

CERTSIGN  
v1.2

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# Token Utility (TOKU)

## User Manual

CERTSIGN

2026

**certSIGN S.A.**

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## 1. Introduction

### 1.1. Token Utility (TOKU) application description

**Token Utility (TOKU)** a cross-platform desktop application (Windows and macOS) for inventorying and managing private key certificates from the system keystore (Windows CAPI/CNG, macOS Keychain) and from hardware tokens (PKCS#11).

### 1.2. Prerequisites

- ⇒ Operating system:
  - minimum Windows 10 or
  - minimum MacOS 13.
- ⇒ To use the **Token Utility (TOKU)** application, you must preinstall the **SafeNet Authentication Client** application.
- ⇒ Accepted tokens: SafeNet.

## 2. Token Utility (TOKU) application

- Clearly displays details:
  - CN Subject,
  - CN Issuer,
  - O Issuer,
  - Expiration date
- Allows changing the token's PIN
- Issues native notifications about:
  - Token insertion,
  - PIN locking risk
  - Certificate expiration (globally configurable and per certificate, with "show-once per day" and expiration notice period).

### 2.1. Installing the Token Utility (TOKU) application

Follow the steps below to install the **Token Utility (TOKU)** application:

- ✓ To start the installation, double click the executable **certSIGN-Token-Utility-Setup-[...version no ...].exe**
- ✓ Installation preparation will begin:

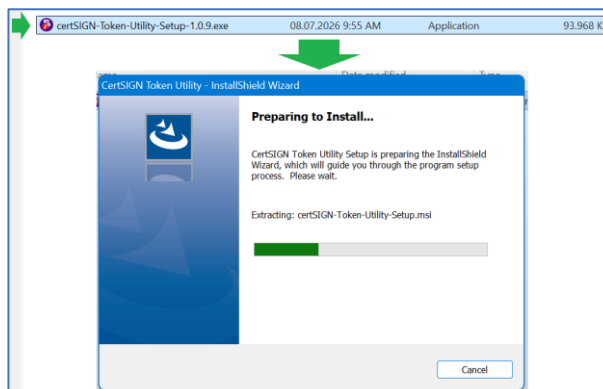


Figure 1. Click on certSIGN Token Utility Setup exe – preparing to install

- ✓ To continue the installation, click on "Next" button:

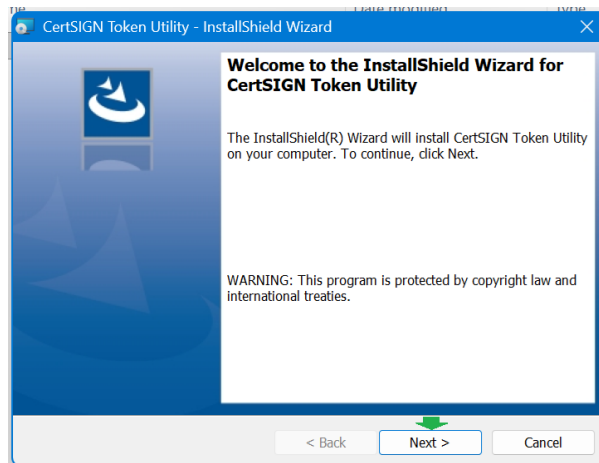


Figure 2. Continue the installation

- ✓ Choose the language for displaying the License and press "Next" button:

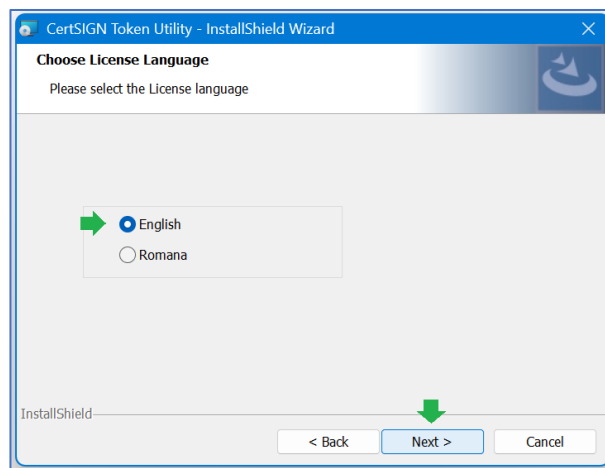


Figure 3. Choose License Language

- ✓ To continue the installation, in this step you need to review the "Terms and Conditions"/"End User License Agreement". To confirm your acceptance of its terms and conditions, check "I accept the agreement", followed by clicking on "Next" button. Optionally, you can print the document by clicking the Print button:

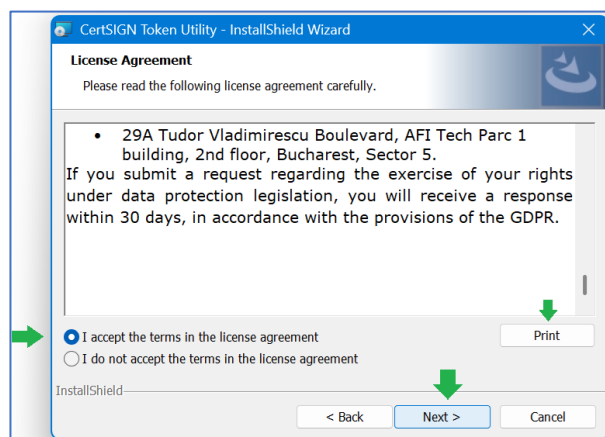


Figure 4. Read and accept the terms and conditions to continue installation

- ✓ Check/change the location for installing the application (by default the preset location is in Program Files) by pressing the "Change" button.
- ✓ The checkbox "Create a desktop shortcut" is checked by default. Uncheck this option if you do not want to create a Token Utility (TOKU) icon on the desktop.
- ✓ Continue the installation by clicking the "Next" button:

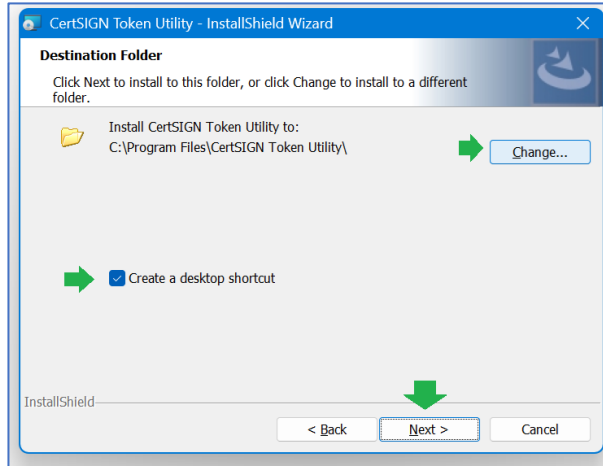


Figure 5. Check/Change the installation folder, create desktop shortcut and continue the installation

- ✓ In the next window, to continue the installation, click "Install";
- ✓ Accept the installation pressing on "Yes" button:

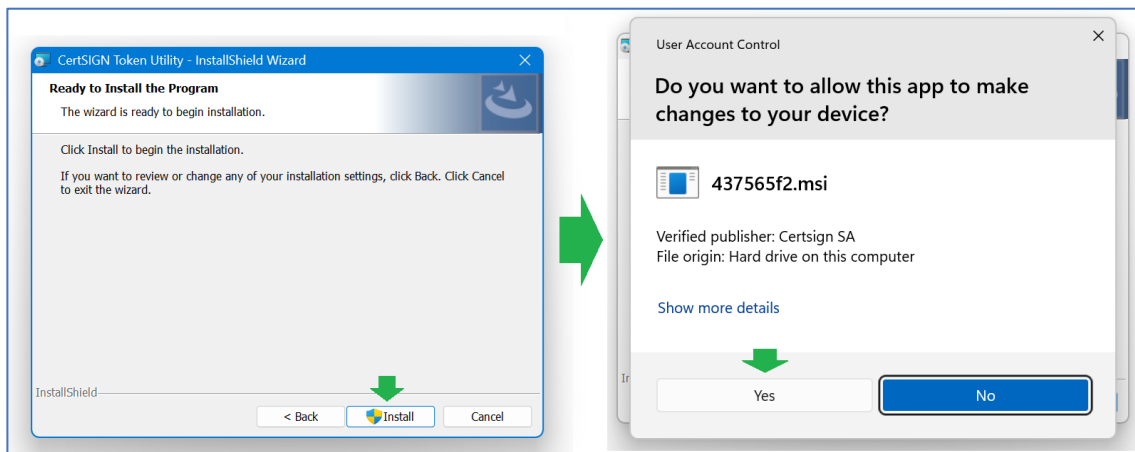


Figure 6. Confirm and continue installation

- ✓ The green progress bar indicates the progress of the installation.
- ✓ Confirm the completion by pressing the "Finish" button.

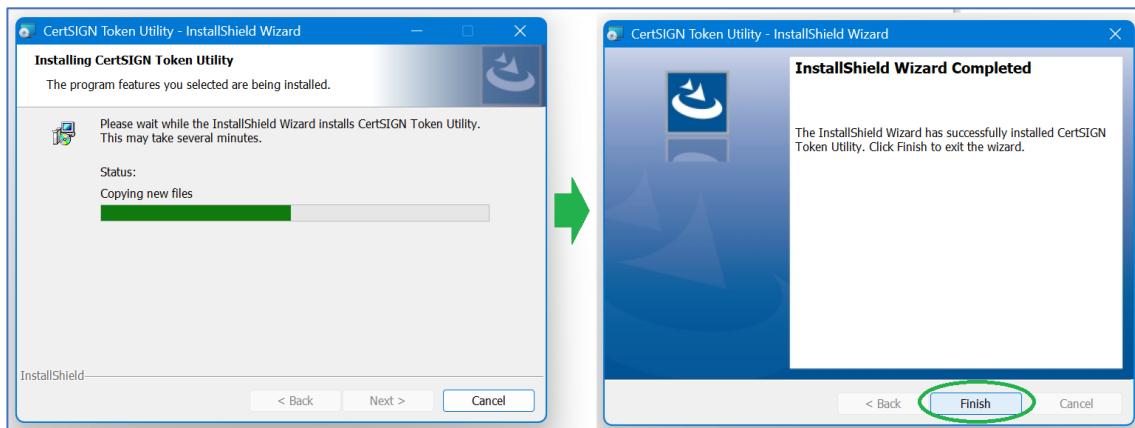


Figure 7. Installation progress and completion

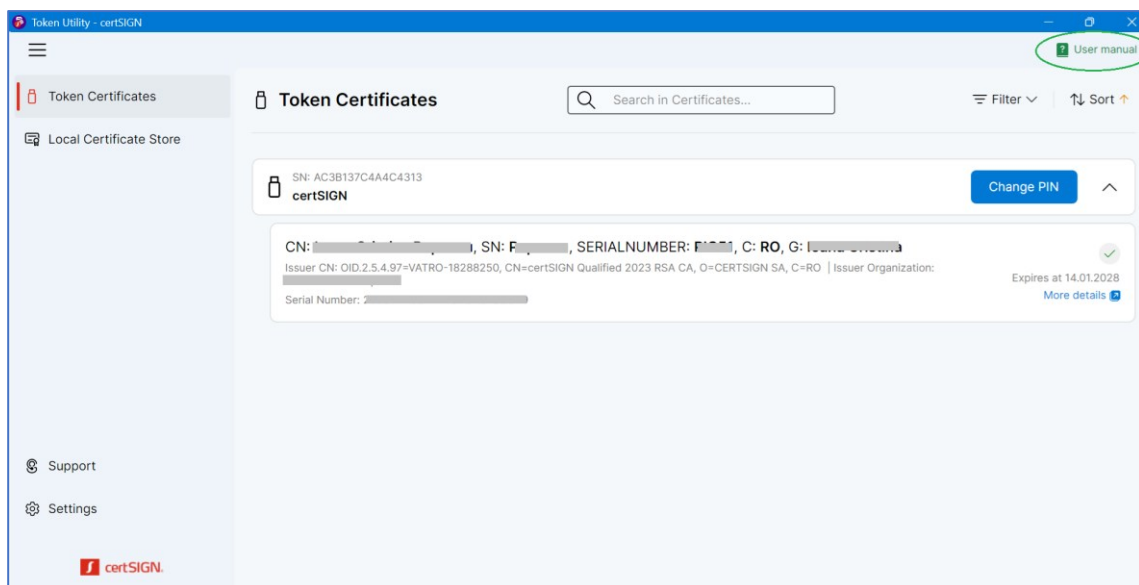
- ✓ If the "Create a desktop shortcut" option was checked during the installation process (as described above), the **Token Utility (TOKU)** shortcut will be present on the desktop.



✓ *Figura 8. View Token Utility desktop shortcut (if the option was checked)*

## 2.2. Token Utility User Manual

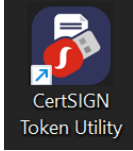

- ✓ The user can view the User Manual from the main window, by accessing the link "User Manual".



*Figure 9. Consult the user manual*

## 3. Access the Token Utility (TOKU) application

### 3.1. Launch the application

- ✓ To launch the Token Utility (TOKU) application, double-click the icon  located on your desktop.
- ✓ If you **did not** opt for a desktop icon, for an easier identification of the **Token Utility (TOKU)** application, access the search window  (located on taskbar) and type "Token Utility":

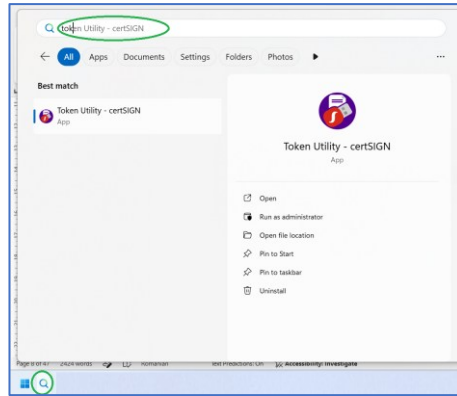



Figure 10. Search for the TOKU application

### 3.2. Close the application

- ✓ If the Token Utility (TOKU) application is closed from the  icon, the application will not be completely closed

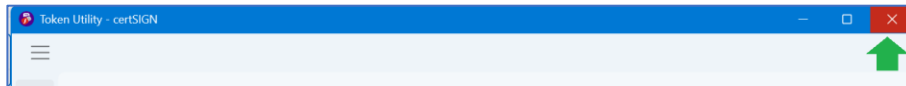



Figure 11. Close the application

- ✓ The application will continue to run in the background:



Figure 12. The application runs in the background

- ✓ To completely close the application, it is necessary to locate the application in the taskbar, click on  (hidden icons section), then right-click on the application icon and click the "Exit" option:

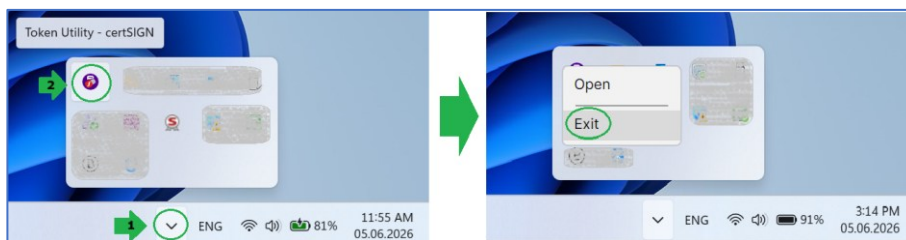


Figure 13. Exit the application

### 3.3. Disconnected the token

- ✓ If the token is disconnected, a message will be displayed in the Token Certificates section, informing the user that their token is disconnected.

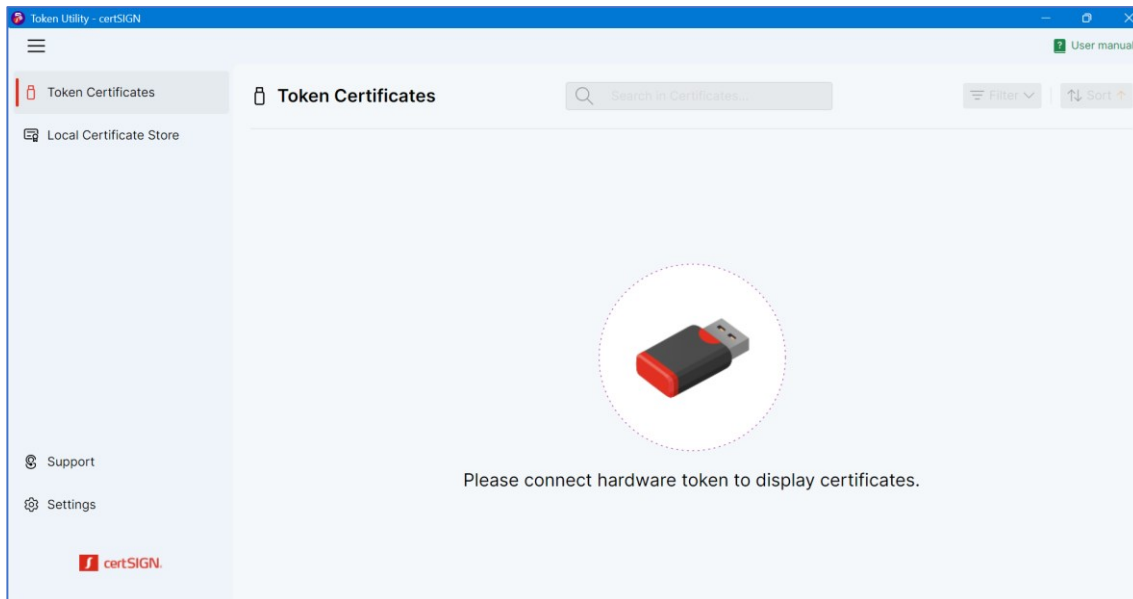


Figure 14. Disconnected Token

- ✓ Also, if the application has been set to notify the user about the hardware token connection (check the settings [here](#)), the user will be notified via a pop-up message about the token connection/disconnection

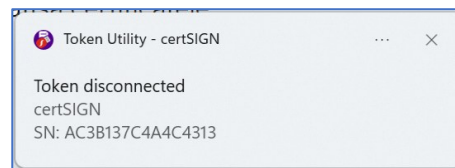



Figure 15. Pop-up message for disconnected token



Even if the user does not have the token connected, the application will notify the user about certificates that are about to expire, according to the settings in the "Notifications" section.

## 4. Token Utility (TOKU) application settings

### 4.1. Select the application display language

- ✓ To select the application **display language**, go to the Settings section: click on the arrow  next to the Language, and from the dropdown menu select English or Romanian language:

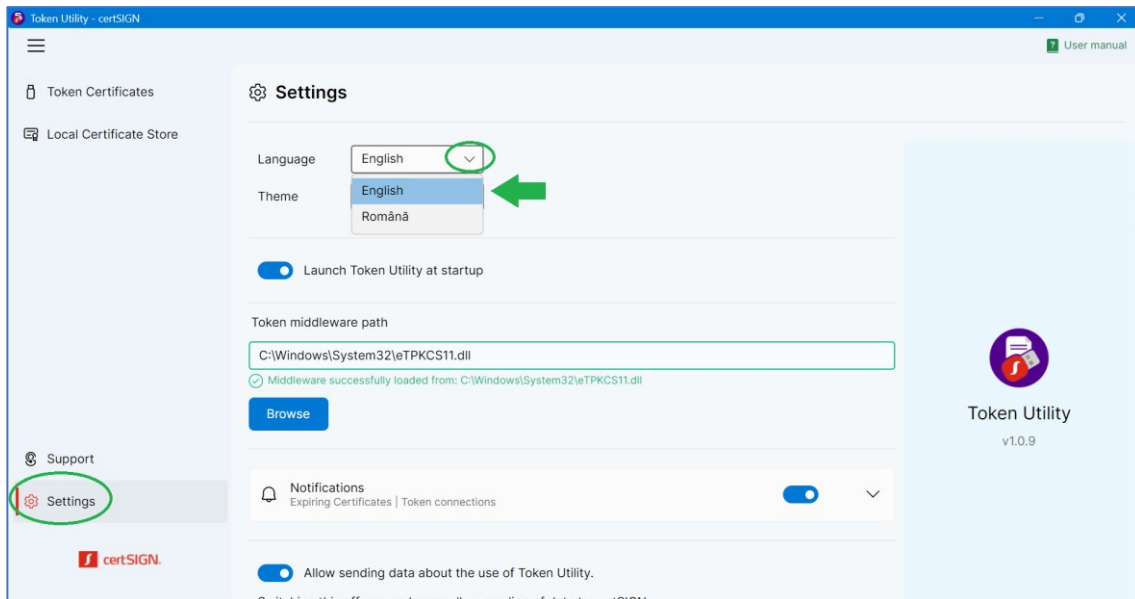



Figure 16. Select the application display language

## 4.2. Select the application display theme

- ✓ To select the application **display theme**, go to the Settings section: click on the arrow  next to Theme, and from the dropdown menu select the desired mode: Auto (System), Light or Dark.

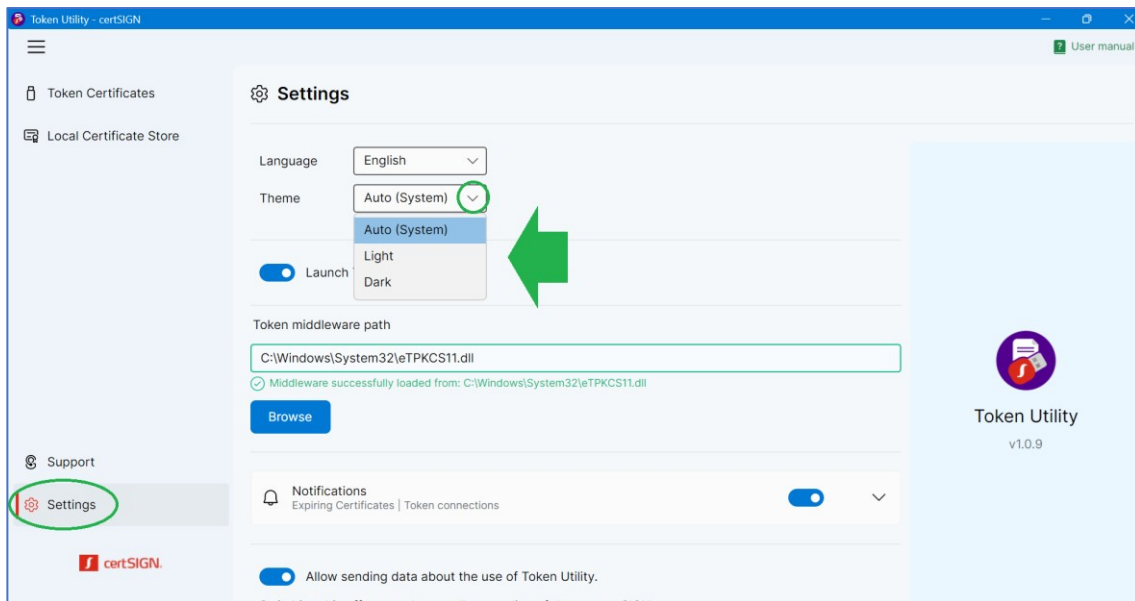


Figure 17. Select the application display theme

## 4.3. Token middleware path settings

- ✓ To allow the Token Utility (TOKU) application to communicate with your hardware token and access digital certificates, it is necessary to define the path to the specific software library (PKCS#11 driver) to the device used. The dedicated field is automatically pre-filled with the default standard location, valid for most system configurations.

- ✓ If its driver was installed in a custom directory, in the Settings section, click Browse:

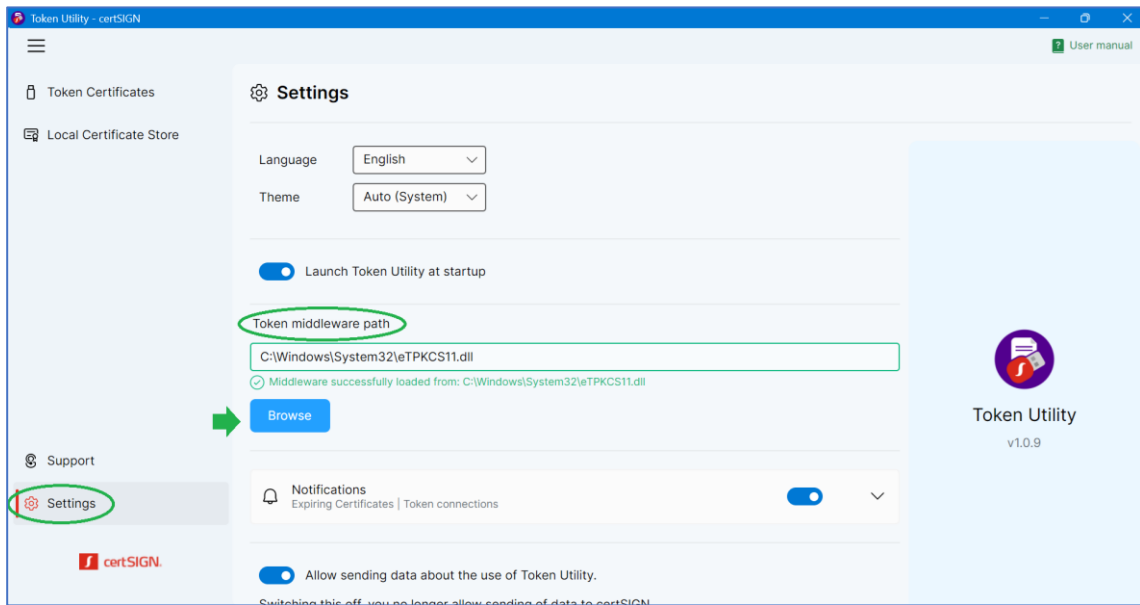


Figure 18. Select token middleware path

- ✓ In the opened window you can manually choose this path, using the navigation button (Browse) to select the appropriate file.
- ✓ If you encounter device recognition errors, make sure that this path exactly indicates the official driver provided by certSIGN:



Figure 19. Confirm token middleware path

#### 4.4. Other settings

From the Settings section of the **Token Utility (TOKU)** application, by sliding the toggle you can select  or deselect  the following options:

- ⇒ **Launch Token Utility on startup** -> if this option is checked, the Token Utility application will open automatically when the operating system starts;
- ⇒ **Notifications**-> if the option is checked, you will receive notifications from the Token Utility application.
  - \* Below, under "Alert Settings" (Figure 20), additional settings for this type of notifications are also detailed.

➤ **Notify hardware token connection**-> if the option is checked, you will receive notifications from the Token Utility application, regarding the hardware token connection.

⇒ **Allow sending data about the use of Token Utility**-> if the option is checked, the application sends to certSIGN logs and traces, which will contribute to the faster detection and resolution of any request received by the support/assistance department from you.

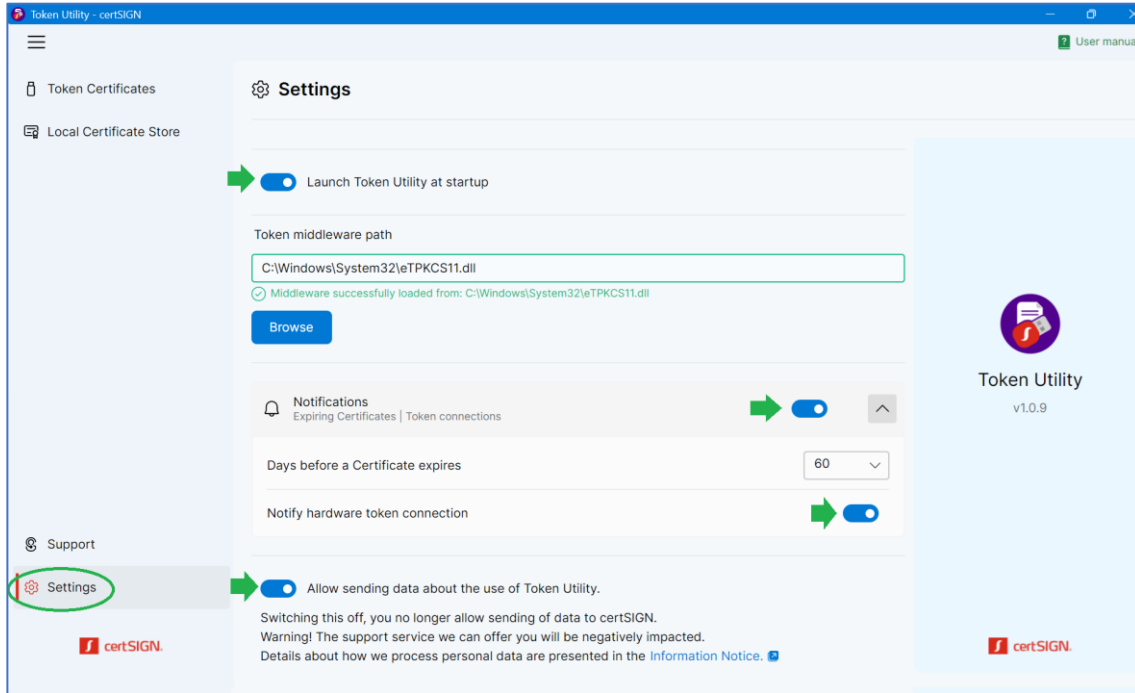


Figure 20. Use the toggle to select/deselect options in the Settings menu

## ⇒ Setting the alerts

➤ \* If the notifications are enabled, the Token Utility application allows you to select notifications to be made with a specific number of days before a certificate expires. From the drop-down menu, choose the number of days: **30, 60, 90** or **"Don't notify"**.

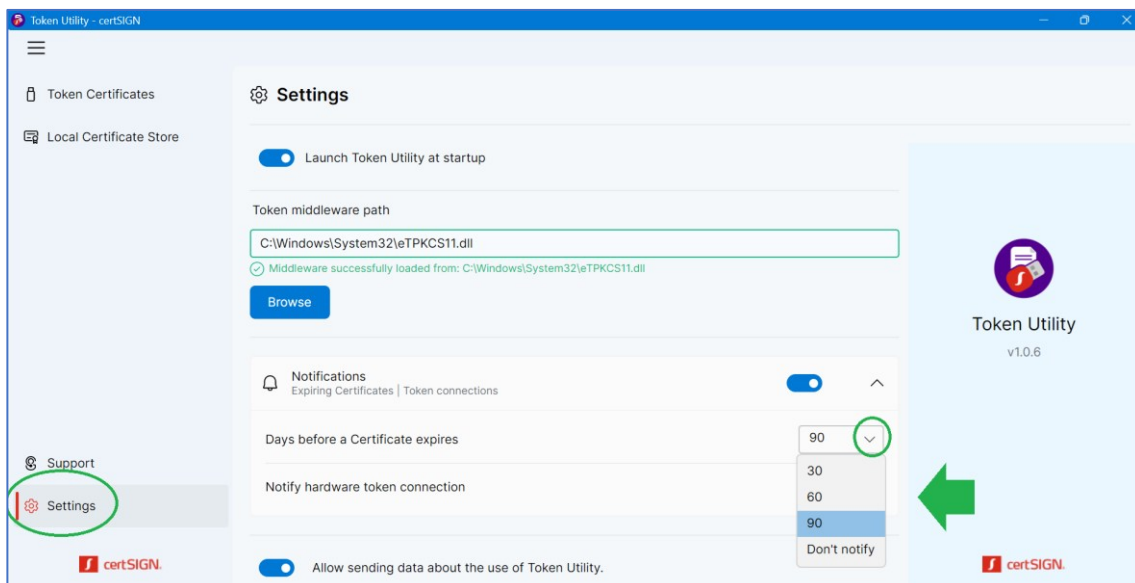


Figure 21. Select notifications to be made with a specific number of days before a certificate expires

- ✓ Even if the user's token is not physically connected, the application will notify the user about certificates that are about to expire, according to the settings in the "Notifications" section.

## 5. Certificate management

- ✓ The **Token Utility (TOKU)** application manages private key certificates from the system keystore (Windows CAPI/CNG, macOS Keychain), which will be found in the **Local Certificates Store** section, and from hardware tokens (PKCS#11), which will be found in the **Token Certificates** section. EN

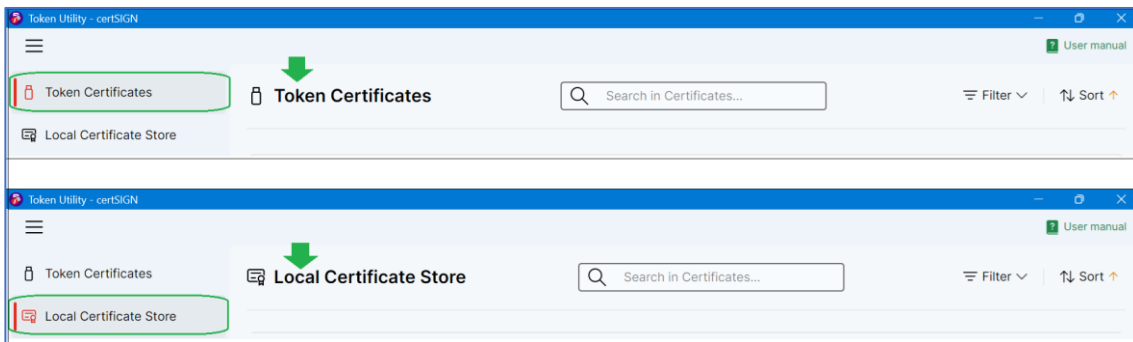
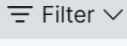
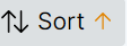


Figure 22. Token Certificates and Local Certification Store sections

### 5.1. Filtering and sorting Token and Local certificates

- ✓ To filter and sort certificates, go to **Token Certificates** or **Local certificates Store** and use the options:

-  and for filtering choose from the list: All, Expires soon, Expired
-  to sort certificates in the desired order

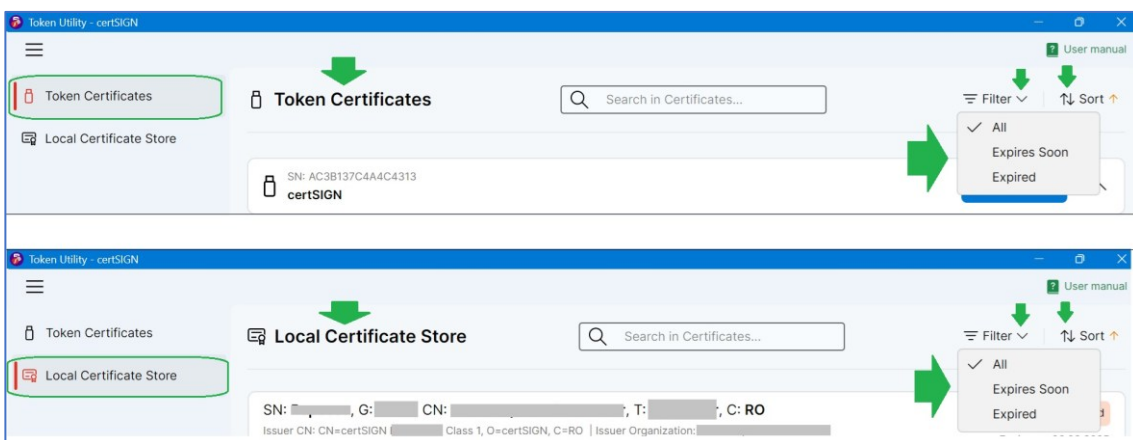

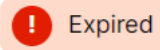


Figure 23. Filter and sort the certificates

## 5.2. Token Certificate monitoring and Token management

### 5.2.1 Token Certificate Validity

- ✓ The certificates on the token will be displayed in the **Token Certificates** section;
- ✓ Valid certificates will be marked with a check mark , and expired ones will be marked with the icon  **Expired** :

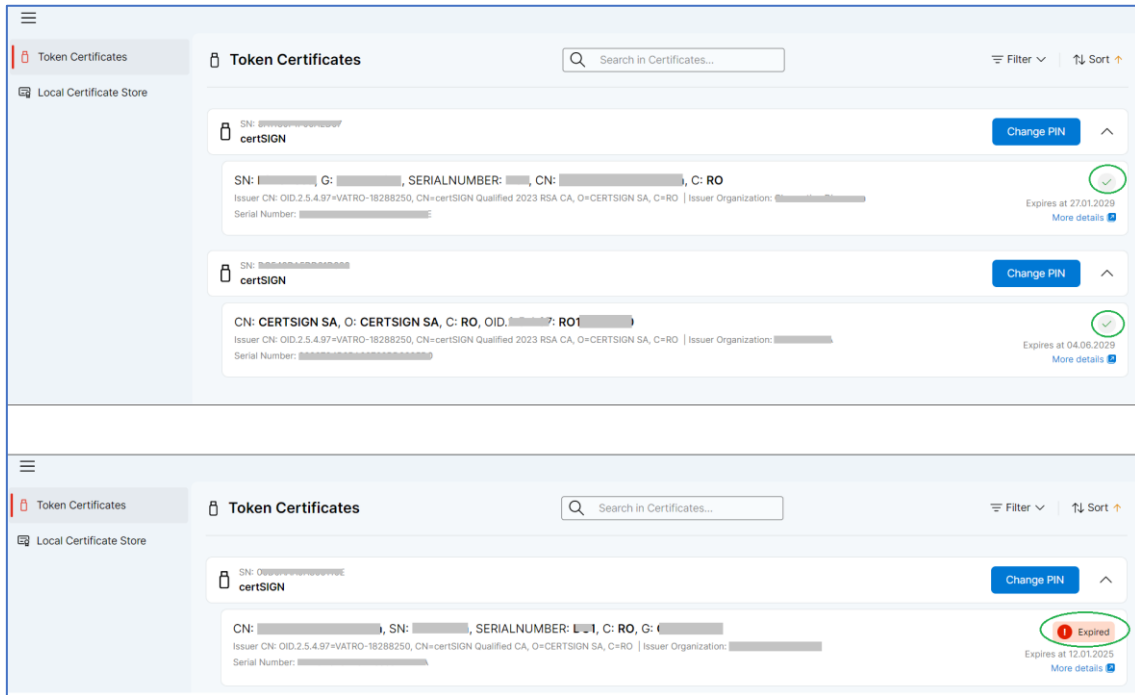



Figure 24. View Valid/ Expired certificates on token

### 5.2.2 Token certificates details

- ✓ To view more details of a token certificate, access the **Token Certificates** section and next to the desired certificate, select [More details](#)  .

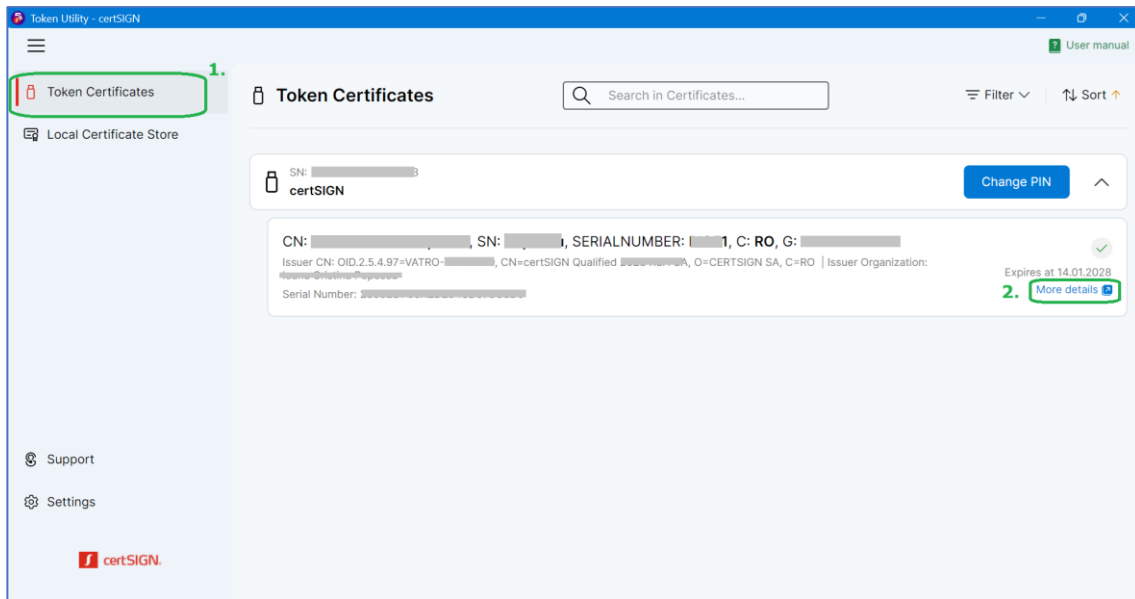


Figure 25. Select "view more details" for the token certificate

- ✓ You can view the details by navigating between the tabs: General, Details, Certification Path:

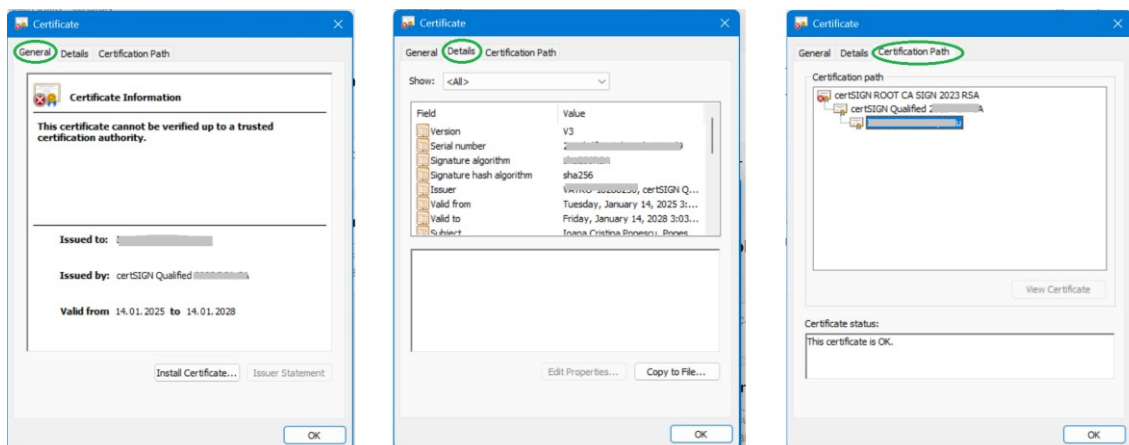


Figure 26. View more details for token certificate

### 5.2.3 Change the token PIN code

- The maximum of number of incorrect PIN entries attempts depend on the token configuration.
- After the maximum number of incorrect attempts, the token will be locked. To unlock it, it will be necessary to enter the **PUK code**.
- **Only one attempt** to enter the PUK code is allowed by the app in order to give certSIGN the opportunity to support you to unlock it. After one failed attempt, please contact the certSIGN support team. Incorrectly entering the PUK code will lead to the **permanent locking of the token**, requiring the purchase of a new token.

- ✓ To change the token PIN code, click on "Change PIN" button:

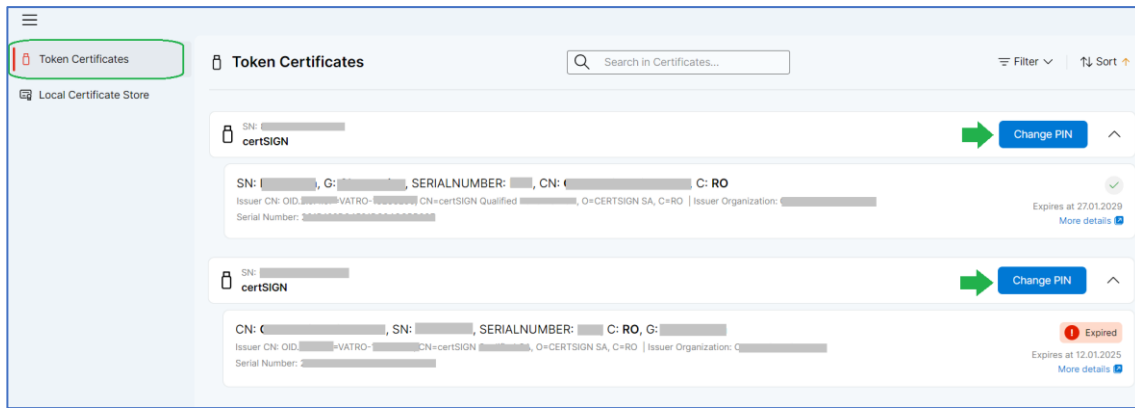


Figure 27. Change PIN button

- ✓ The application counts the number of remaining attempts to change the PIN code:

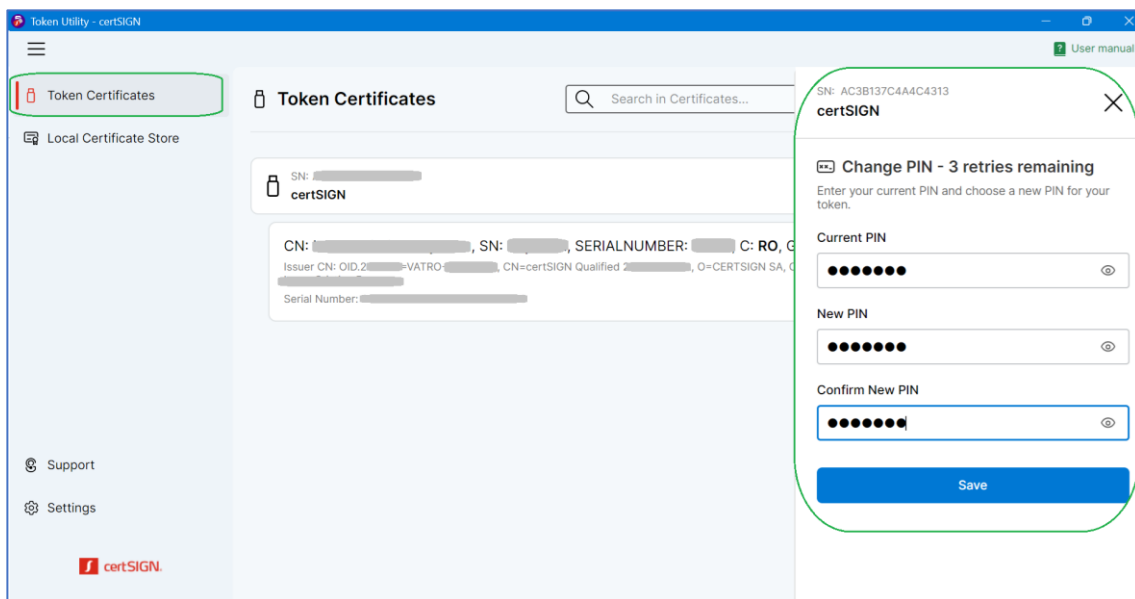


Figure 28. PIN change: counting the number of attempts

- ✓ To change the PIN code, you must enter the current PIN correctly. To set the new PIN, you must meet the requirements for the password to be 6-16 characters long and confirm the new PIN.
- ✓ The successful PIN change will be confirmed by a confirmation message "**PIN changed successfully**".

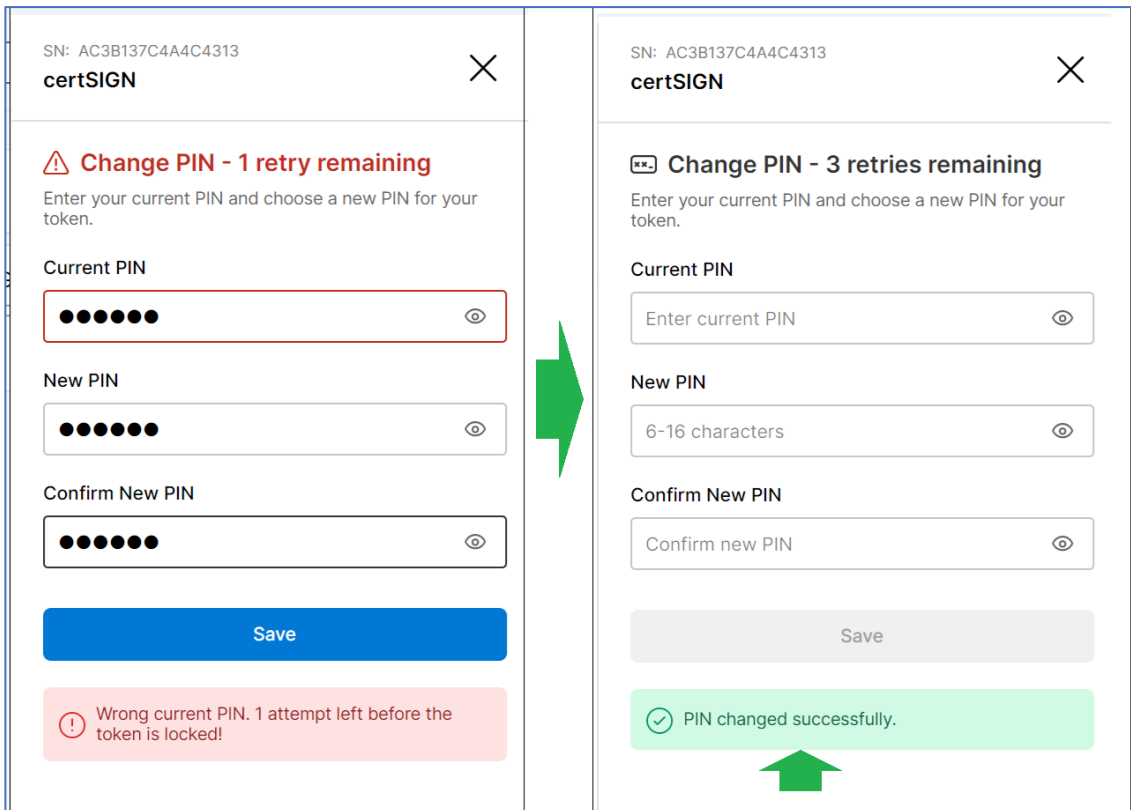


Figure 29. PIN change: counting the number of attempts and PIN changed successfully

### 5.2.3.1. Unlock the locked token – PIN code entered incorrectly

- ✓ In case of incorrect PIN entry: after the maximum incorrect attempts, the token will be locked. To unlock it, it is necessary to know and enter the PUK code correctly.
- ✓ **Only one attempt** to enter the PUK code is allowed.

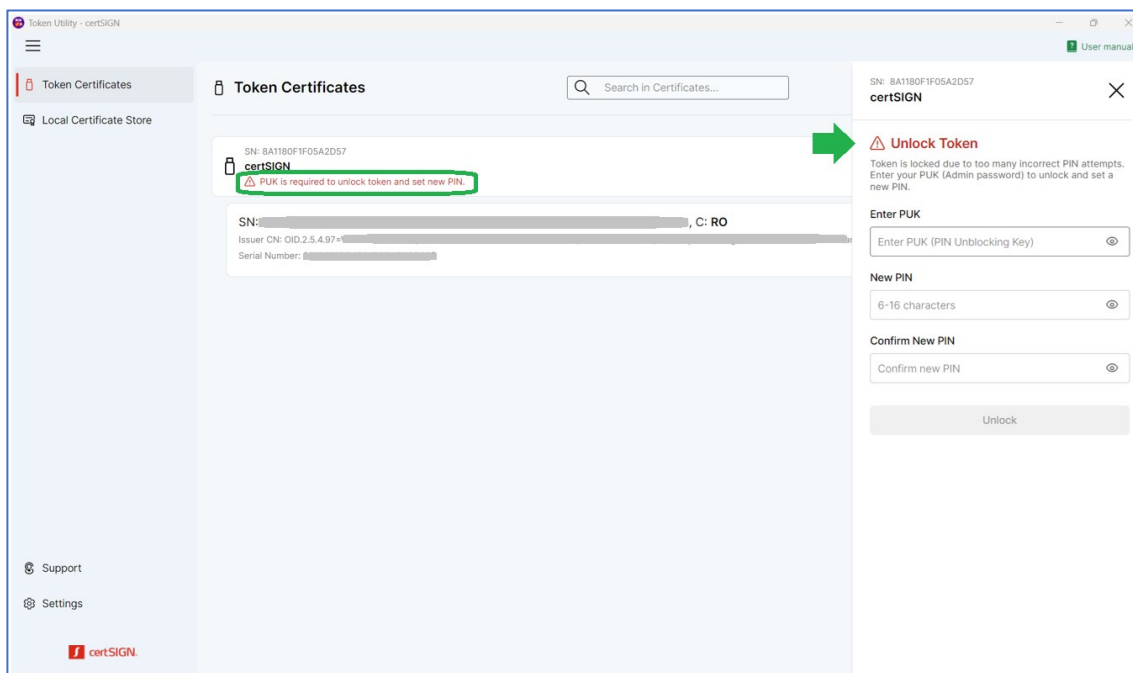


Figure 30. Locked token - message for unlocking the token with PUK code

### 5.2.3.2. Unlock the locked token using the PUK code

**! Attention!**  
 If you enter the wrong PUK code, please contact the certSIGN support team to set a new PIN code.

- ✓ After entering the PIN code incorrectly, you have the option to unlock the token by entering the PUK code – you have one attempt to enter the PUK code.
- ✓ To unlock the token using the PUK code, click the **Unlock token** button (as seen in [Figure 30](#), above) and then click **Continue**:

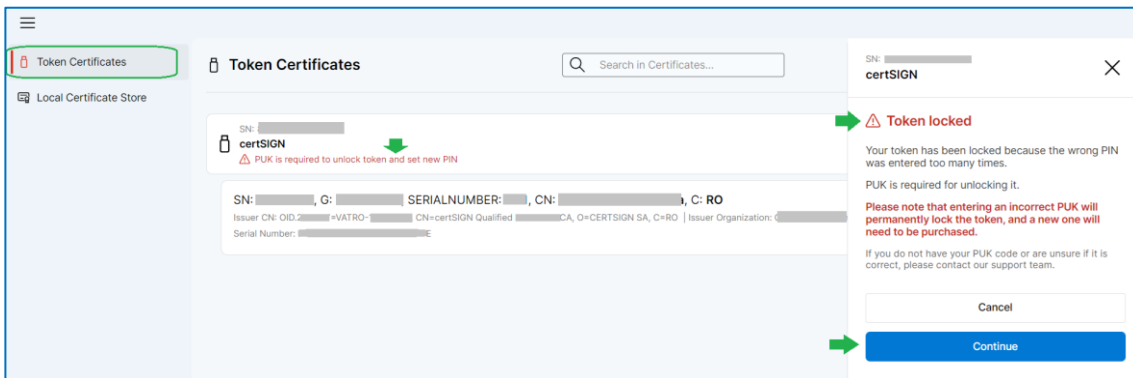


Figure 31. Locked Token - click Continue to unlock it with the PUK code

- ✓ To unlock the token using the PUK code, insert the correct PUK code and the new PIN:

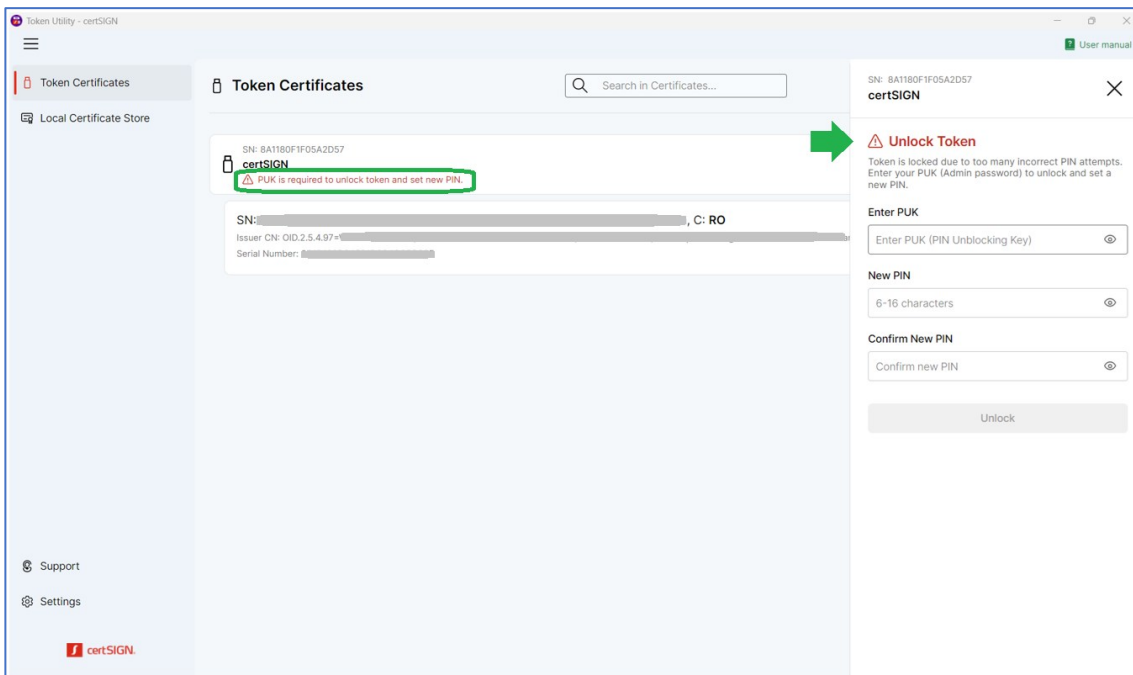


Figure 32. Insert the PUK code to unlock the token and change the token's PIN

### 5.2.3.3. Locked token after entering the incorrect PUK code

- ✓ If the PUK code has been provided incorrectly, the token will be **locked**, and you will be instructed to contact the CertSIGN support team:

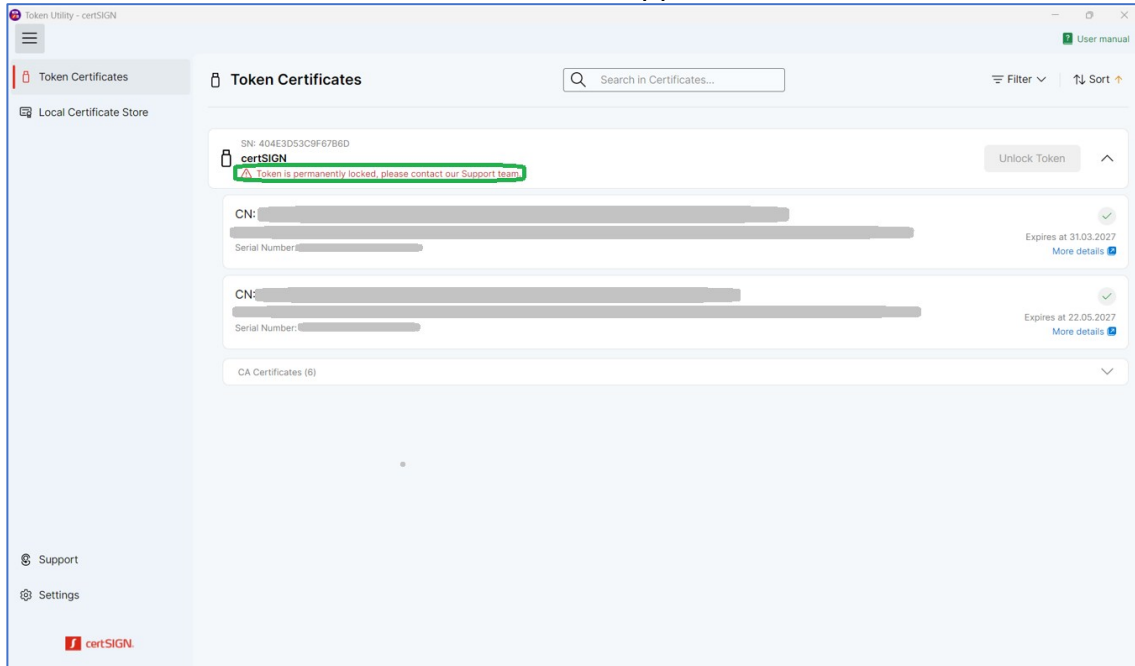


Figure 33. Locked token after providing an incorrect PUK code

## 5.3. Monitoring the local certificates

### 5.3.1 Validity of local certificates

- ✓ Local certificates will be displayed in the **Local Certificate Store** section
- ✓ Similar to token certificates, valid certificates will be marked with a check mark



and expired ones will be marked with the icon

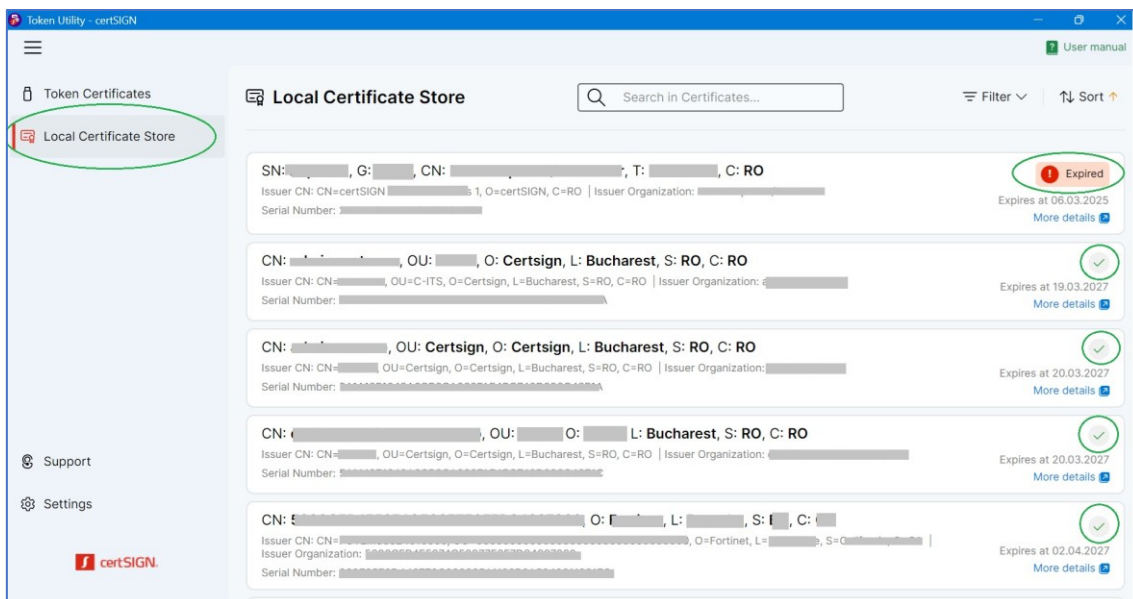
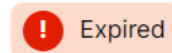



Figure 34. View Local Valid/ Expired certificates

### 5.3.2 Local certificate details

- ✓ Locally installed certificates will be displayed in the Local Certificate Store section
- ✓ To view more details for a local certificate, access the **Local Certificate Store** section and next to the desired certificate, select [More details](#)  :

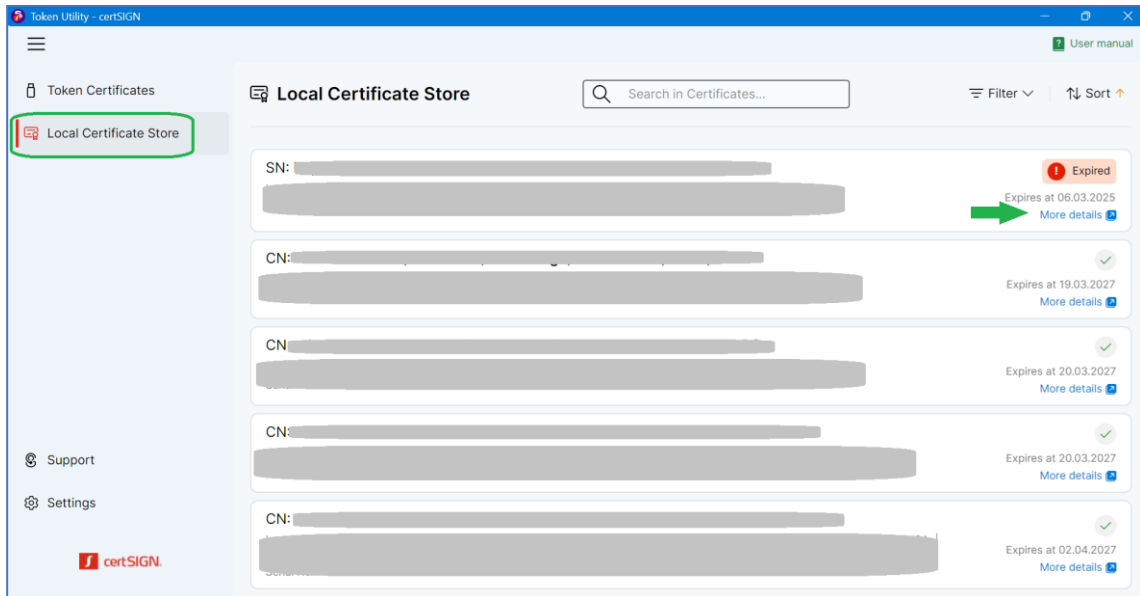


Figure 35. Select view more details for the local certificate

- ✓ You can view the details by navigating between the tabs: General, Details, Certification Path:

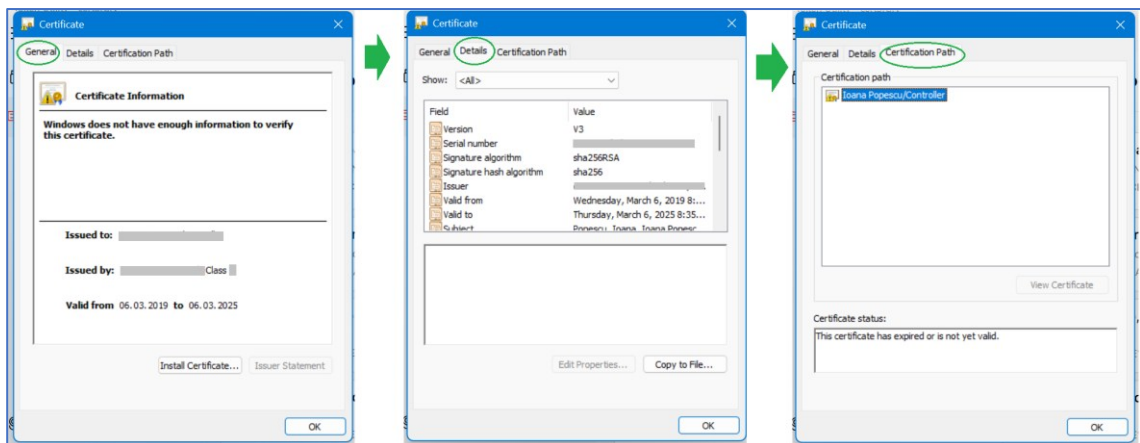


Figure 36. View additional details for local certificate

## 6. Support

- ✓ If you encounter any difficulties while using the Token Utility (TOKU) application, you can contact the support team.
- ✓ In the **Support** section of the Token Utility (TOKU) application you can access the following:
  - Link to the Token Utility (TOKU) **Application User Manual**;
  - **“Contact”** button;
  - Assistance and support team **phone number**;
  - Assistance and support team **email** address;

- **Support ID** – you may be asked to provide this identifier in certain specific support cases.

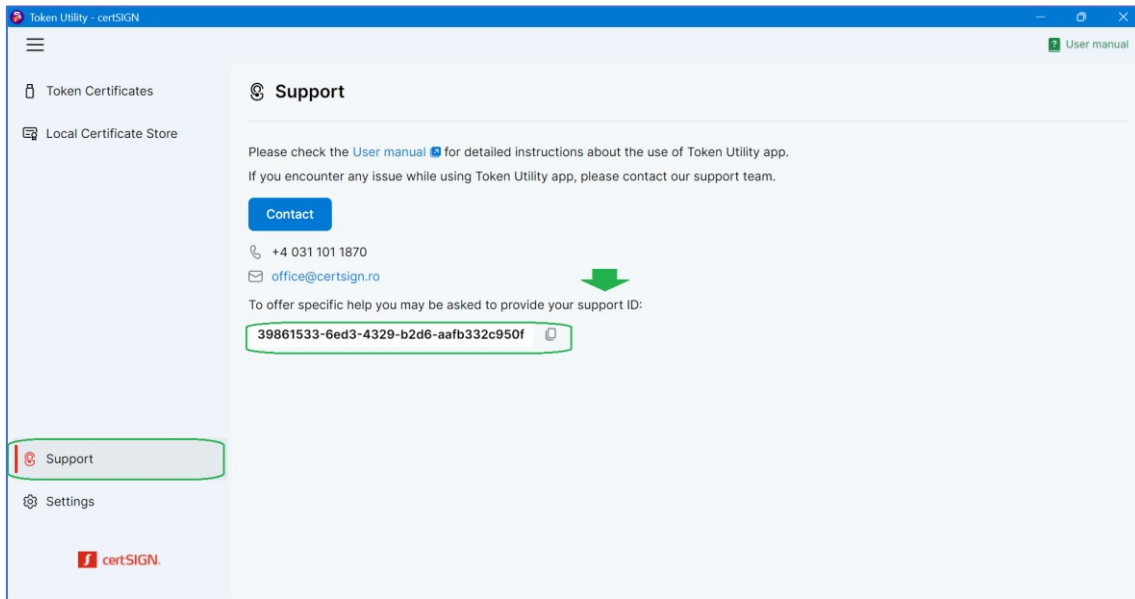


Figure 37. Support section

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