Power LogOn®

Manager

Getting Started

Powered by
Smartcard
Technology®

Access Smart™
raising security to the power of smart

www.access-smart.com

Contents

Recommendations

Access Smart recommends that you keep a written backup copy of your computer/ network logon User Name, Password and Domain, and the Power LogOn back- up data file and password in a secure location like a safe or locked file cabinet. This information will assist you in regaining access to your computer in case of an emergency or if your card is ever lost, stolen or damaged. Power LogOn allows authorized users access to the Print Backup feature.

WHEN USING POWER LOGON, YOU HAVE SOLE RESPONSIBILITY FOR YOUR PIN AND PUK AND YOU MUST BE VERY CAREFUL NOT TO LOSE OR DISCLOSE YOUR PIN OR PUK. BECAUSE OF THE SENSITIVE NATURE OF THE INFORMATION WHICH IS STORED ON YOUR CARD, IT WOULD BE A BREACH OF SECURITY FOR ACCESS SMART TO RESET YOUR CARD PIN SO THAT YOU COULD CHOOSE A NEW PIN. IF YOU ENTER THE PIN WRONG 6 TIMES, IT WILL DISABLE THE CARD. HOWEVER, YOU CAN RESET THE CARD USING YOUR PUK. IF YOU ENTER YOUR PUK WRONG 6 TIMES, YOU WILL PERMANENTLY DESTROY THE CARD.

Frequently backup your card's data so you can easily recreate your card if it is ever lost, stolen or damaged. Contact Access Smart at **info@access-smart.com** if you need a replacement card.

Disclaimers

SECURITY DISCLAIMER

Power LogOn conveniently manages the security of your passwords. The security of your files, documents and web sites are dependent upon how you manage your passwords, the strength of your passwords and who has access to your passwords. Therefore, Access Smart will not be responsible for any losses or damages that may result from the use of the Power LogOn product.

WARNING!

POWER LOGON IS NOT INTENDED FOR AND SHOULD NOT BE USED WITH ANY MACHINE OR DEVICE WHICH IS ESSENTIAL TO HUMAN LIFE OR HEALTH. ACCESS SMART WILL NOT BE RESPONSIBLE FOR ANY DEATH, INJURY, LOSS, OR DAMAGE RESULTING FROM THE USE OF THE POWER LOGON PRODUCT OR THE FAILURE OF THE POWER LOGON PRODUCT TO OPERATE. USE OF THIS PRODUCT WITH ANY SUCH MACHINE OR DEVICE IS SOLELY AT USER'S RISK AND THE USER ASSUMES THE RISK OF ANY DEATH, INJURY, LOSS, OR DAMAGE THAT MAY RESULT, DIRECTLY OR INDIRECTLY, FROM SUCH USE.

To protect against risk of fire, bodily injury, electric shock or damage to the equipment::

- Do not immerse any part of this product in water or other liquid.
- Do not spray liquid on this product or allow excess liquid to drip inside.
- Do not use this product with any equipment that has sustained damage, such as a damaged cord or plug.
- Disconnect this product before cleaning.

ABOUT YOUR RIGHTS AND OBLIGATIONS

The software with this product is licensed, not sold. You must either agree to the license contract in the Software Setup screen or promptly return the Power LogOn reader, software and cards for a refund, excluding the return costs. After you install the software, you may consult the License Agreement and the Limited Warranty for the product at any time by looking in the "Legal Information" section of the on-screen Help file installed with the software. You may also print a copy

for your records.

The software license resides on the card and not in the Power LogOn Manager Application. Copies of the Power LogOn Manager can be loaded on an unlimited number of computers. Only licensed cards will work with the Power LogOn Manager Application.

REGULATORY INFORMATION

Tested to comply with FCC Standards for office or home use. Not intended for use in machinery, medical or industrial applications that are essential to human life or health. Any changes or modifications not expressly approved by Access Smart could void the user's authority to operate this device.

This product is for use with NRTL Listed (UL, CSA, ETL, etc.), and/or IEC/EN 60950 compliant (CE marked) Information Technology equipment. No serviceable parts are included.

This device is rated as a commercial product for operation at a temperature of +41°F (+5°C) to +95°F (+35°C).

This Class B digital apparatus complies with Part 15 of the U.S. Federal Communications Commission (FCC) rules, Canadian ICES-003 and RSS-21 0. Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

The term "IC:" before the certification/registration number only signifies that the Industry Canada technical specifications were met.

This product has been evaluated to comply with International Standard IEC 60825-1:1 993/A2:2001.

This product uses LEDs that are inherently Class 1.

Product Disposal Information

Dispose of this product in accordance with Local and National Disposal Regulations.

Product Information and Software Updates

For general product information or to purchase additional products and software updates, go to the Access Smart Web site at: **www.access-smart.com**

Power LogOn Manager

With Power LogOn Manager, you will never need to type or remember a password again. Capable of storing up to 100 different accounts on a single smartcard, Power LogOn Manager is the most convenient, secure and portable way to guard all of your user names, passwords – and even credit card information for safe eCommerce transactions. With two clicks of a mouse, it can assign, store and enter complex passwords, immediately logging the user in to a Windows based computer network, Internet site or data file.

Pre-Installation Checklist

Before installing the Power LogOn Manager software, complete all of the following steps that are applicable to your installation.

Windows 7 Installation and Higher

De-activate User Account Control (UAC) setting

If you are installing Administrator or Manager on a Windows Vista or Windows 7 machine, you must ensure that User Account Control (UAC) under Control Panel > User Accounts is unchecked in order to install or un-install the Power LogOn software.

To Deactivate UAC:
- Click "**Start**"
- Click "**Control Panel**"
- Click "**User Accounts**"
- Click "**Change User Account Control setting**"
- Slide lever to "**Never notify**".
- Click "**OK**"
- Reboot computer for these changes to take effect

After installing Power LogOn Manager you can keep the UAC turned off. However, if you want to re-activate the UAC, simply repeat the above process but click the "**Use Users Account (UAC) to help protect your computer**" box to add the check mark or move the slider up to the default position. Click "**OK**" and reboot.

All Installations

It is strongly recommended that you temporarily turn off any antivirus software before installing.

UPGRADING TO POWER LOGON MANAGER 5.x FROM EARLIER VERSION

If this is your first time installing Power LogOn, you can skip this section.

Because Power LogOn 5.x has some major changes, any older versions of Power LogOn must first be removed from your computer. Power LogOn Manager saves all your passwords on the smartcard and not on your computer. So removing the Power LogOn application <u>does not</u> affect any of your stored smartcard data.

1. Open Power LogOn Manager.

2. Select the ⚙ icon located in the upper right corner of the Power LogOn shell. Click "**<u>Utilities</u>**" from the menu bar and click "**Backup/Restore**".

3. Manually back-up the data as a precaution.

4. Select the ⚙ icon located in the upper right corner of the Power LogOn shell. Click "**<u>Settings</u>**" from the menu bar and click "**Logon to Windows …**"

5. You may need to click onto the "**<u>C</u>hange**" button to remind yourself of your computer's User Name, Password and Domain Name since these will be required during the re-boot process. <u>Write the information down if necessary.</u>

6. Un-check the "**Use card to logon to Windows**" box.

7. the "**OK**" button.

8. Exit Power LogOn Manager.

9. Reboot and logon onto your computer.

10. Start the uninstall process by clicking "**Start - Control Panel - Programs and Features**" options.

11. Individually select the following applications and right-click:.
    a. "**Power Logon Manager**" all occurrences of the logon application.
    b. Select "**Uninstall**".

12. Reboot your computer to remove any program information in the computer's cache.

UPGRADING TO POWER LOGON MANAGER 5.x (cont.)

Since you are upgrading Power LogOn you don't need to go through the entire installation process. Instead you need to only install those components you want.

It is strongly recommended that you temporarily turn off any antivirus software before installing.

NOTE: Windows may show an "**Open FIle - Security Warning**" stating that the publisher could not be verified. Please click the "**Run**" button

Assuming you had configured your computer with a reader with your earlier version of Power LogOn all you need to install is the new version of Power LogOn.

1. Insert the CD into your drive and the installation will start up automatically. If not, click on CD drive (usually D:) and double-click on "**InstallationOptions.exe**".

2. Select "**Show all Options**" found in the lower left corner of the screen. for first time installation. Click "Install" button.

3. Select "**Install Power LogOn software**". And follow the screen instructions.

4. After the program is loaded, click "**Close**" and then "**Exit**".

FIRST TIME INSTALLATION OF POWER LOGON

It is strongly recommended that you temporarily turn off any antivirus software before installing.

Two different software programs will be automatically installed: Card reader drivers and Power LogOn Manager.

1. Insert the CD into your drive and the installation will start up automatically. If not, click on CD drive (usually D:) and double-click on "**InstallationOptions.exe**".

2. Select "**Power LogOn Manager**" for first time installation. Click "**Install**" button.

3. Select the reader(s) based upon the reader(s) you have purchased. See

    section "**Reader Drivers**" to match your reader .

4. Click the "**Install**" button. Follow the remaining screen instructions. After the
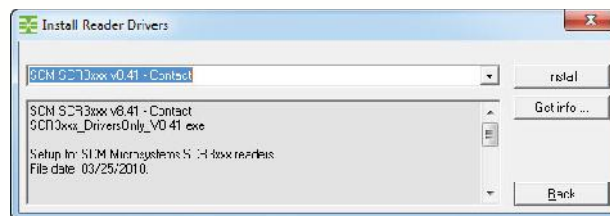
    drivers are loaded, click "**Finish**" and then "**Done**".

5. To continue to install Power LogOn you must have logged into your computer as an administrator. If you are using Windows 7 or higher you must ensure that User Account Control (UAC) is unchecked or slider to "**Never Notify**" (See Pre-Installation Checklist section above). Click "**OK**" to proceed.

POWER LOGON – START UP

1. Connect your smartcard reader to your computer. Go to the section "**Installing Smartcard Readers**" if you need any assistance.

2. Power LogOn will ask if you want to start up Power LogOn. Click "**Yes**". See Section "**Getting Started - Initial Setup**" if you need more details.

3. **Power LogOn Card and Reader Configuration** screen will appear. In most cases the readers and chip types will be pre-set by Access Smart. Click "**OK**".

    Refer to the **Components Reference Card** for information for the settings that are particular to your system.

    NOTE: If you don't see your reader listed then you probably connected the reader to the computer after this program started. Simply click "**Cancel**" and then restart Power LogOn by finding our green icon on your Window's Desktop. Double click the icon and you will see the card and reader configuration screen.

4. Insert your smartcard into the reader (See the section "**Inserting Smartcard into Readers**" if you have any problems). Type in the default card PIN (12345) and click **Ok** to logon. Don't bother changing PIN or PUK at this time.

Installing Smartcard Readers

USB Reader:

All four of these readers can plug into any USB 2.0 port on desktop, laptop, netbook or docking station. Power LogOn and Windows can detect these readers to make interfacing easy.

PCMCIA or ExpressCard Readers:

These readers fit inside the I/O port found on most notebook computers. The PCMCIA is found in many of the older notebook computers and is being replaced by the faster ExpressCard interface. These two readers are not interchangeable so you need to know which slot type is in your computer.

To install, place the reader with the Access Smart label facing up and the arrow pointing toward the computer. Gently push the reader into the slot until it seats firmly.

USB Token Readers:

The USB Token and SIM card combine into a single reader and smartcard device. Once the SIM card has been installed, it typically does not have to be removed.

1. Remove the SIM module from the card body by carefully pushing on the end furthest from the gold module.

2. Position the Token Reader lengthwise in front of you so that the green logo is facing up and the blue end is toward the right.

3. Position the SIM module with the gold chip facing down and the notch located to the upper right corner.

4. Flip open the SIM cover on the backend of the reader.

5. Slide the SIM module into the SIM cavity and close the cover.

Reader Drivers:

Reader driver installation requires the selection of the reader by clicking the down arrow. Match your reader to those shown below to know which driver to select. Click **Install**

OMNIKEY CardMan 3x21

ACS ACR38U-H1

SCM SCR33x

OMNIKEY Cardman 4040

Inserting Smartcard into Readers

USB Reader:

With the Access Smart label facing toward you, hold the smartcard with the gold module side facing toward you and the arrow pointing down into the reader. Insert the smartcard into the reader until it stops. You can tell if the reader is reading the card because the reader's green LED light momentarily lite when the card is correctly seated.

PCMCIA or ExpressCard Readers:

With the reader installed in the computer, hold the smartcard with the gold module facing up and the arrow pointing into the computer. Gently insert the card into the reader's slot just above the reader's plastic tab until it stops.

USB Ergonomic Slim or Horizontal Readers:

With the reader connected to a USB port hold the smartcard with the gold module facing up and the arrow pointing into the reader until it stops.

USB Token Readers:

The USB Token and SIM card combine into a single reader and smartcard device. Once the SIM card has been installed, it typically does not have to be removed.

1. Remove the SIM module from the card body by carefully pushing on the end furthest from the gold module.

2. Position the Token Reader lengthwise in front of you so that the green logo is facing up and the blue end is toward the right.

3. Position the SIM module with the gold chip facing down and the notch located to the upper right corner.

4. Flip open the SIM cover on the backend of the reader.

5. Slide the SIM module into the SIM cavity and close the cover.

POWER LOGON MANAGER

1. Check that your smartcard readers are installed.

2. Open the Power LogOn Manager program by going to Start – Power LogOn – Power LogOn. Or, double-click the Power LogOn icon on your desktop, or desktop.

Power LogOn

3. For first time use, the "Power LogOn Card and Reader Configuration" screen will appear.

    The default settings for Power LogOn are:
    a. "2 - PC/SC reader with CardLogix contact card, in server only mode"; and
    b. Device: "ACS CCID USB Reader 0"
    c. Card Type: "(pre-selected by reader type)"
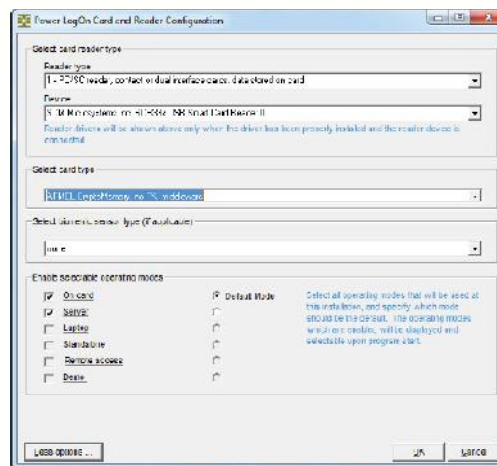
    d. Click the "**OK**" button.

4. If you have not yet inserted your card into the reader, you will see a "Power LogOn Authentication" screen asking you to "Please insert smartcard into reader." Insert your card

5. After inserting your card, in about 5 seconds, you will be asked to enter your card's PIN.

    First time users, enter the default PIN "**12345**". Click "**OK**".

6. Next screen: "Default PIN in use! Do you want to change your PIN now?" Click "**Yes**" and follow instructions to change your PIN. Enter default PIN "**12345**", then a new PIN of your choice. Once completed, click OK. If you click "Later" then you will be asked again when you use the card next.

7. Next screen: "Default PUK in use! Default PUK (Personal Unlock Key) in use. Do you want to change PUK now?" Click "**Yes**". Enter default PUK, which is "**12345**", then new PUK of your choice. Click "**OK**".

8. The Power LogOn screen appears. From Menu click on the "**Options**" button, and then select "**Settings**" then "**General...**"
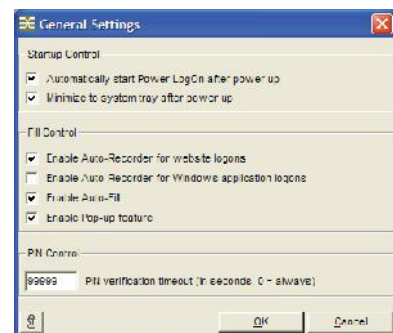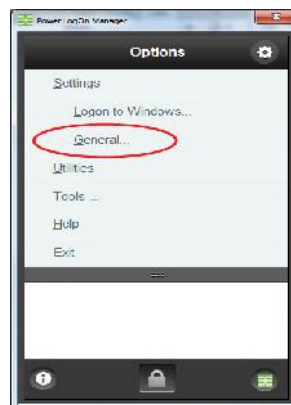
Note: If you want to get back to the main screen simply click the word "**Options**" in the top center of the screen.

9. Select all General Setting boxes except "Auto-Recorder for Windows application logons" box. Under PIN Control, set your PIN verification timeout to the number of idle seconds (from 0 to 99999) you want to pass before re-entering your PIN.

10. Click "**OK**", then "**Yes**" to save the data.

11. **Restart your computer now**.

LOG ONTO COMPUTER OR NETWORK

1. If your computer does not require a password, then you can skip this step.

2. After restarting your computer, Power LogOn will ask you for your card's PIN during the boot up process. Enter your PIN and press Enter key.

3. The "Enter LogOn to Windows Information" screen will pop up. Enter the requested information. If your computer is not connected to a domain, then leave this blank.

4. The data will automatically be stored to the smartcard and will then log you into your computer. All future logons will be done automatically after the smartcard's PIN has been entered.

5. If you don't have your card or wish to logon to your computer without it, click the "**Cancel**" button and follow the logon procedures.

Defining Strong Passwords

The protection of an Internet site or confidential document depends upon its passwords. Strong passwords are created using 1) Length – the total number of characters that make up a password; 2) Character Types - upper and lower case letters, numbers and symbols; and 3) Randomness – the sequence of characters

> **Example**:   D%4@*bHx$jw#g
>
>
> Power LogOn includes a random character password generator to assist you in creating strong, complex passwords. Click the "Menu" tool button and then the

"**Generate**" button to launch the password generator application. Determine the parameters required for the password and then click "**Generate**".

Note: By un-clicking the "**Private**" option, you can see the generated password. Each time you click "**Generate**" a new random password is created.

When you are pleased with your created password, click "**Keep**" so it can be added to the other fields.

Note: To add the generate button to other field you can either Copy 'n' Paste in the new password, use the chevrons (<<) to Click 'n' Drag, or if you are simply changing
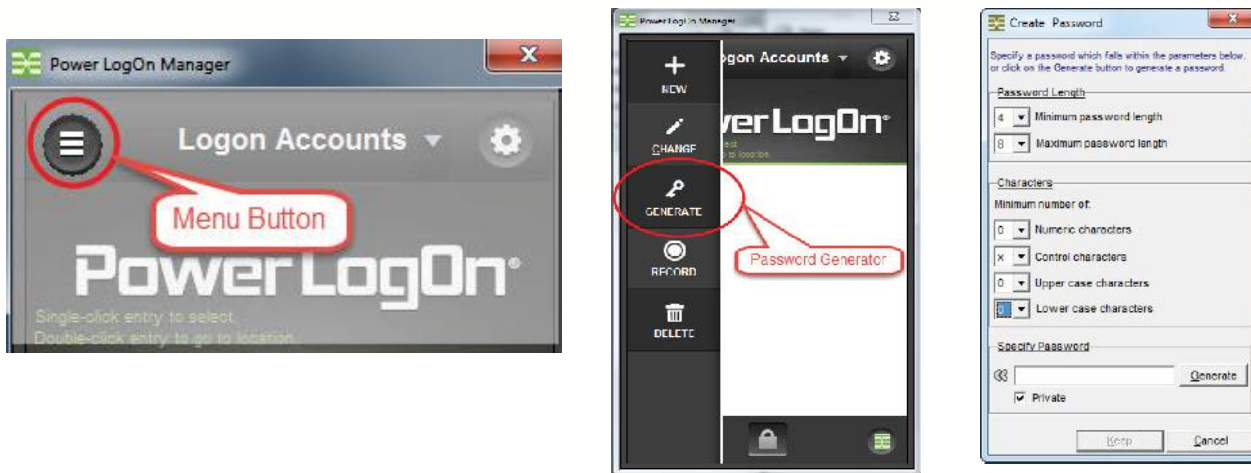

a password within Power LogOn then click the "..." button next to the entry. This last option will be explained more in another section.

Web Site Logon

STORING SITE USING MICROSOFT'S INTERNET EXPLORER

1. Open a website that you routinely log on to.

2. **For this example we are using Microsoft's Live.**
    Login as you normally do by typing your User Name (email address for this example) and Password.
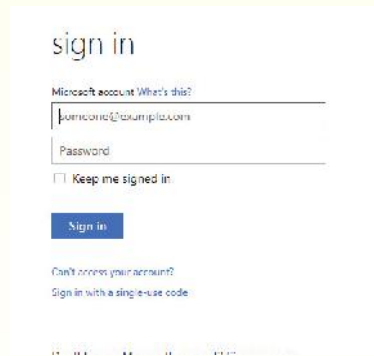

3. After you click the "**Sign In**" or "**Submit**" button, Power LogOn Manager will automatically ask if you want to save the logon information. Click "**Yes**".

4. The "Logon Information: Recorded Entry" screen will pop up showing Name of the Web Site, Web Address, User Name, Password,
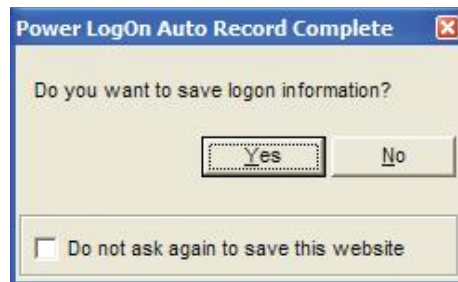
    and Fill Method.

NOTE: You may want to change the name of website entry to something you will recognize ("Hotmail" used in this example), and you may want to change the Fill Method to "Auto-Fill and Submit". When finished click the "**OK**"
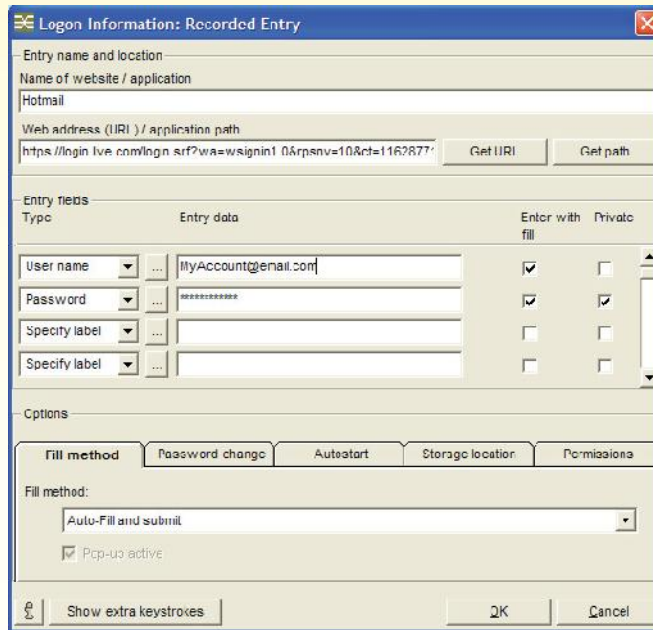
Congratulations. You now have your first saved entry which will enable you to log on effortlessly with your new Power LogOn smartcard!

LAUNCHING SITE USING MICROSOFT'S INTERNET EXPLORER

1. To launch a site, bring up the Power LogOn Manager by double clicking on the Power LogOn icon in the system tray (lower right corner of your monitor).

2. Double-click on the entry ("Hotmail" – for this example) and watch yourself get logged in without typing anything.

3. It is recommended you periodically backup your card's data by going to the Utilities menu, selecting Backup/Restore, and clicking the Backup tab. More information on this feature can be found in the **Power LogOn Manager User's Manual.**
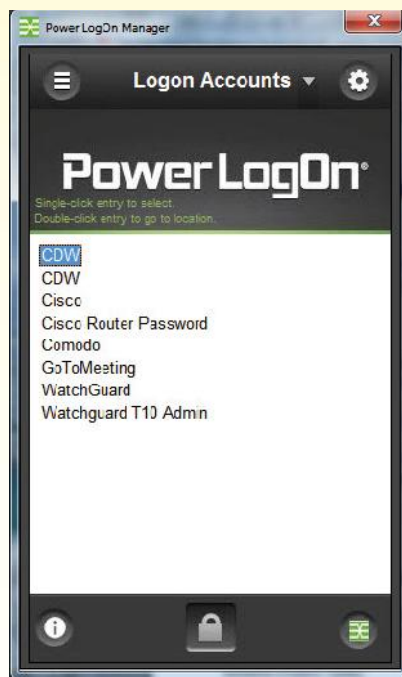
TURNING OFF MICROSOFT'S AUTOSAVE PASSWORD FUNCTION

Once you are comfortable with Power LogOn and have all your passwords on your smartcard and backed up in a secure location, you may want to turn off the Microsoft tool that saves passwords on your hard drive and also remove any old passwords. Removing passwords from your hard drive protects you from hackers and unauthorized access.

For Internet Explorer 6.x

    a. Open Internet Explorer and click on the "**Tools**" menu.

    b. Select "**Internet Options...**" and then the "**Content**" tab.

    c. In the "**Personal Information**" area click on the "**AutoComplete...**" button.

    d. Be sure there is no check mark in the "**User names and passwords on forms**" box.

    e. Erase any stored passwords by clicking the "**Clear Passwords**" button.

    f. Click "**Ok**".

    g. Click on "**Apply**" and then click on "**Ok**".

For Internet Explorer 7.x - 11.x

    a. Open Internet Explorer and click on the "**Tools**" menu.

    b. Select "**Internet Options**" and then the "**Content**" tab.

c. In the "Auto Complete" area, click on the "**Settings**" button.

d. Be sure there is no check mark in the "User names and passwords on forms" box.

e. To erase any stored passwords, click the "**General**" tab. In the "Browsing history" area click the "**Delete...**" button.

f. In the "Passwords" area, click the "**Delete passwords...**" button. Click "**Yes**".

g. Click on "**Close**" and then click "**Ok**".

FOR MORE INFORMATION

Please read the **Power LogOn Manager User's Manual** available under the Help menu to learn more about these features and options.

Internet Browser Compatibility

Power LogOn was designed to be used with a number of different web browsers.

- Internet Explorer

- Firefox

- Chrome

To install Power LogOn into your favorite browser, click **Option button > Utilities > Browser... > Browser Extensions** and follow the instructions.

MICROSOFT INTERNET EXPLORER

The Power LogOn add-on for the Internet Explorer browser gets automatically installed as part of the Power LogOn software. You may need to activate the add-on in the IE browser's toolbar as follows:

- From the tools menu, select Manage Add-ons.

- In the screen 'View and manage your Internet Explorer add-ons', ensure that the 'SLMIeAddIn.BrowserHelper' and 'Power LogOn' add-ons are enabled. If not enabled, you can enable each component by right-clicking it and selecting "Enable".

You may have to restart your computer before the newly activated add-on becomes active with Power LogOn.

To continue working with Internet Explorer and Power LogOn, ensure that Internet Explorer is your default browser.

MOZILLA FIREFOX:

- Start Mozilla Firefox

- Ensure that you have the latest Firefox browser update installed.

- Click on the "Open Menu" icon on top right

- Click on the "Add-ons" icon

- Click on Extensions

- Click on arrow next to the "tool for all add-ons" gear icon

- Select "Install Add-on From File"

- Select file "C:\Program Files (x86)\Power LogOn\Logon Manager\Firefox\ sphinxtoolbar.xpi" and click on "Open" to start installation.

- The extension installer will appear. Tell it that you want to install, close Firefox when it's finished installing, and start Firefox back up. The Power LogOn extension icon will appear within the Firefox browser when browsing to a logon form that contains a password field.

To continue working with Firefox and Power LogOn, ensure that Firefox is your default browser.

Google Chrome:

- Start the Google Chrome browser

- Ensure that you have the latest Chrome browser update installed.

- In the Chrome browser, visit the web store at http://chrome.google.com/ webstore. You can also reach it by clicking the Web Store icon icon in the 'Apps' section of the New Tab page.

- Search for "Power LogOn Extension for Google Chrome".

- On the extension's details page, click the Add to Chrome button.

- A dialog appears, letting you know about the types of data that the extension will be able to access. Click Add in the dialog to grant the extension access to the data described.

The extension installs and loads automatically, so you can start using it right away.

To continue working with Chrome and Power LogOn, ensure that Chrome is your default browser.

AOL USERS:

Power LogOn does not work with AOL if you are using it for your browser. You will need to set up your computer to default to Internet Explorer, Chrome or Firefox as your default browser.

Lost, Stolen or Damaged Card Recovery

NOTE: To recreate a card, you would have to have backed up the card's data onto a server, memory stick, floppy disk, or whatever storage media you preferred.

NEEDED INFORMATION AND FILES

1. User Name, Password and Domain if Windows is configured with password security logon
2. Card's backup data file
3. Password to your card's backup data file
4. Extra card (purchase new or replacement cards at www.access-smart.com)

RESTORING A CARD

1. Manually log into your computer or network using your Windows' User Name, Password and Domain – if required.

2. Insert a new card into your Access Smart smartcard reader. Default PIN for a new card is 12345.

3. Launch Power LogOn Password Manager application, and click **Utilities**, **Backup/Restore**, and **Restore** tab.

4. Select the location and card data file you will be restoring onto the card. Click "**Restore**" and answer the warning screens accordingly.

5. Type in the Password to the backup data file and click "**OK**".

6. The card will be restored with all the passwords and settings from your last back-up.

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