

Renewals

The **Renewals** section is where you keep track of all your expiring POS secure elements and manage their renewal.

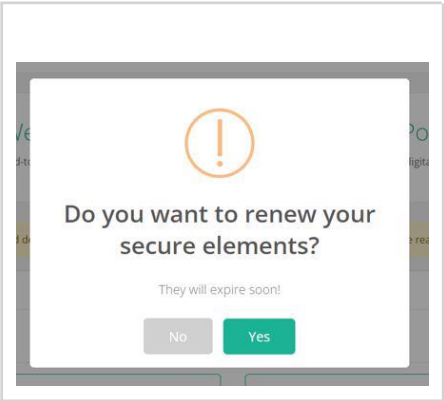
NOTE:
This article covers the process of renewing **POS secure elements**. For instructions about renewing Admin secure elements, see [Renewing Admin Secure Elements](#).

Notifications about expiring POS secure elements

Notifications are created when a secure element enters one of the expiration periods. You will be notified both via email and the Taxpayer Administration Portal (TAP).

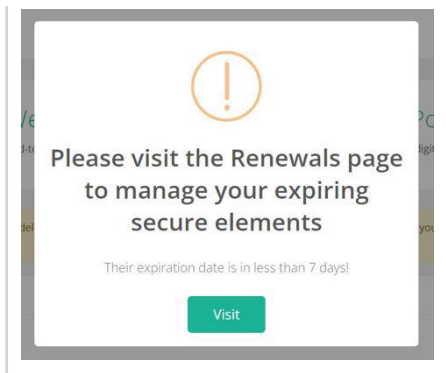
NOTE:
You will receive automatic notifications about expiring secure elements when any, or all of them, reach their expiration period.

Also, if you have expiring secure elements, every time when you log into TAP you will see a warning message that you have secure elements that will expire soon.



If you have secure elements in a **critical expiration period** (the minimum configured expiration period), you will see the warning message that you need to visit the Renewals page to manage the expiring secure elements.



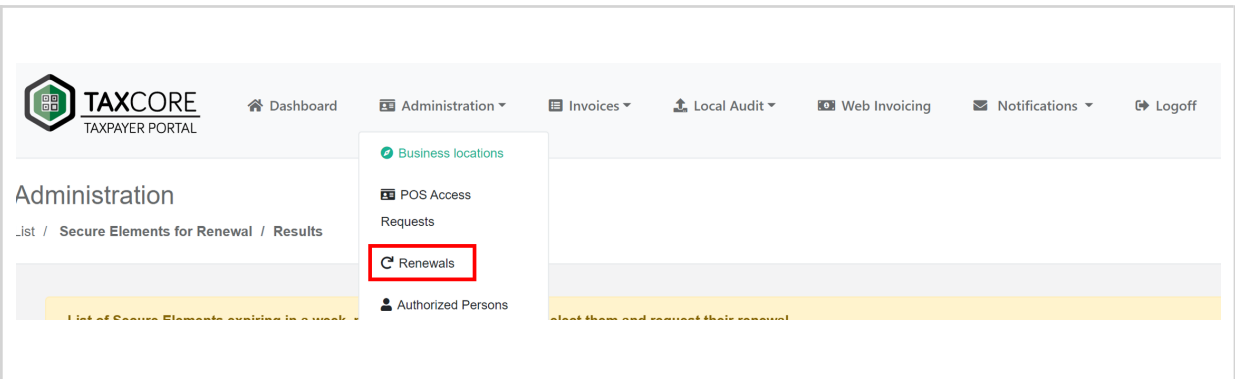


Manage expiring POS secure elements

1.

To manage your expiring secure elements, click on **Yes** on the warning message when you log into TAP (see above).

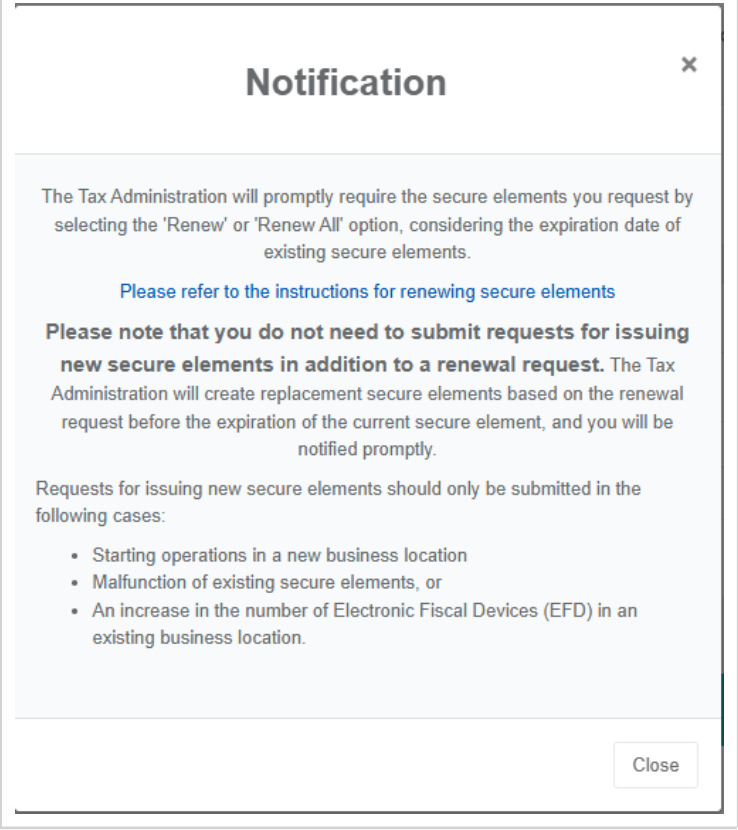
If you skip the warning message after logging in, you will still be able to access the page for managing expiring secure elements by clicking on **Administration** at the top of the page and select **Renewals** from the dropdown menu.



NOTE:

If you requested a renewal of secure elements, **wait for the Tax Authority to process your request.** Your secure element will be renewed in due time.

Do not request a new secure element.

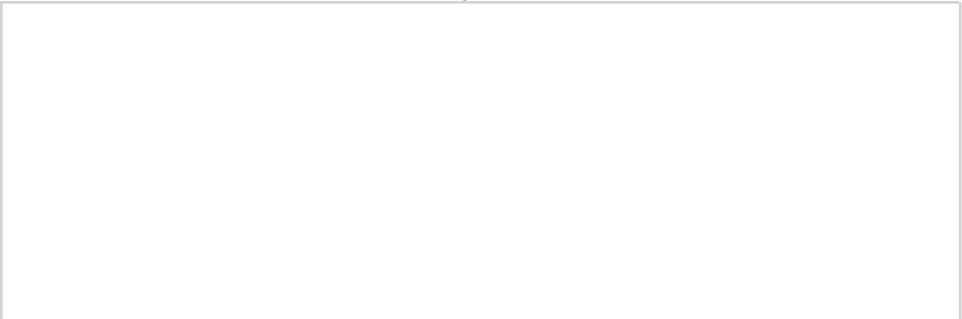


- 2.
- Both options will take you to a new page where the expiring secure elements are listed. The column **Expiry Period** shows the the expiration phase for each secure element.

NOTE:
If you logged into TAP with a POS Secure element, you will only be able to see the notification about the expiring secure element.

- 3.
- For easier navigation through secure elements on the list, you can filter secure elements with these optional parameters:

- o **Location** - this option shows only locations with secure elements which are up for renewal
- o **Expiry period** - this option shows only secure elements for selected expiry period
- o **UID** - this option shows only secure element with selected UID



Administration

List / Secure elements for renewal / Results

Filter

Location

All

Expiry Period

All

UID

All

Search

Reset Search

NOTE:

If you change the search parameters after you already got some search results, you will reset the changes you made to the current results.

When you search for secure elements related to a specific location, next to the name of the business location you will see the unique location ID.

Filter

Location

All

Expiry Period

All

UID

All

Search

Reset Search

List of secure elements expiring. You can select them and request their renewal.
If you select Reject, you won't be able to renew that secure element anymore
If you select Postpone, you will be able to choose what to do with the secure element later

Renewal Action

Renew all

Postpone all

Secure elements for 116 Resting FT 12 shop - Brace Jugovic 82

In case you have several business locations with **the same name** but a **different address**, they will all be listed with their addresses clearly displayed.

Filter

Location

All

Expiry Period

All

UID

All

Search

Reset Search

Renewal Action

Renew all

Postpone all

Secure elements for 116-Testing FT 12 shop - Brace Jugovic 82

Actions	UID	Type	Registered On	Last Seen Online	Expiry Period
Select	469BFHGM	Pos Pfx	18.12.2024. 11:11:01		30 days
Select	V828FHWU	POS Smart Card	18.12.2024. 11:42:43		30 days

Secure elements for 327-Testing FT 12 shop - Solunska 11

Actions	UID	Type	Registered On	Last Seen Online	Expiry Period
Select	6FSR7DSE	Pos Pfx	18.12.2024. 11:11:03		30 days
Select	STMNBXGJ	POS Smart Card	18.12.2024. 11:51:02		30 days

4.

For each secure element on the list, you have the following options:

- o **Renew** - automatically sends a request for a new secure element that will replace the expiring secure element
- o **Postpone** - postpones your decision about renewing a secure element. These secure elements will be hidden and will appear again on the list when they reach their next expiration period. If the secure element has reached a critical expiration period (the minimum configured expiration period), it **cannot be postponed any longer**.
- o **Reject** - used if you decide that you will not need the secure element in the future. If you select this option, you will **not be able to renew that secure element anymore**.

Renewal Action

Renew all

Postpone all

Secure elements for 116-Testing FT 12 shop - Brace Jugovic 82

Actions	UID	Type	Registered On	Last Seen Online	Expiry Period
Select	469BFHGM	Pos Pfx	18.12.2024. 11:11:01		30 days
Select	V828FHWU	POS Smart Card	18.12.2024. 11:42:43		30 days

Secure elements for 327-Testing FT 12 shop - Solunska 11

You can also use the **Renew all** or **Postpone all** options if you want to apply one of these options to all of the secure elements you searched for.

Renewal Action

✓ Renew all

🕒 Postpone all

Secure elements for 116-Testing FT 12 shop - Brace Jugovic 82

Actions	UID	Type	Registered On	Last Seen Online	Expiry Period
Select	469BFHGM	Pos Pfx	18.12.2024. 11:11:01		30 days
Select Renew Postpone Reject	V828FHWU	POS Smart Card	18.12.2024. 11:42:43		30 days

Secure elements for 327-Testing FT 12 shop - Solunska 11

NOTE:

You can renew all or postpone the renewal of all secure elements related to a specific business location.

5.
- When you make a decision about all secure elements on the list, click **Confirm** in the bottom left corner of the page.

Select

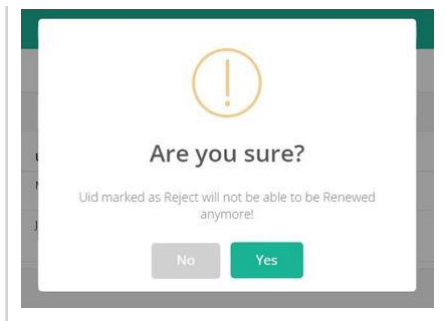
Secure elements for DTI testing location FT 12 - Vinogradska 1

Actions	UID	Type	Registered On	Last Seen Online	Expiry Period
Select	Z9LPCRZS	Pos Pfx	18.12.2024. 11:00:53		30 days
Select	FN9Z38AB	POS Smart Card	18.12.2024. 11:47:56		30 days

Confirm

6. If you selected at least one secure element with **Reject**, you need to click on **Yes** in the pop-up box to confirm the decision.





7.

If you selected **at least one secure element** for renewal, a new page will open where you set the authentication credentials for your new secure elements (the process is the same as when [requesting additional secure elements](#)):

- o for secure elements issued on a smart card - [smart card PIN](#), pick up location, and additional person for picking up the card (optional)
- o for secure elements issued PFX files - Password and PAC

If you have several secure elements, you can **set the same PIN** for all smart cards and **the same password and PAC** for PFX files.

NOTE:

For security reasons, it is not recommended to have the same credentials for all Secure Elements!

To set the same PIN for all the chosen smart cards, select the **Set the same PIN for all** option and enter the PIN in the pop-up window.

Choose common PIN

You are about to set the same PIN for all smart cards

PIN

☐

I understand that setting the same PIN for multiple Smart Cards may increase the risk of unauthorized access or compromising data security. I acknowledge this risk and wish to proceed.

Close

Confirm

To set the same password and PAC for all PFX files, select the **Set the same Password/PAC for all** option and enter the password and PAC in the pop-up window.

Choose common Password and PAC

You are about to set the same PAC and Password for all digital files

Password

PAC

☐

I understand that setting the same PAC and Password for multiple digital files may increase the risk of unauthorized access or compromising data security. I acknowledge this risk and wish to proceed.

Close

Confirm

NOTE:
In order to set the same password and PAC for all PFX files, as well as the same PIN for all smart cards, you need to tick the box confirming your choice and acknowledging that you understand the security risk related to using the same credentials for all secure elements.

8.
When you finish, click **Renew** in the bottom left corner of the screen.

Secure elements for DTI testing location FT 12

Delivery Tax Office

Центар за велике пореске обвезнике

Additional Authorized Person

First Name

Last Name

Photo ID Number

Enter ID number of any valid personal document with a photograph

POS Card

UID

FN9Z38AB

PIN

5651

Smart Card

Full Format Smart Card

Pos Pfx

Password

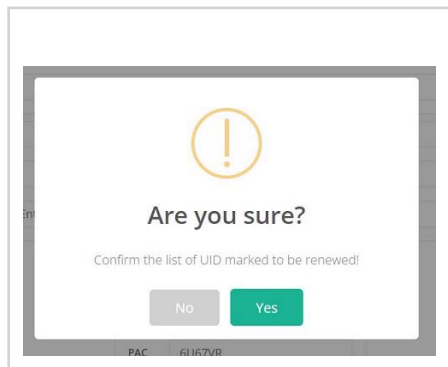
UXS8F925

PAC

6F7HYQ

Renew

You will see another confirmation box - click **Yes** and your request will be sent to the tax authority for review.



If the review is **positive**, you will receive an **email notification** with information about the production of your new secure elements.

NOTE:

Please ensure to send an email notification to efdenquiry@frcs.org.fj to advise request for renewals completed.