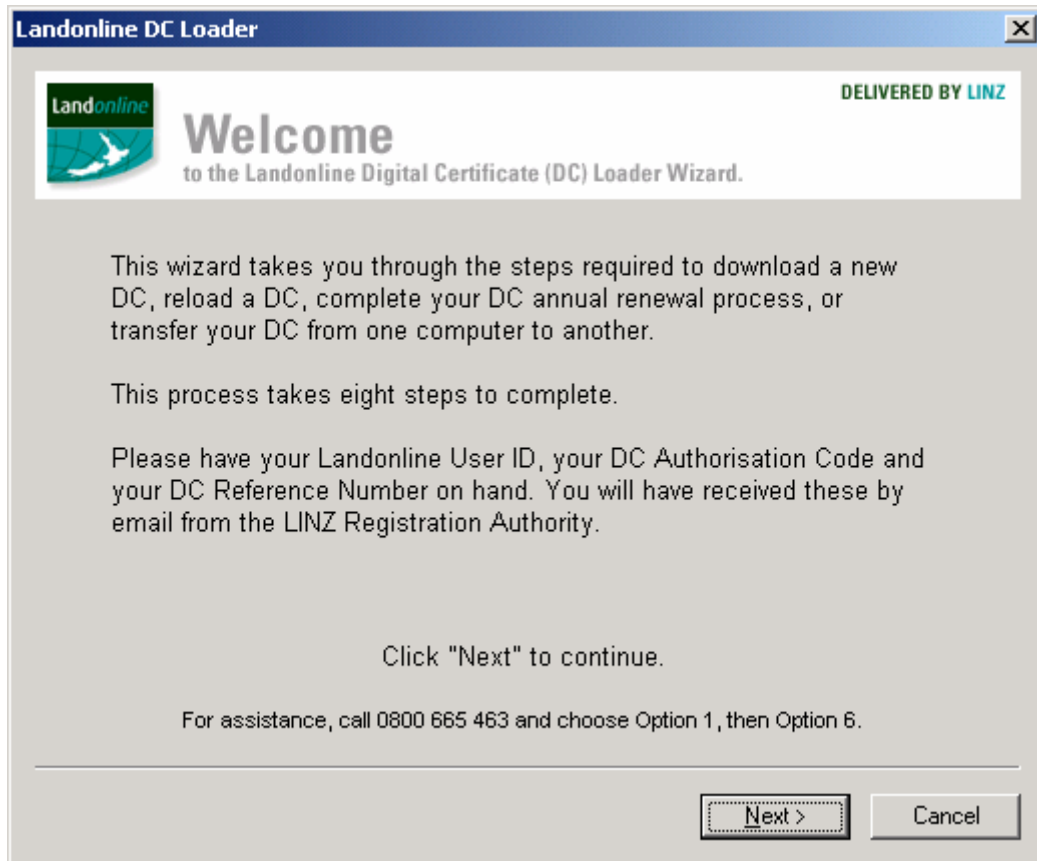




DC Loader V2

Loading a New Digital
Certificate

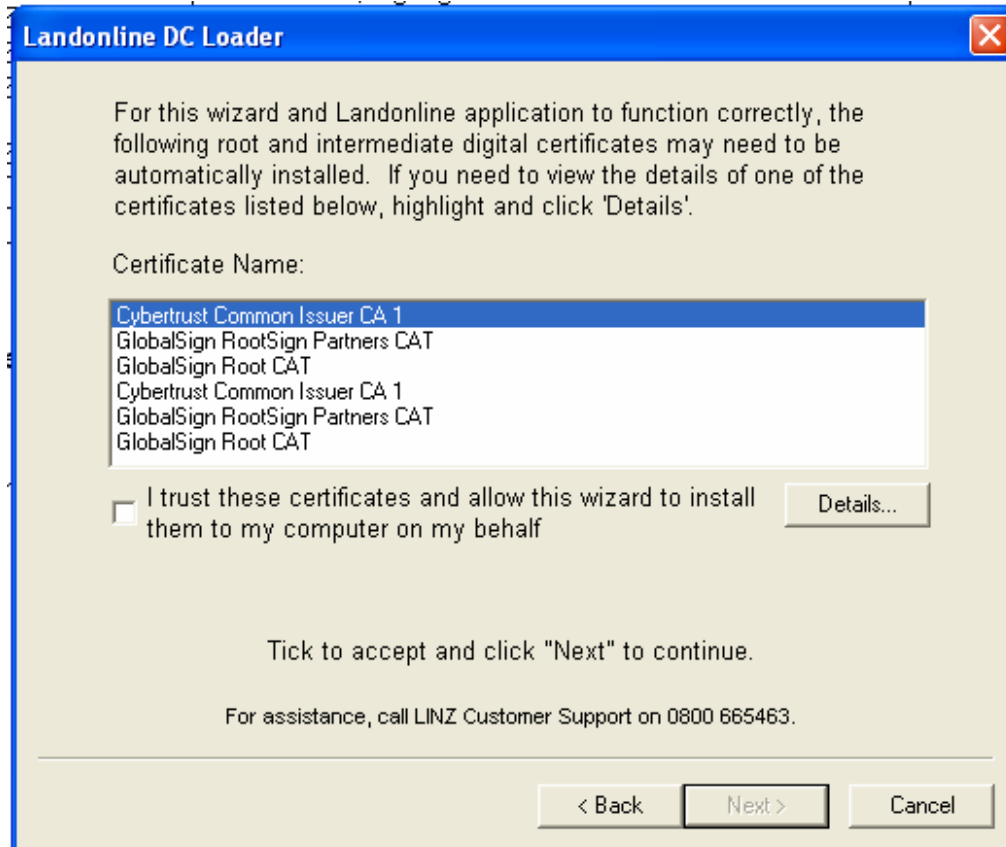
1. DC Loader – Loading a New DC



Prior to seeing this screen, the Loader will have checked the following:

1. The version number against that stored at LINZ to ensure it is current. If not, an error message will be displayed.
2. The Operating system and version of IE. If not supported, an error message will be displayed.
3. You have rights to create files on your C:\ drive. If not, an error message will be displayed.

2. Consent Screen

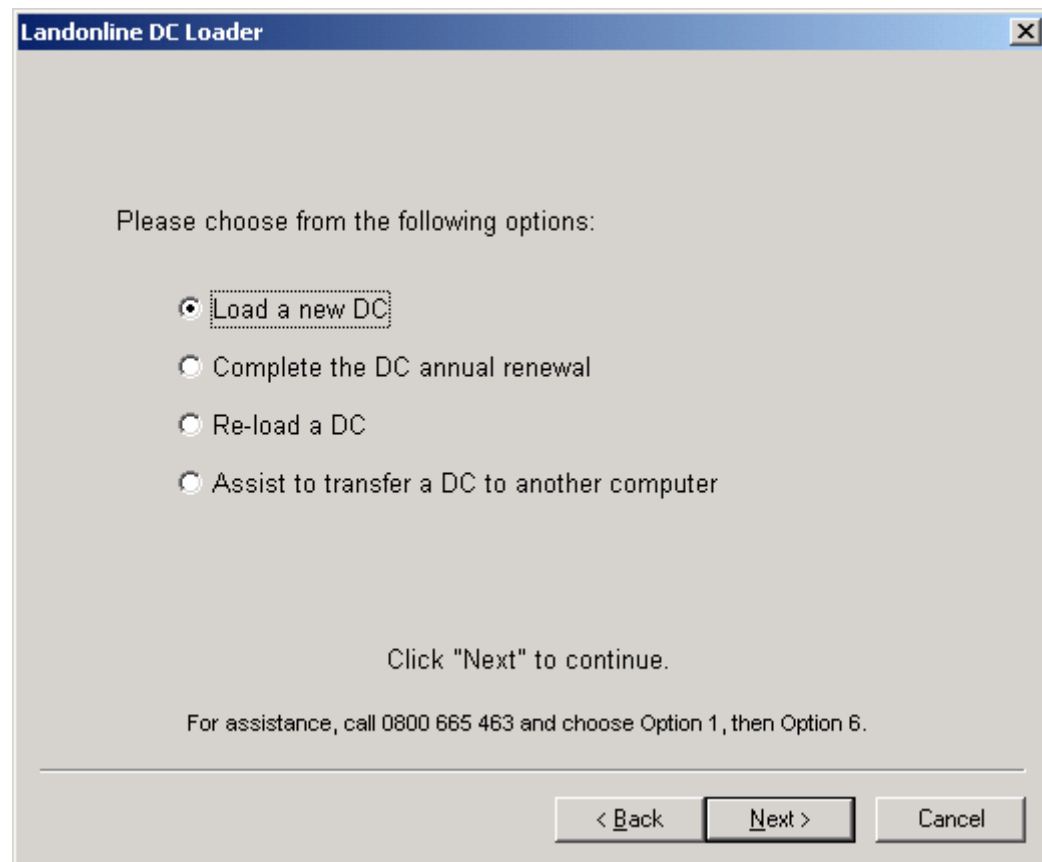


This screen displays a list of Certificates that may be installed on your computer by the DC loader.

If you would like more information on these certificates, highlight the certificate and click the 'details' button.

To move to the next screen, tick the white box and click next . This will allow the DC loader to install the certificates.

3. Options Screen



You should select the option based on the process you are wanting to complete.

4. Entry Screen

Landonline DC Loader

Please enter your Landonline User ID, DC Reference Number and DC Authorisation Code in the fields provided:

Landonline User Name:
kprendergas001

DC Reference Number:
18744831

DC Authorisation Code:
FAYD-GASR-SU6J

Click "Next" to continue.

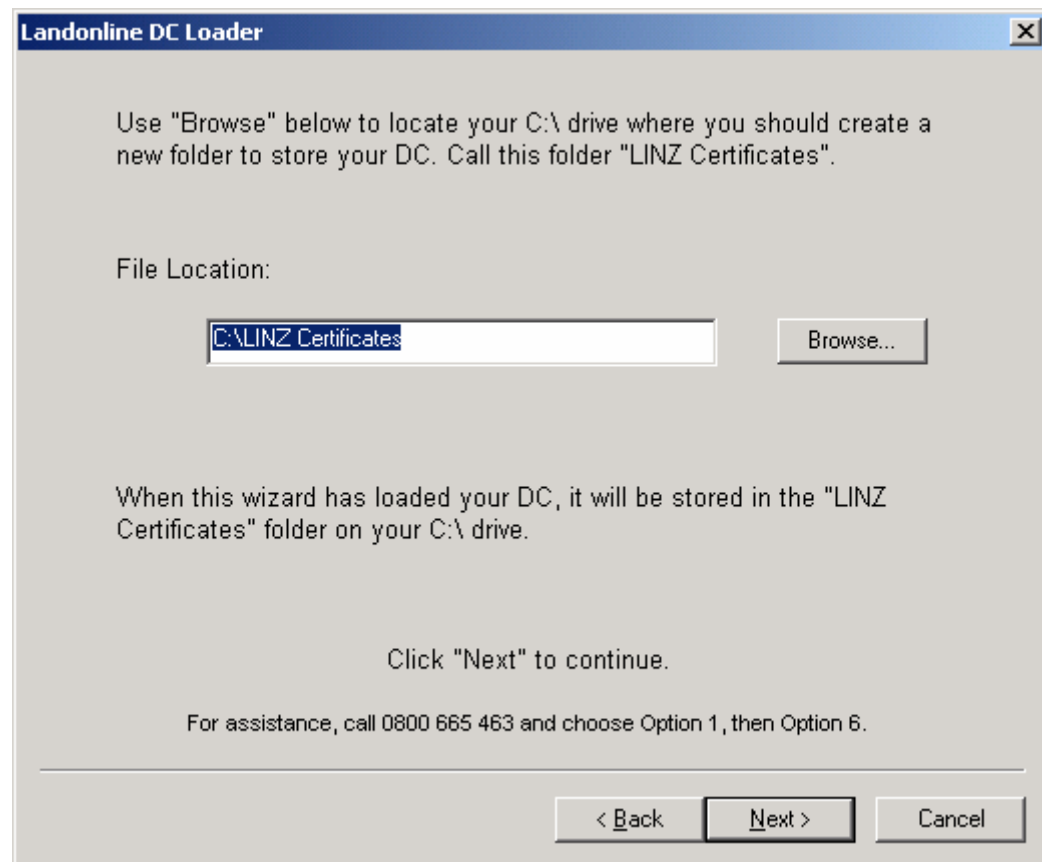
For assistance, call 0800 665 463 and choose Option 1, then Option 6.

< Back Next > Cancel

You are required to enter information into this screen as detailed.

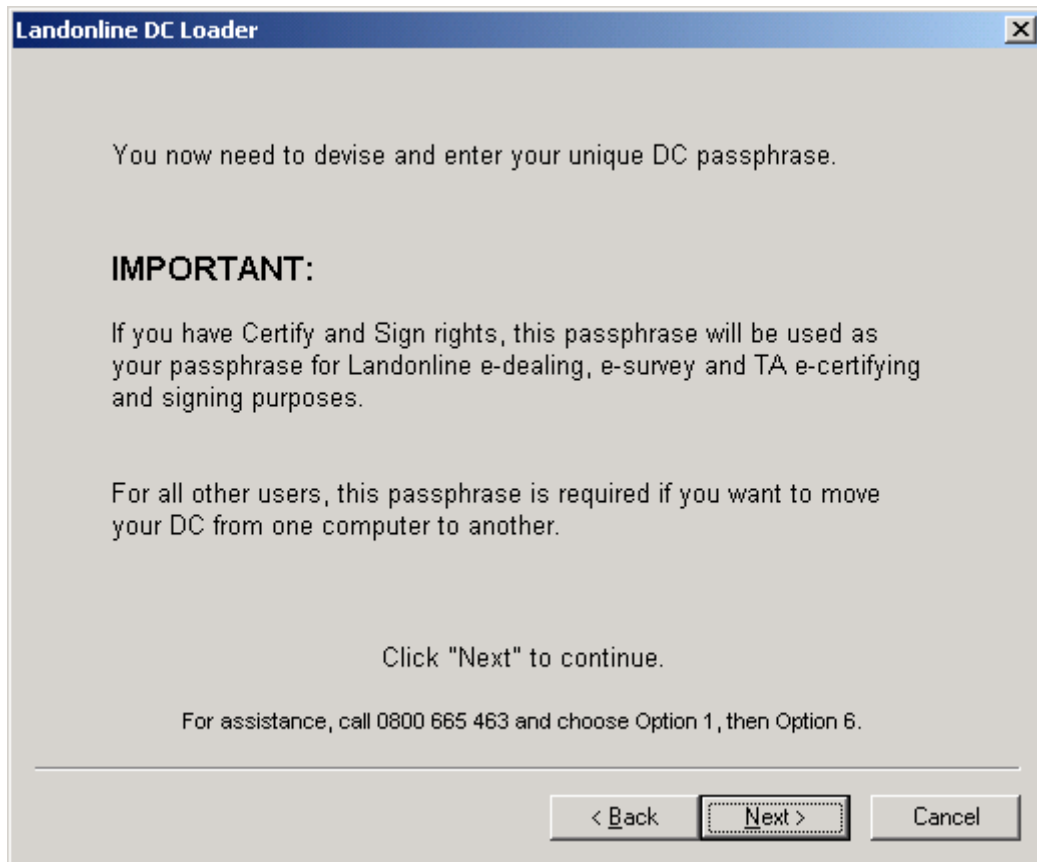
There are checks on User Names, Reference Numbers and Authorisation Codes to ensure they are entered in the correct format. Error messages will be displayed if not entered correctly at this point.

5. DC File Location



You will be prompted to identify where you would like your DC stored. The Loader defaults to C:\LINZ Certificates. You can change this to any location you wish but it is recommended to accept the default location where possible.

6. Devise Passphrase



Before you click 'next', it is important that you devise your passphrase.

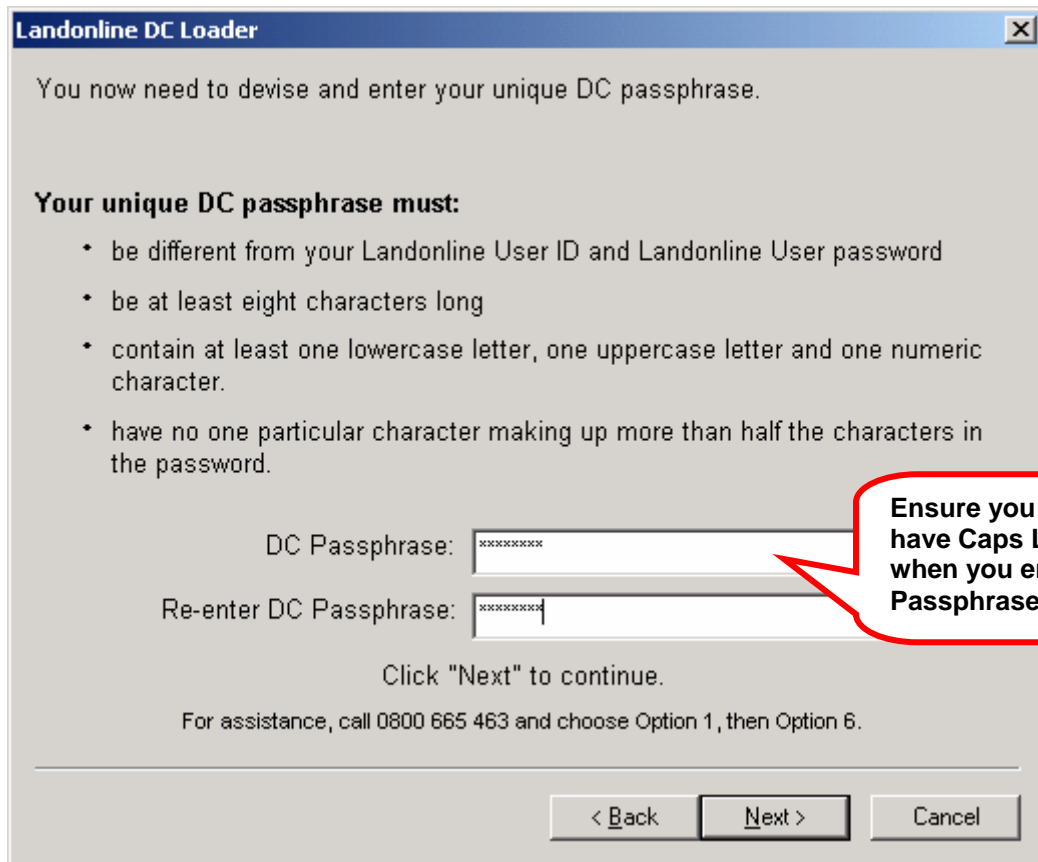
It must:

- contain one upper and lower case letter, one numeric character, be at least eight characters in length and not be the same as your userid or password.

It must not:

- contain a character that makes up more than half the characters in the passphrase.

7. Enter Passphrase



Landonline DC Loader

You now need to devise and enter your unique DC passphrase.

Your unique DC passphrase must:

- be different from your Landonline User ID and Landonline User password
- be at least eight characters long
- contain at least one lowercase letter, one uppercase letter and one numeric character.
- have no one particular character making up more than half the characters in the password.

DC Passphrase:

Re-enter DC Passphrase:

Click "Next" to continue.

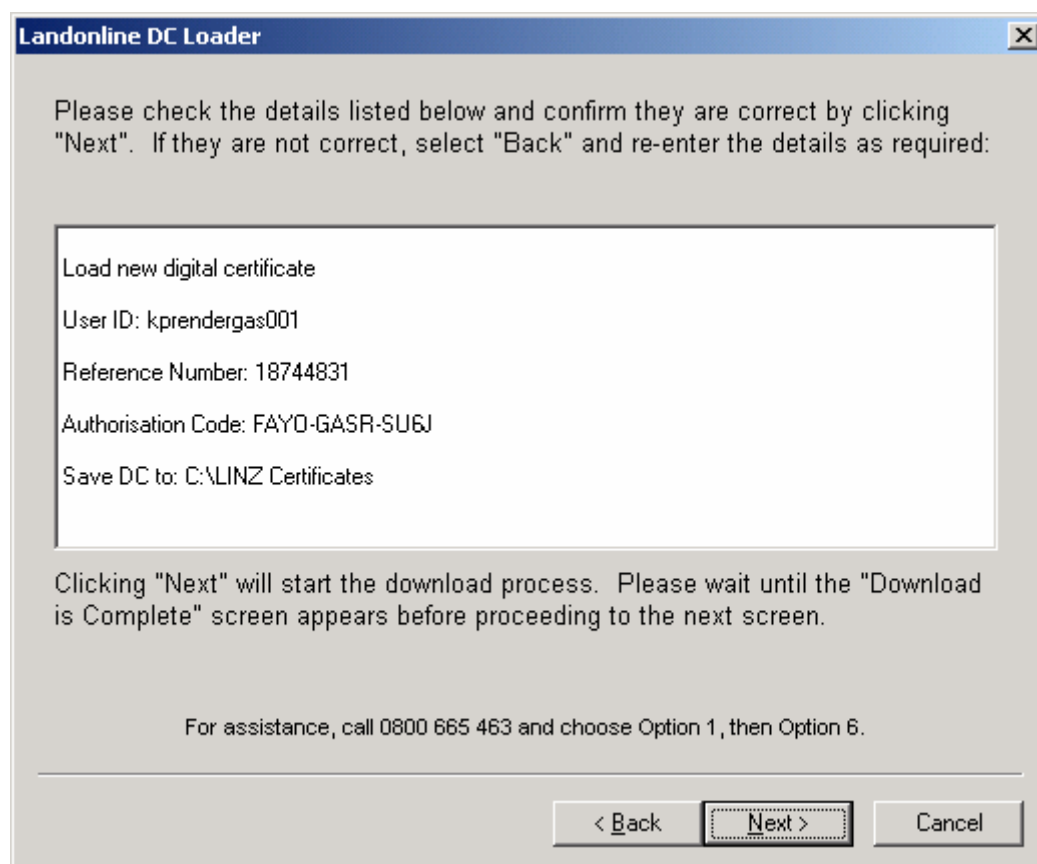
For assistance, call 0800 665 463 and choose Option 1, then Option 6.

< Back Next > Cancel

Ensure you do not have Caps Lock on when you enter your Passphrase.

Enter your unique passphrase. The Loader will check that the minimum requirements are met as outlined on the screen. If they are not met, error messages will be displayed.

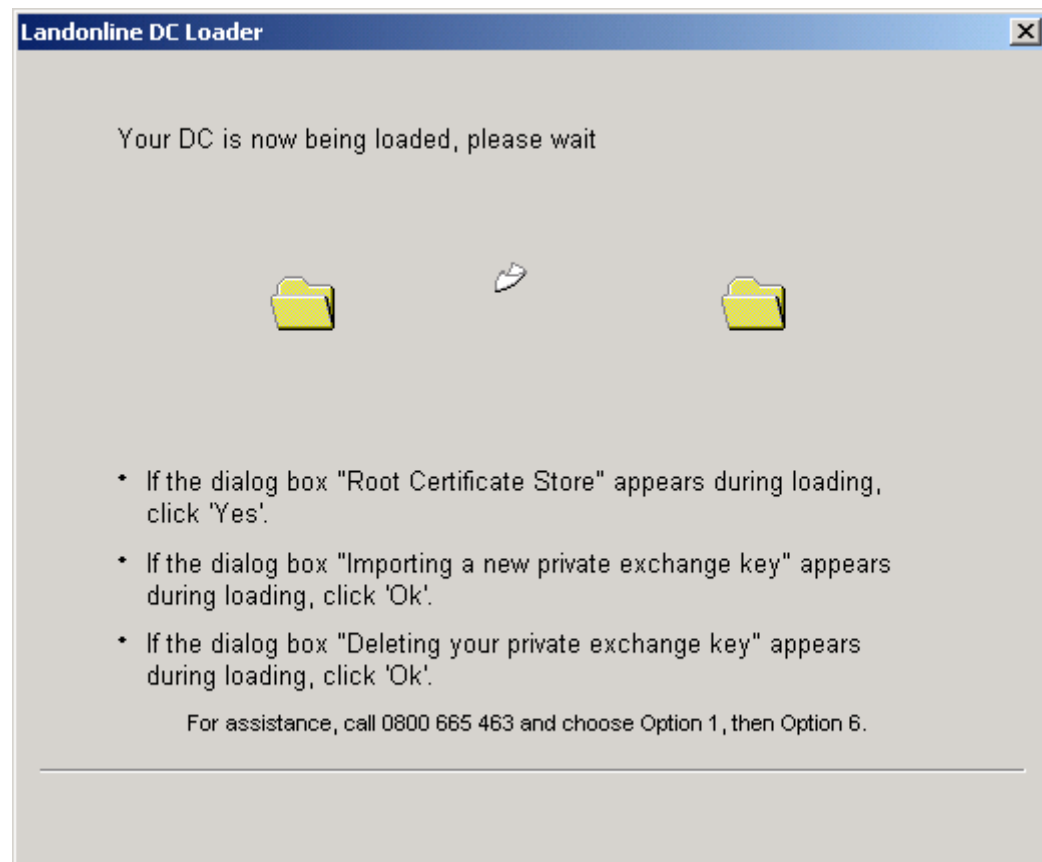
8. Check Details



You should check the details as shown in your screen are correct. The next screen starts the download process and any incorrect information here will mean a failure and associated errors will be displayed.

Click 'next'.

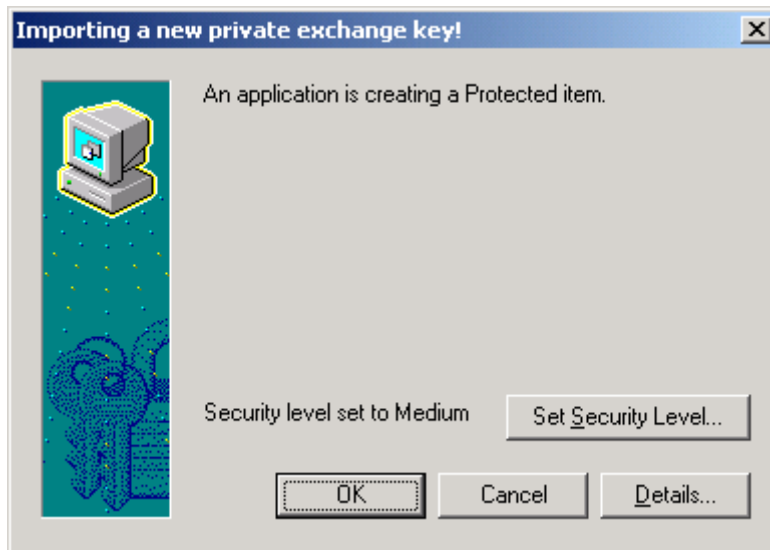
9. Downloading and Importing



The Loader is now going to the Betrusted website to download the DC.

Once it has the DC, a copy is placed in the specified location e.g. C:\LINZ Certificates. It is then imported into the browser.

10. Message Box on Download



The Loader is creating a DC which is a protected item.

Click "OK"

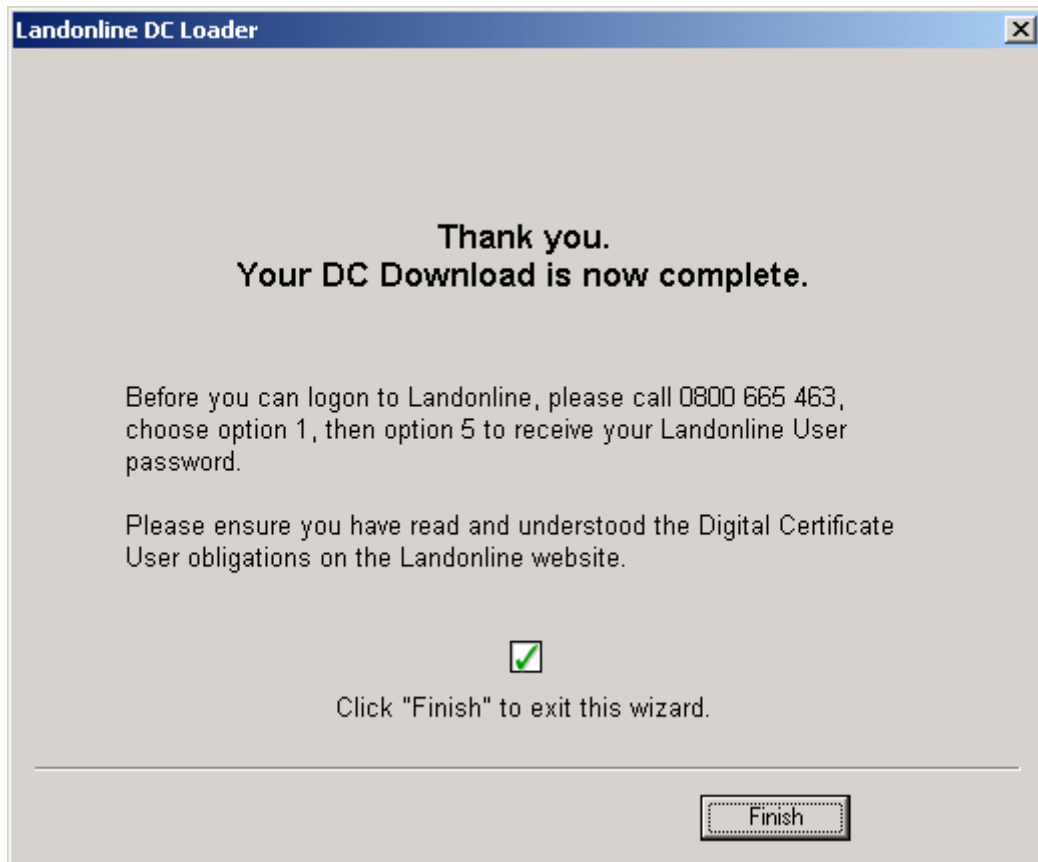
11. Message Box on Download



If you are a new customer who has never had a DC from LINZ on your PC, you will get this message.

Click "Yes".

12. Download Complete Screen



The DC is now downloaded. You can now logon to Landonline once you have your password.