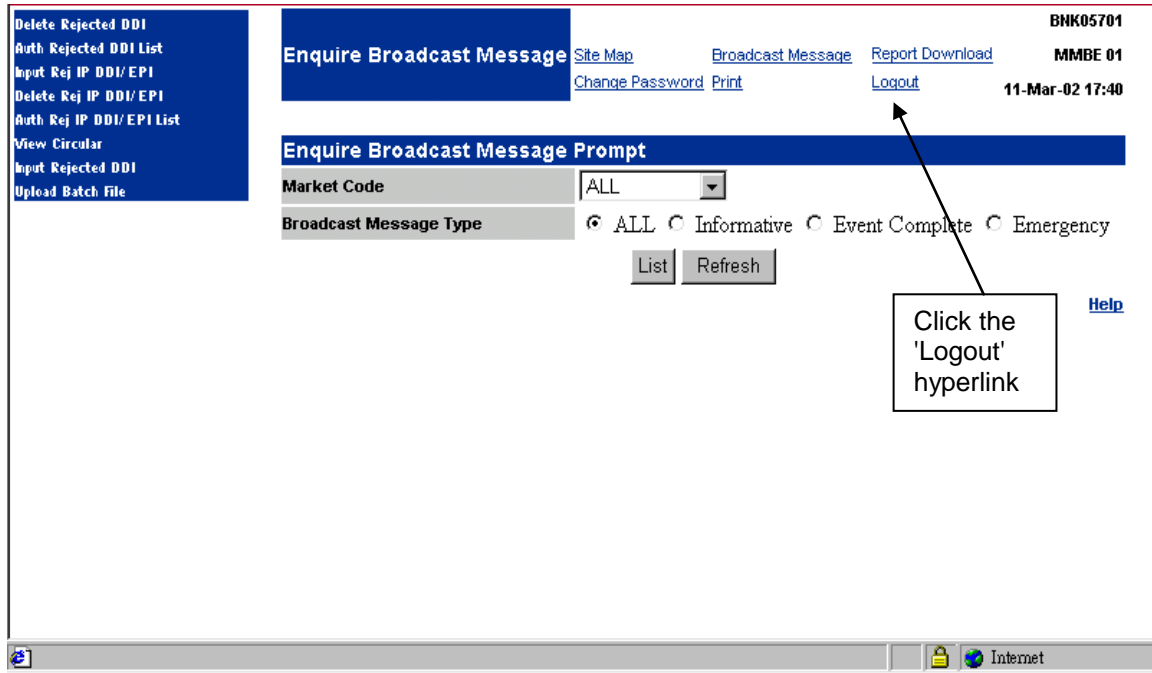
10. The broadcast message prompt screen will be displayed when you log on to CCASS successfully.

<END OF LOGON CCASS>

B. LOGOFF CCASS

OPERATION STEPS:

1. At any CCASS function screen, click the 'Logout' hyperlink on the Quick Link Paths at the top frame.



Section 3.4

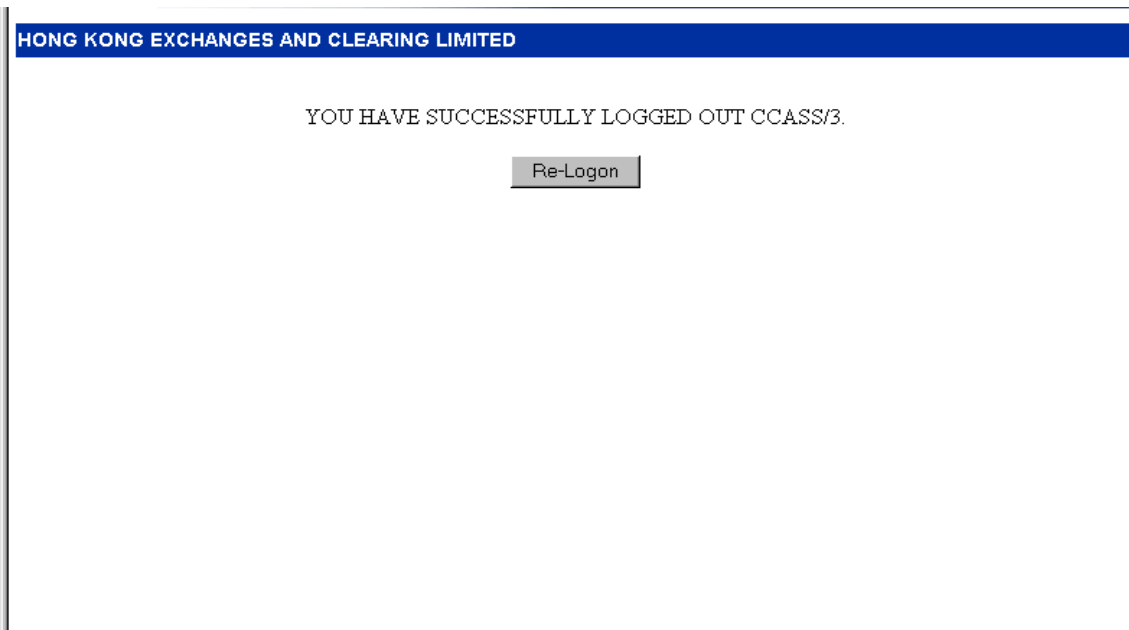
Logon And Logoff CCASS

2. Click 'OK' in the following prompt.



Click the 'OK' button

3. The following screen will be displayed to inform you that logout is successful.



4. Click the 'Re-logon' button in case you want to logon again. Otherwise, please close the browser .

<END OF LOGOFF CCASS>

C. Inactivity Timeout

For security purpose, CCASS are automatically logged off if a user's terminal have not been operated for a certain period of time (about 15 minutes). This prevents any unauthorized persons from accessing CCASS. If the terminal is disconnected due to inactivity timeout (suggested by a message on the screen), close the browser and retry logon as required.