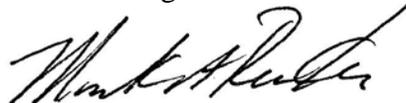


For: State and County Offices

Updating LincPass Badge Certificates

Approved by: Deputy Administrator for Management



1 Overview

A Background

In accordance with Homeland Security Presidential Directive (HSPD)-12, federal agencies are required to issue personal identity verification compliant credentials to employees and contractors. Based on this directive, FSA has been providing the LincPass to employees and contractors since 2008.

Each LincPass badge has two expiration dates. If either of these dates expires, the LincPass badge is no longer active, functional, operational, or valid. The LincPass holder is responsible for updating their LincPass badge **before** either of the expiration dates. If the LincPass badge expires, the LincPass holder must start the process of re-enrollment for a new LincPass.

The first expiration date is the certificate expiration date. This certificate expires **three years** after the issuance or reissue date of the LincPass. The LincPass holder will receive an e-mail from USAccess (**HSPD12Admin@usaccess.gsa.gov**) when the LincPass badge is within 120 calendar days of the certificate expiration and every 30 calendar days until the certificate is updated or expires. See Exhibit 1 on how to view the certificate expiration date on a LincPass.

The second expiration date is the date the LincPass expires, which is **five years** from the date the card was issued or reissued. The LincPass must be renewed before the expiration date printed on the front of the card. State office sponsors must request a renewal before the expiration of the LincPass. This will require the renewed LincPass to be activated at a fixed or light activation station as it cannot be done at an employee’s workstation in the office.

Disposal Date	Distribution
September 1, 2015	State Offices; State Offices relay to County Offices

Notice SEM-37

1 Overview (Continued)

A Background (Continued)

To decrease travel costs and prevent LincPass certificates from expiring, EPD in partnership with Information Technology Services, Technical Support Division (ITS-TSD), is providing an alternative for LincPass holders (who are within 120 calendar days of expiration) to update their LincPass badge certificates from a workstation. This can be accomplished from a workstation located within a state office or service center.

Note: If there is a fixed site Light Credential Station (LCS) or Light Activation Station (LAS) in the state office or service center where the employee works, the LincPass holder shall use that site instead of the workstation process for updating their certificates.

B Purpose

This notice:

- provides instructions in Exhibit 1 for LincPass holders to view their LincPass certificate expiration date,
- provides instructions in Exhibit 2 for using workstations within a service center or state office to rekey (extend) the LincPass certificates before they expire,
- reminds state office LincPass sponsors to ensure that the LincPass holders monitor their certificate expiration dates and update the LincPass before it expires, and
- informs state and county offices that if ITS-TSD had previously installed the Active X file for desktop rekey on a computer in an office for updating certificates, that version of the Active X file will not work. If the Active X file was loaded on to a workstation prior to August 15, 2014, ITS-TSD will need to be contacted so version 3.2 for Active X can be installed.

Note: Certificate renewals do not require the LincPass sponsor to take any action. USAccess automatically sends out certificate renewal reminders to LincPass holders beginning 120 calendar days from the expiration date.

C Contact

For questions regarding this notice, contact Jerry Epting, EPD, by either of the following:

- e-mail to jerry.epting@wdc.usda.gov, or
- telephone at 202-380-5010.

Notice SEM-37

2 Process to Identify Workstations and Criteria for Updating LincPass Badge Certificates

A Completing LincPass Certificate Updates Using a Desktop Computer

The following steps shall be used to complete the LincPass badge certificate updates from a desktop computer.

Step	Action
1	<p>Identify one workstation in the state office or service center where there are employees that have LincPass badges with certificates expiring within one year. This may have already been identified according to instructions in Notice SEM-22. This workstation must have a functional/operational card reader and be accessible to all LincPass holders to update their LincPass badge certificates and it must be connected to the network on a continuous basis. The workstation may be an employee's desktop workstation, but not a laptop.</p> <p>Note: Because of the maintenance of keeping software current, ITS-TSD will only install the Active X software on one workstation in the state office or service center that all employees in that location can use to update their LincPass certificates.</p>
2	<p>Open a help desk ticket requesting an ITS-TSD representative load the Active X controls software version 3.2 on the identified workstation that will be used for desktop rekeying of the LincPass certificates.</p> <p>Note: The Active X controls software version 3.2 will only need to be updated by ITS-TSD within an office if an employee's certificate will be expiring within the next year. This shall be determined by confirming certificate dates according to Exhibit 1.</p>
3	<p>ITS-TSD will ensure that the workstation identified meets the minimum requirements for loading the software. If the workstation meets the requirement, the ITS-TSD representative will load the appropriate version of the software. The ITS-TSD representative may request IT-Newsflash 20140818G for installing the current version.</p>

B Criteria for Using a Workstation to Update a LincPass Badge

LincPass holders whose LincPass badge certificate is within 120 calendar days of expiration can perform an update by using the employee workstation identified by the state office or service center, instead of traveling to a fixed credentialing location or LCS/LAS. To use this process, the LincPass holder **must**:

- have a functioning LincPass badge,
- have the "active" LincPass badge in their possession, and
- know their LincPass pin (six to eight digits).

Viewing the LincPass Badge Certificate Expiration Date

The LincPass certificate expiration date is three years after the issuance date. The LincPass holder should receive an e-mail from HSPD-12 when the LincPass badge is within 120 calendar days of the certificate expiration and every 30 calendar days until the certificate is updated or expires.

Follow these steps to view the user’s LincPass badge certificate expiration date.

Step	Action
1	Open Internet Explorer .
2	On the menu bar, CLICK “ Tools ”.
3	Scroll down and CLICK “ Internet Options ”.
4	CLICK “ Content ” tab.
5	CLICK “ Certificates ”.
6	Following is an example of the certificates screen. On the “ Personal ” tab, under “ Issued To ” on the left side, LincPass holders will see their name in all capital letters. The third column, under “ Expiration Date ”, is the date their certificate expires.

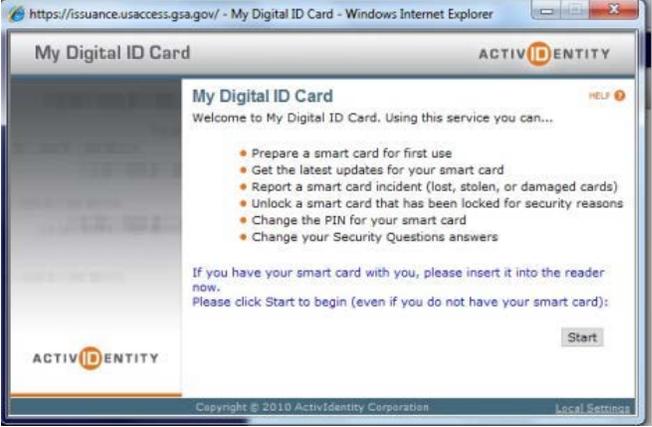
Issued To	Issued By	Expiration Date	Friendly Name
Department of Agri...	Entrust Managed Ser...	11/4/2013	<None>
vic . lag	vic . lag	2/1/2109	<None>
vic . lag	vic . lag	10/29/2110	<None>
VIC LAG	Entrust Managed Ser...	11/4/2013	VIC LAG...
VIC LAG	Entrust Managed Ser...	11/4/2013	VIC LAG...
VIC LAG	Entrust Managed Ser...	11/4/2013	VIC LAG...

LincPass Badge Updating Process

For an employee with an expiring LincPass certificate, they should log into the designated workstation with their LincPass and use Internet Explorer to connect to the unattended activation portal as described in the following process.

Step	Action	Visual Display
1	Double-click the “ Unattended Activation ” icon on the workstation desktop or open Internet Explorer and go to https://issuance.usaccess.gsa.gov/aims/enterprise/user .	
2	The Launching My Digital ID Card Screen will be displayed. CLICK “ Launch My Digital ID Card ”.	
3	CLICK “ Run ”.	

LincPass Badge Updating Process (Continued)

Step	Action	Visual Display
4	<ul style="list-style-type: none"> Insert user’s LincPass badge into the card reader. Ensure that user’s LincPass badge is inserted all the way into the reader. The lights on the card reader should blink. Wait for the blinking to stop and turn a solid green. CLICK “Start”. Do not remove user’s LincPass badge from the reader. 	
5	<p>The Please Identify Yourself Screen will be displayed.</p> <ul style="list-style-type: none"> Enter user’s LincPass badge PIN in the “Smart Card PIN” field. CLICK “Continue”. 	
6	<p>If any updates are required, they are displayed on the Optional Card Updates Screen. If no updates are due, the only option presented is to change user’s PIN.</p> <ul style="list-style-type: none"> Select the update desired and CLICK “Continue”. If no update is desired, CLICK “Done” to return to the Launching My Digital ID Card Screen in step 2. 	

LincPass Badge Updating Process (Continued)

Step	Action	Visual Display
7	<p>If user chooses an update, the Updating Your Smart Card Screen will be displayed, indicating that user's LincPass badge is being updated.</p> <p>Important: Do not remove user's LincPass badge from the card reader until this process is complete. This may take a few minutes. The percent complete will be displayed on the screen.</p>	
8	<p>After the update is complete, the My Digital ID Card Screen will be redisplayed, indicating that the LincPass badge has been successfully updated. CLICK “Done”.</p>	
9	<p>If user clicks “Continue” in step 8, the Optional Card Updates Screen will be redisplayed. Click either of the following:</p> <ul style="list-style-type: none"> • “Continue” to take action on the listed items <p>Note: In the example displayed, the action is to change user's LincPass badge PIN.</p> <ul style="list-style-type: none"> • “Done” to exit. 	
10	<p>When user clicks “Done”, user can remove the LincPass badge from the card reader. The LincPass badge update process is complete.</p>	