SYNCHRONISE YOUR SMART CARD WITH EMIS WEB

All users need to synchronise their smartcard when they log on to EMIS Web using a smartcard for the first time.

Before you can synchronise your smartcard, your IT lead or supervisor to ensure your smartcard has been assigned to your EMIS Web account. Once this is done, proceed with the following steps:

1. Log into EMIS Web first

2. Now enter your smartcard

3. Select which organisation you wish to log into

4. Type your smartcode passcode into the pop up box

5. EMIS Web should display a yellow bar stating there is a mismatch. Click this message.
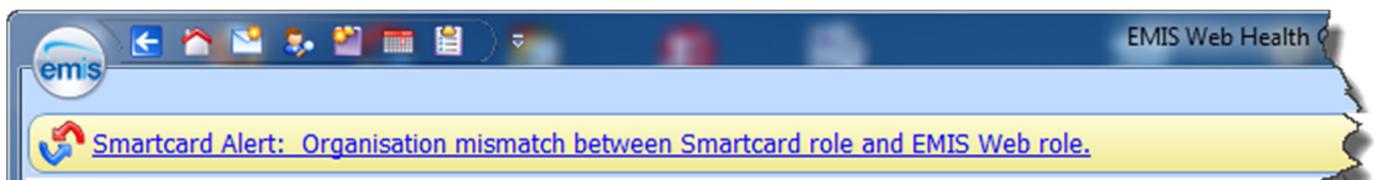
6. On the Smartcard Association screen, type your smartcard passcode and click Associate.
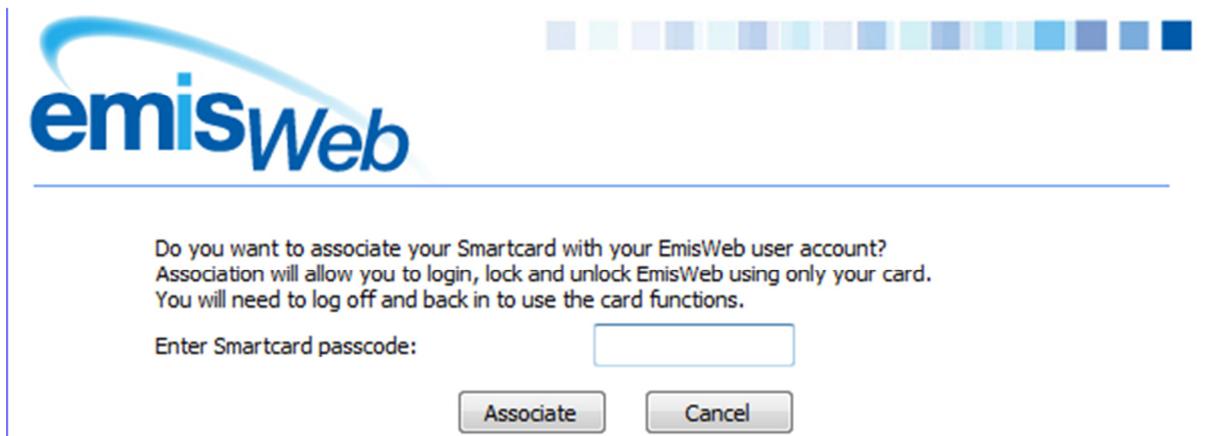
7. Now remove your smartcard from the reader and close EMIS Web. (This restart stage is required to activate the permissions on your smartcard).

8. Insert your smartcard, select which organisation you want to log into, and open EMIS Web.