Schweizerische Eidgenossenschaft
Confédération suisse
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Swiss Confederation

Federal Department of Finance FDF

Federal Office of Information Technology, Systems and Telecommunication FOITT
Swiss Government PKI

17.01.2025

Quick Guide

Working with the FOITT BAB-client

Status: released   V2.0

The following instructions will help you use the BAB* client and refer you to information/documents for PKI and other matters (e.g. if you encounter problems when starting your laptop).

BAB: Büro-Arbeitsplatz-Bund

Contents

1. Introduction

For your work as an LRA Officer Class B, you have received a so-called **BAB client** (**B**üro**A**r-beitsplatz**B**und), as well as a **desktop printer/scanner**, from the Swiss Government PKI FOITT.

To be able to log in to the BAB client, you have also received a **smart card with a class B certificate** issued to your external FOITT account (first name.surname@BIT.admin.ch) from the Swiss Government PKI FOITT.
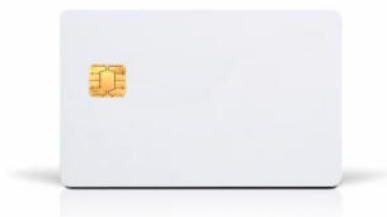
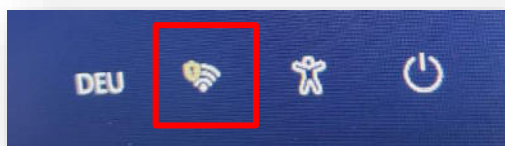# 2. Smart card with class B certificate from the FOITT incl. PIN

You will receive the smart card with the class B certificate of your external FOITT account (first name.surname@FOITT.admin.ch) at the 'LRA Officer Class B Training'. During the training, you will also set your personal PIN and the revocation phrase.

3. First Login

If you are logging on to the BAB client for the first time, proceed as follows:
- Start the BAB client
- Start the VPN connection **before you** log on to the Windows system
- You can then establish a direct connection to the BV network by clicking on the entry: **bv-aon-u**

- Use your smart card with the class B certificate of your external FOITT account to log in to the Windows system.

4. Problem with the VPN connection

When connecting to the VPN connection, the following error may sometimes occur:
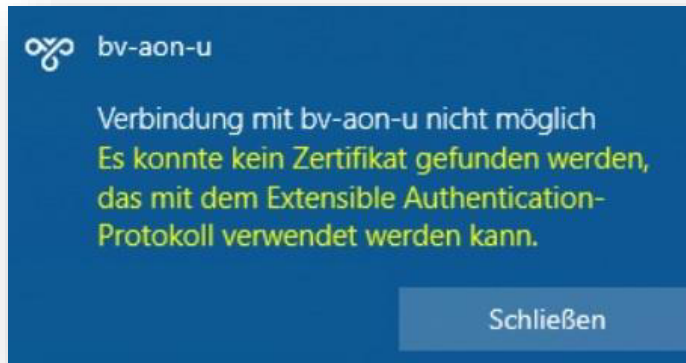
- **Solution 1:** Restart your BAB client
- **Solution 2:** If the problem persists, please contact our Service Desk FOITT (058 465 88 88).

5. Software updates

The software for all applications on the BAB client is updated automatically.

However, you can check for updates at any time under 'Software Centre'. The scheduled installation date is displayed for each update. This means that the installation will start automatically on this date.

To ensure that you are not affected by updates when working as an LRA officer, we recommend the following:

- Start the BAB client regularly.
- Open the 'Software Center' and
- start installing the security patches and the other updates
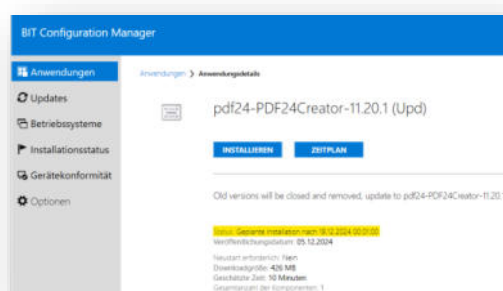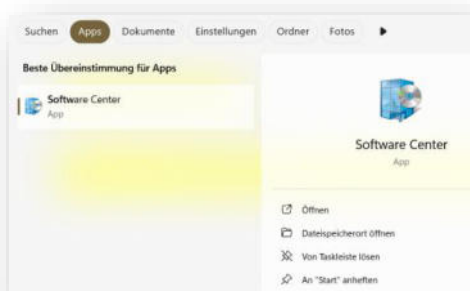
6. Overview of applications

The following Swiss Government PKI wizards (tools) are available on the BAB client:
- Swiss Government PKI – **Officer Tools** (Wizards for **LRA Officer** Class B)
- Swiss Government PKI – **End User** (Wizards for certificate holders
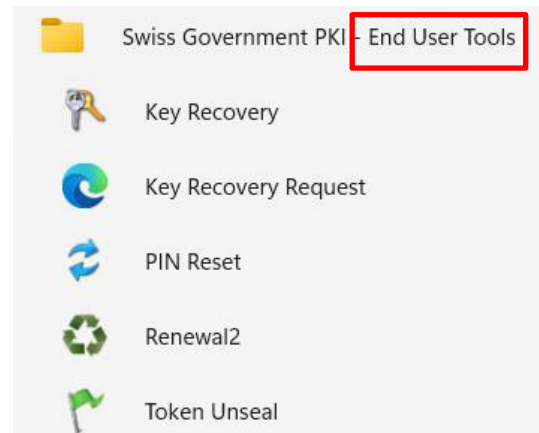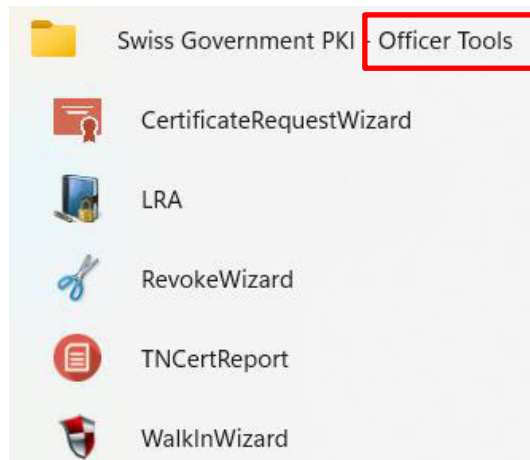
The following applications are also available:
- SafeNet Authentication Client (SAC)
- Outlook with your personal external FOITT account (Mail Account: first name.surname@BIT.ad-min.ch)
- DesktopSigner
- Skype for Business
- MS Teams
- MS Office Palette

6.1 SafeNet Authentication Client (SAC)

For your work as an LRA officer, you need the SafeNet Authentication Client (SAC). This is installed by default on the BAB client. If you also want to provide the SAC to your certificate holders (end users), they must be procured and distributed by your organisation itself. A 'Quick Guide SafeNet Authentication Client – SAC' is available on the PKI homepage under Class B – Forms and documents library.
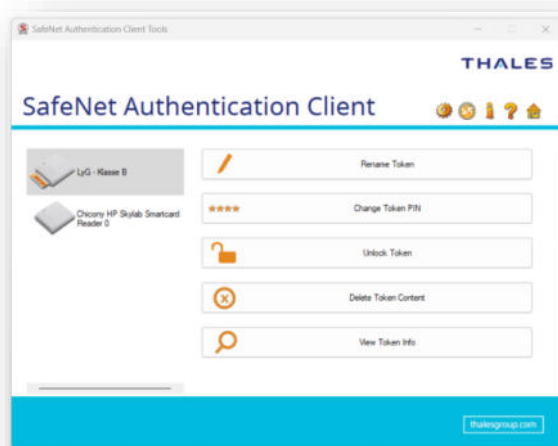
6.2   DesktopSigner

DesktopSigner is also available as standard on the BAB client. Use it to sign documents with your class B certificate from the FOITT.
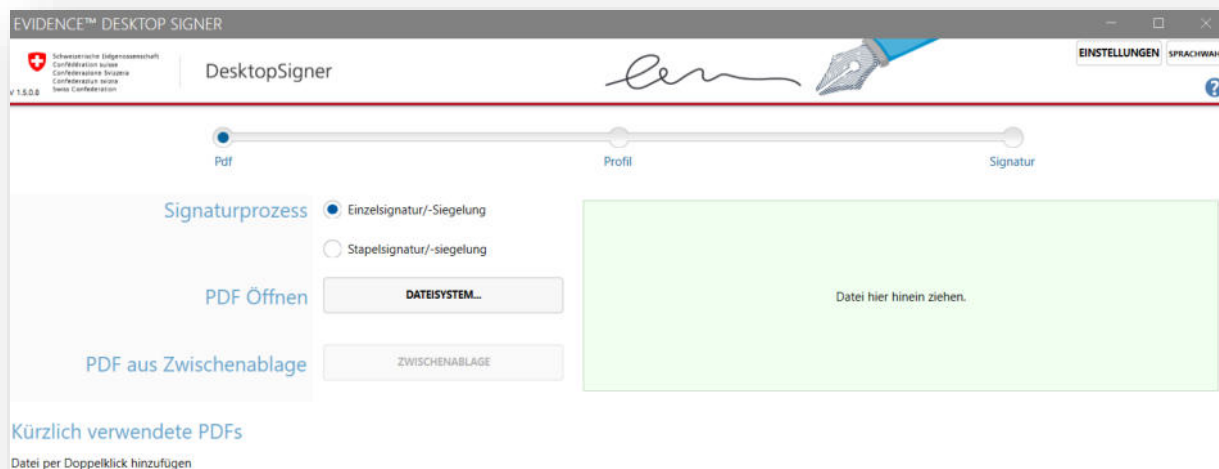
7. Swiss Government PKI – Officer Tools

As an LRA officer of an organisation affiliated with the federal government, you have two smart cards.
- Smart card with a class B certificate of your organisation (canton, police...)
- Smart card with a class B certificate of the FOITT, which is linked to your LRAO authorisation
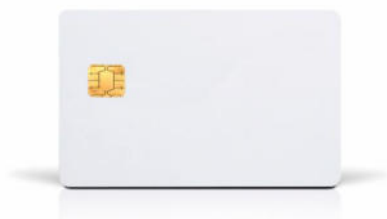
Please make sure that you are using the **Smartcard from the FOITT**.

You can find quick guides to the individual wizards and processes on the PKI homepage under Class B – Forms and documents library.
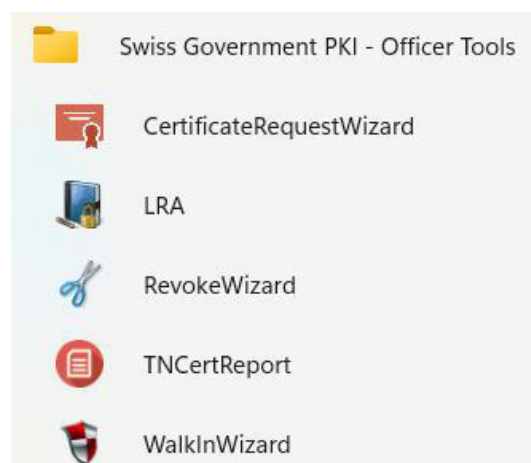
7.1   LRA (CMC) und TNCertReport

To use the following additional tools, you need to set up your profile for them:
- LRA (Certificate Management Console (CMC))
- TNCertReport

7.2   Quick Guides and Training Videos

Quick guides and training videos for all wizards/tools are available on the PKI homepage.

Your IT department must distribute the Swiss Government PKI end-user tools (wizards) so that all employees of your organisation can access them. The tools are available in the password-protected SharePoint area Swiss Government PKI – LRA-Officer (privat) under Download Wizards.

7.3   Swiss Government PKI – LRA- Officer Tools for federal offices with their own office automation

For federal offices that do not purchase office automation from the FOITT (e.g. FDFA), the Swiss Government PKI LRA Officer tools are also available in the password-protected SharePoint area Swiss Government PKI – LRA Officer (privat) under Download Wizards.

8. Access to the customer platform FOITT

The FOITT client also gives you access to the FOITT customer platform (intranet in German and French). This is where you will find interesting and useful information from the FOITT.

8.1 Support ([Link](#))

Here you will find information on the following topics:
- Current disruptions (FOITT incl. PKI disruptions)
- Report disruptions and concerns ([RoBIT Chatbot](#))
- FOITT: [Alle Anleitungen,](#) [Alle Video-Anleitungen,](#) [Self Service Portal](#)

8.2   Offer (Link)

Here you will find information on the following FOITT topics:

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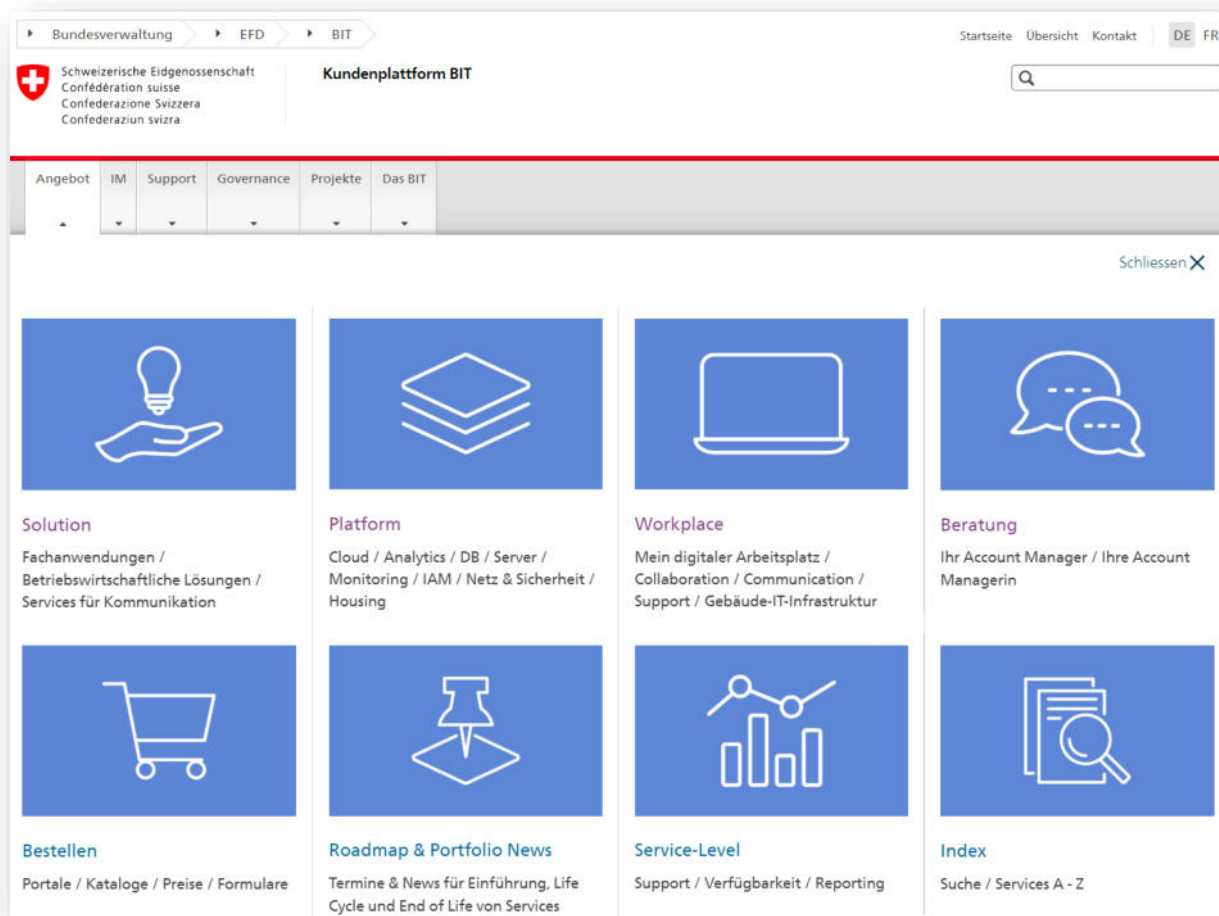
9. PKI Homepage

Information about the PKI and certificates is available to you in four languages on the Swiss government PKI homepage for use in your work as an LRA officer.

Recommendation: Use '**Themes and services**' for navigation.
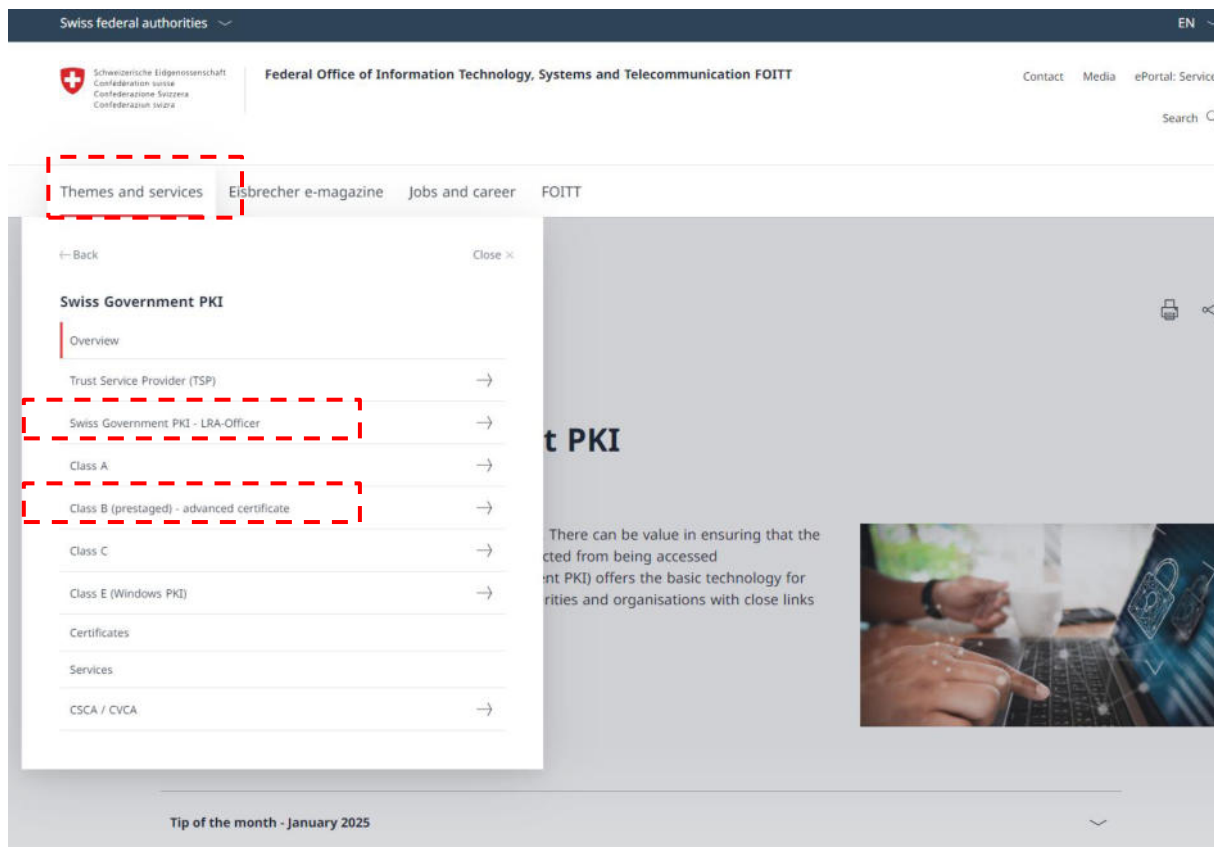
In particular, we recommend the pages Swiss Government PKI - LRA Officer and Class B (prestaged) - advanced certificate.

9.1   Contact information Swiss Government PKI

On every PKI homepage, you will find the 'Contact Information Swiss Government PKI' section in the grey footer.

Contact information

Support - postal address - situation plan | Order placement | Training registration

10.　Swiss Government PKI – LRA-Officer (privat)

Under Swiss Government PKI – LRA Officer (privat), you will find information, documents, videos about events, etc., which are only accessible **to authorised persons** (LRA officers, PKI and IT managers).

Note: You will find information about the various events on the homepage.

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