15.07.2025

Quick Guide

Walk-In-Wizard - LRAO: Asynchronous (RIO) issuance of Class B certificates on prestaged smartcards

Status: released   V2.0


Issuing cards using the RIO process is particularly important for government agencies and federal organizations with multiple locations. This process allows personal identification and card issuance to be separated locally, thereby ensuring that the issuance process is secure. Since the personal identification of certificate recipients required for the issuance of Class B certificates cannot always be carried out by the LRA Officer (LRAO), this step can be delegated to a Registration Identification Officer (RIO).
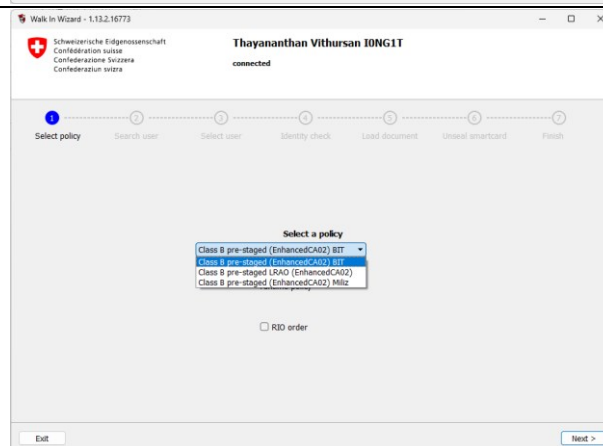
A tutorial video and process description can be found on our PKI homepage.

Start the «Walk-In-Wizard» and log in with your authorized smartcard.
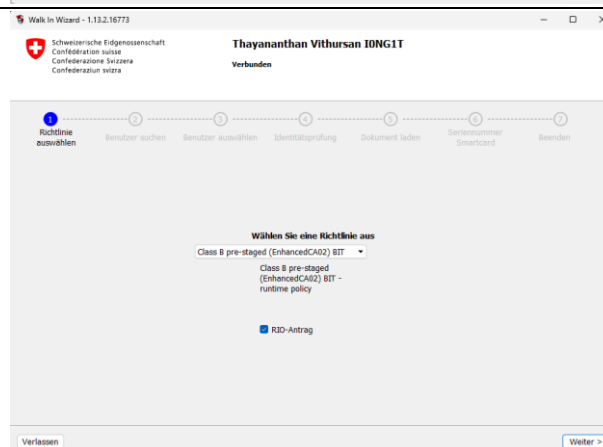
Then click on «Next».
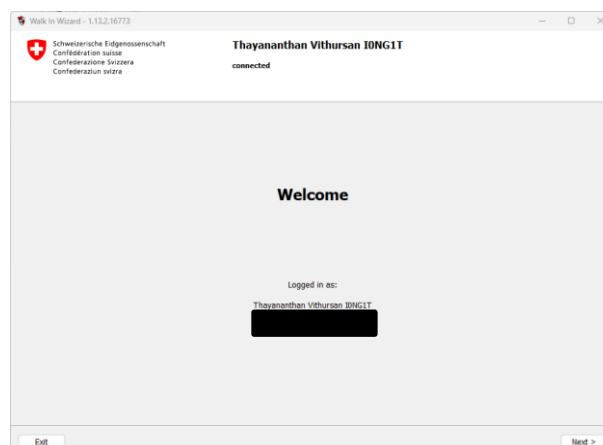
Select the desired policy from the drop-down menu.

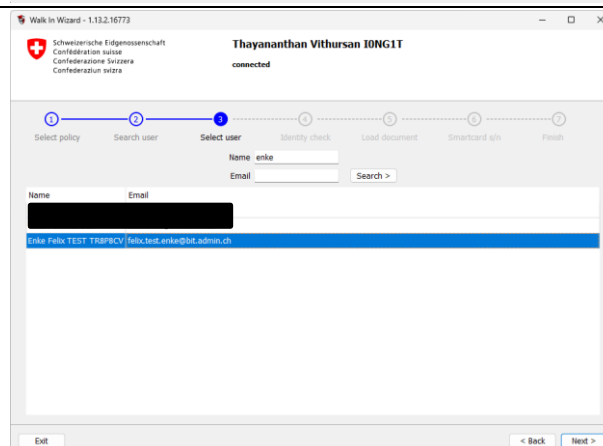Check the box next to «RIO order» to continue with asynchronous issuance.

Search for your customers by name or email address.

For common names, different people may appear.

Select the correct person based on their email address and highlight the line.

Then click on «Next».

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The applicant is identified with a valid ID/passport.

If a valid certificate triplet already exists, the following message appears.

If you wish to continue with the multiple issue, confirm the multiple issue and also click on « OK ».

Please note that issuing multiple certificate triplets can lead to problems, e.g. with email encryption.

Add the document «RIO proposal for the issuance of class B certificates», by clicking on « Add document ».

Please check that the file you have added does not contain any umlauts or special characters in its name and that its size does not exceed «4MB».

Continue by clicking on «Next».

Enter the serial number of the smartcard listed on the RIO application used for issuing a Class B certificate.

Continue with «Next».

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The system is now generating the certificates.

The certificates are loaded onto the smartcard using the Token Unseal Wizard.
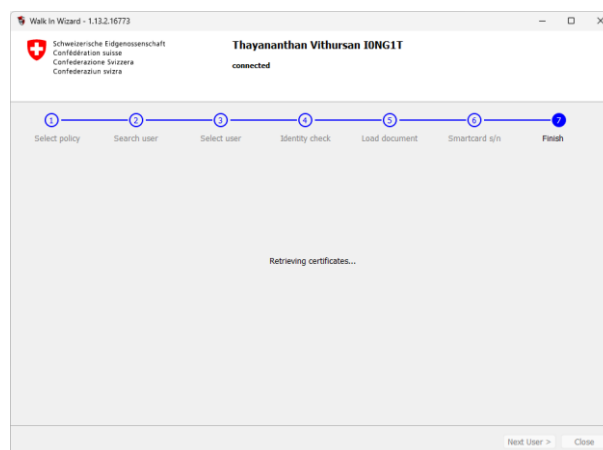
The document to be signed may be printed out for the certificate recipients, but this is not mandatory. The document is no longer relevant and is no longer required.

The activation code for the Unseal token is also displayed on the document. You can create a copy of the activation code here.

Now close the wizard or register additional certificates for Class B participants by using the buttons at the bottom right.