INSTRUCTIONS FOR REMOTE FINA CERFICATE RENEWAL

On the official web pages follow the steps for the **Software installation** which is required for Fina certificate renewal and to successfully login into iDIREKT services using your ActiveKey USB, Smartcard USB device. If the software installation is successfully installed follow these steps:

Important: After successfully renewing the Fina certificate you will have to wait approximately 3-5 hours (24 hours at most) so that the changes are synchronised withing the system. During that period you will not be able to connect to iDirekt services.
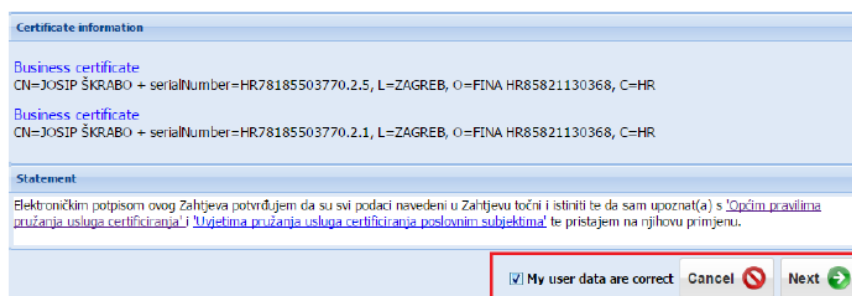
Steps:

1. In your web browser type the following: https://mojcert.fina.hr. Insert your device in one of the USB ports or smart card reader on your PC. The interface will automatically recognize and select the inserted device. If there are more then one devices inserted in your PC, it is necessary to select the correct one using the drop-down menu. After that, the user is required to enter the device PIN and click "Next":

2. After a few moments, a new screen appears where the user is required to review the exactness of his personal data and perform changes if needed by clicking "Change user data":

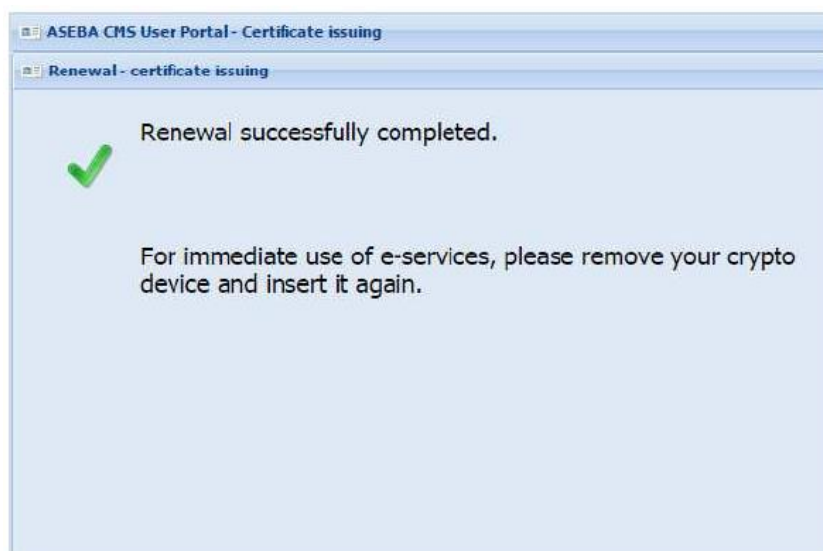**3.** After reviewing the data, check "My user data are correct" and click "Next":

4. The system displays the following message:

5. The certificates are then being renewed on the selected device:

6. After a few moments, the system informs the user that the certificates are successfully renewed:

ASEBA CMS User Portal - Certificate issuing

Renewal - certificate issuing

✔ Renewal successfully completed.

For immediate use of e-services, please remove your crypto device and insert it again.

7. If the certificates are not yet available for renewal, the system displays the following message:

ASEBA CMS User Portal - Certificate issuing

Information

Crypto device with serial number 5C9FEB131468E38A has all required certificates.

Certificate renewal will be allowed in period from 29.3.2017 8:10 till 12.6.2017 8:10.