

Requesting Additional Certificates

NOTE:

Since your Admin Secure Element grants access to all TAP features, **keep it safe and limit its use** to only performing administrative tasks via TAP.

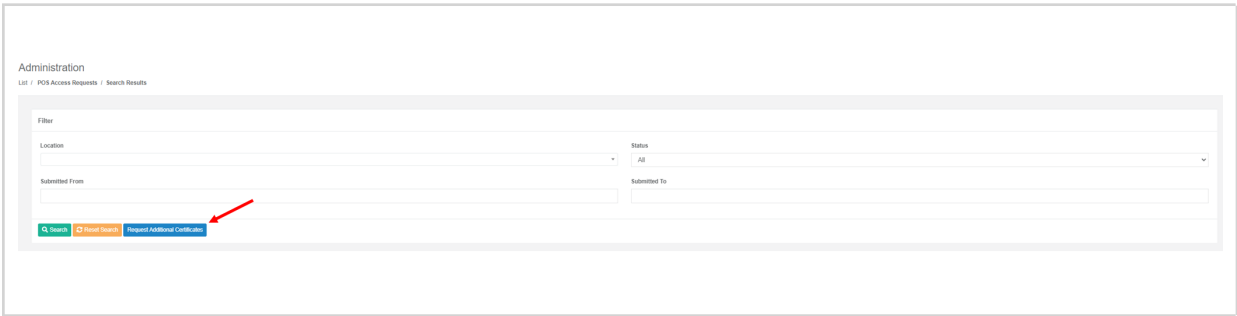
For the standard process of issuing fiscal invoices, you should request additional certificates. In case you have more E-SDC instances on your business premise or more [invoicing systems](#) issuing invoices via V-SDC, you should request additional certificates for each E-SDC or invoicing system working with V-SDC.

NOTE:

When requesting additional certificates, you are actually requesting additional POS Secure Elements. For more information, see POS Secure Element.

Initial steps for requesting a new certificate

1. Click on **Administration** at the top of the page and select **POS Access Requests** from the dropdown menu.
2. Click on **Request Additional Certificates**.



3. In the pop-up box, select the business location for which you need the secure element(s) and click **Submit**.

4. A new page will open. Depending on your needs, click on the plus icon  next to labels **Smart cards** or **Files**.

NOTE:

If your EFD infrastructure uses **E-SDC**, request additional **Smart Cards**. However, if your infrastructure uses **V-SDC**, request additional **Files**. In case you are using both E-SDC and V-SDC, you can also **request both**.

Requesting additional smart card certificates

[Click here to see how to request smart cards](#)

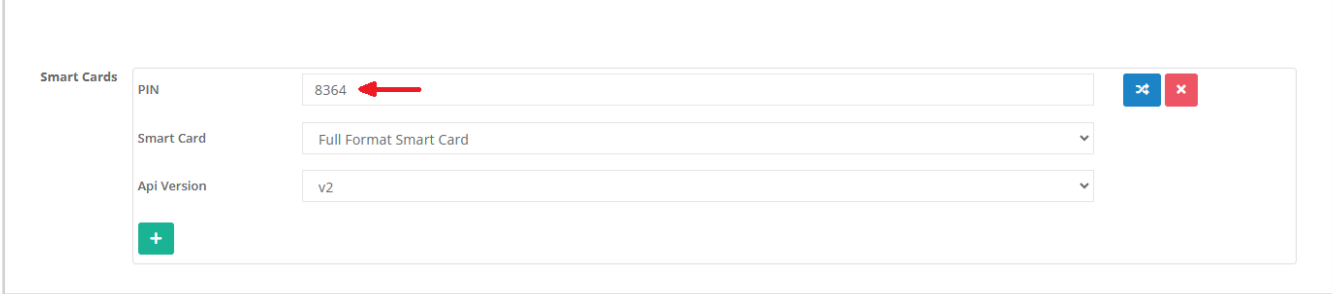
When the dialog box opens, enter the PIN by:

- o using an automatically generated random PIN
- o generating a new random PIN by clicking on the icon 
- o

selecting your own 4-digit PIN which will be easier to remember

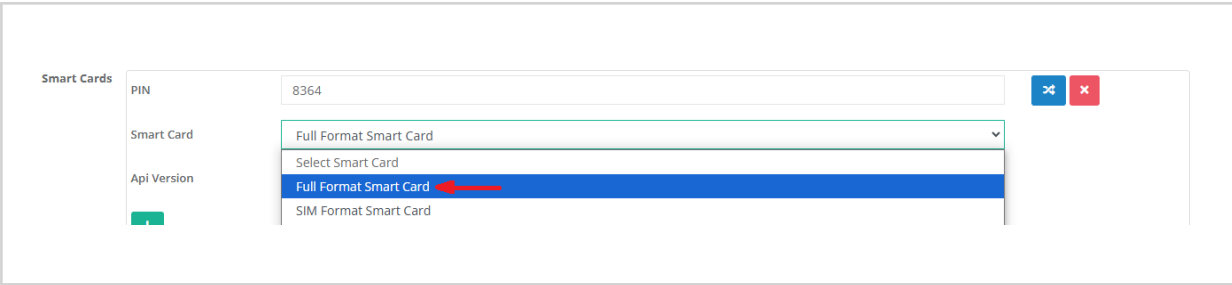
If you made an error, or you want to enter a different PIN code, click on the icon  to remove it.

If your infrastructure allows it, add more requests by clicking on the icon .



The 'Smart Cards' dialog box contains three input fields: 'PIN' with the value '8364' and a red arrow pointing to it, 'Smart Card' with a dropdown menu showing 'Full Format Smart Card', and 'Api Version' with a dropdown menu showing 'v2'. To the right of the fields are two buttons: a blue one with a plus sign and a red one with an 'X'. A green button with a plus sign is located at the bottom left of the dialog.

2. To select the appropriate smart card format, check with your E-SDC vendor which format you need - **Full** or **SIM**.



The 'Smart Cards' dialog box is shown with the 'Smart Card' dropdown menu open. The menu lists three options: 'Full Format Smart Card', 'Select Smart Card', and 'SIM Format Smart Card'. A red arrow points to 'Full Format Smart Card', which is highlighted in blue. The 'PIN' field still shows '8364' and the 'Api Version' dropdown shows 'v2'.

3. Choose the Api version (Both options will work with v3 version of TaxCore)



The 'Smart Cards' dialog box is shown with the 'Api Version' dropdown menu open. The menu lists three options: 'v2', 'Select Api Version', and 'v3'. The 'v2' option is highlighted in blue. The 'PIN' field shows '8364' and the 'Smart Card' dropdown shows 'Full Format Smart Card'.

4. To request additional smart cards, use the **Delivery Tax Office** menu to select the tax office branch where you can pick up the smart card(s).

1. When the dialog box opens, enter the PIN by:

- o using an automatically generated random PIN
- o

generating a new random PIN by clicking on the icon



o

selecting your own 4-digit PIN which will be easier to remember

If you made an error, or you want to enter a different PIN code, click on the icon



to remove it.

If your infrastructure allows it, add more requests by clicking on the icon



.

2.

To select the appropriate smart card format, check with your E-SDC vendor which format you need - **Full** or **SIM**.

3. To request additional smart cards, use the **Delivery Tax Office** menu to select the tax office branch where you can pick up the smart card(s).

You can always **authorize somebody else** to pick up the smart card** for you. Note that you will have to provide **valid identification details** of that person - first name, last name and ID number of an identification document with a photograph.

NOTE:

All the fields for providing identification details are limited to 30 characters.

Requesting additional file certificates

[Click here to see how to request file certificates](#)

When the dialog box opens, enter the Password and PAC by:

- generating a new random Password and PAC by clicking on the icon 
- selecting your own 8-character (alphanumeric) Password and 6-character (alphanumeric) PAC

If you made an error or you want to enter a different Password code, click on the icon  to remove it.

If your infrastructure allows it, add more requests by clicking on the  .

using an automatically generated random Password and PAC

NOTE:

Input data is **case sensitive** and written in ALL CAPS.



The screenshot shows a dialog box with two input fields: 'Password' and 'PAC'. The 'Password' field contains '9VDUWZPY' and the 'PAC' field contains '85DKK9'. Both fields have a red arrow pointing to the right. To the right of the 'Password' field is a blue icon with a crossed-out square, and to the right of the 'PAC' field is a red icon with a crossed-out square. A red arrow points to the red icon. To the left of the 'PAC' field is a green icon with a plus sign, and a red arrow points to it.

Finishing the request

1. When you add all the new requests, to finish click the **Submit** button, or to dismiss the process click the **Cancel** button.

NOTE:

If you click the Cancel button, you will **not be able to retrieve any input data**.

2.

A popup box will appear, summarizing your request and asking you to confirm it.

![[image.png?hash=1166050987](/.attachments/image-6c389ba3-1640-48b7-87d3-64946728f0df.png?hash=1166050987 =400x)

Your request will be sent to the Fiji Revenue And Customs Services and you will receive an email when it is approved.

Notifications for additional smart cards

[Click here to read about the notification for smart cards](#)

If you requested an additional Smart Card certificate, you will receive an email when the request has been approved.

Later, when the smart card has been personalized, you will receive another notification and you can pick it up at your chosen tax office location. After that, you can immediately start using it with your E-SDC.

TaxCore

Dear **Vieri Patrick**, we would like to inform you that your Smart Card has been created.

Business name: Rasta Pasta

TIN: US-345905277

UID: M7BX5S4R

You can pick it up at the chosen location (Tax office / District):

DTI central office Lestane

Notifications for additional file certificates

[Click here to read about the notification for file certificates](#)

If you requested an additional file certificate, you will receive it in a notification after the request has been approved. You need to download the attached .pfx file and install it on the device which you will use as your invoicing system (POS).

The notification will also include the certificate's **password** (for installing the certificate) and **PAC** (for issuing fiscal invoices).

Downloading the PFX certificate

To download the PFX file certificate, click on the link in the notification. The link is active for 7 days.

If the link expires before you download the certificate, you can **request a new one** via the *List of secure elements* section on the [Business Location Details](#) page.

List of UIDs

Request Additional Certificate

Search

Status	UID	Type	Registered at	Last Seen Online	Revoked at	Action
Active	CP652YK	POS Smart Card	11.07.2022 12:33:04	03.08.2022 10:46:08		Request Termination
Active	JVQ7N6H	POS Smart Card	17.06.2022 16:56:14	17.06.2022 17:02:54		Request Termination
Disabled	QCYEVL7C	PFX File	17.06.2022 15:31:27	Never		Request Download Link Change Tag Request Termination

2.

After you click on the link, a new page will open where you need to click on **Submit**.

Download certificates

English (United States)

Submit

3.

On the next page, you will the options to download the certificate or copy the download link to the clipboard.

NOTE:
The option to directly download the certificate is a one-time link, while the copy-to-clipboard option can be used multiple times until you paste the copied link.

Note for downloading: This is a one time download link! After you download the certificate, you will not be able to do it again until you request a new download link.

Note for copying to clipboard: Do not share this link via chat apps or email because antivirus software may render the link unusable.

[Download certificates](#)[Copy to clipboard](#)

Installing the PFX certificate

For instruction on how to install the PFX certificate, see [Installing a PFX File Certificate](#)

Changing the PFX certificate's PAC

1.

To change the PAC of your PFX certificate, go to the [Business Location Details](#) page.

2.

In the *List of secure elements* section, click on **Change PAC**.

Status	UID	Type	Registered at	Last Seen Online	Revoked at	Action
Active	XH2S3YWM	Pos Pfx	26.06.2023. 19:14:26	26.06.2023. 22:14:21		Request Download link Change PAC Request Revocation
Active	CS3Y56LX	Pos Pfx	26.06.2023. 17:14:17	26.06.2023. 22:08:20		Request Download link Change PAC Request Revocation

3.

A pop-up box will open where you need to enter and re-enter the new PAC.

×

Reset POS Access Code

You are about to change POS Access Code:
UID: QCYEYL7C

Enter new PAC



Re-enter new PAC

Close

Confirm

4.

Click **Confirm**. A confirmation message will appear at the top of the page.

NOTE:

The new PAC will become active in one hour.

