



# How to Install a CAC Reader and software on your Personal Computer

Presented by Michael J. Danberry

This presentation was initially  
created by SGT Jorgenson and  
has been revised

Visit: <https://MilitaryCAC.com/usbreaders.htm> to find places selling readers you can purchase. (If you don't already have one)

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SCR-3310



SCR-331



GSR-201

- Installation Assistance can be found at:
- <https://MilitaryCAC.com> and / or
- <https://www.us.army.mil/suite/page/241504>

# Software you will need

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- ◉ CAC Reader Driver (reader “talks” to computer)
- ◉ ActivClient (card “talks” to Windows)
- ◉ LotusForms (view forms) (*replaced PureEdge*)
- ◉ ApproveIt (sign forms)
- ◉ ActivClient software is accessed using your AKO username / password (for Army personnel) Lotus & ApproveIt require CAC

**\*\*\*YOU MUST BE AN ADMINISTRATOR ON YOUR COMPUTER TO COMPLETE THIS\*\*\***

# Utilizing MilitaryCAC.com

Search MilitaryCAC.com:

[Site Map](#)

Please  this website with your friends and colleagues

**MILITARY CAC.COM**

The Definitive Source for Everything CAC  
CAC (Common Access Card) help for your personal computer

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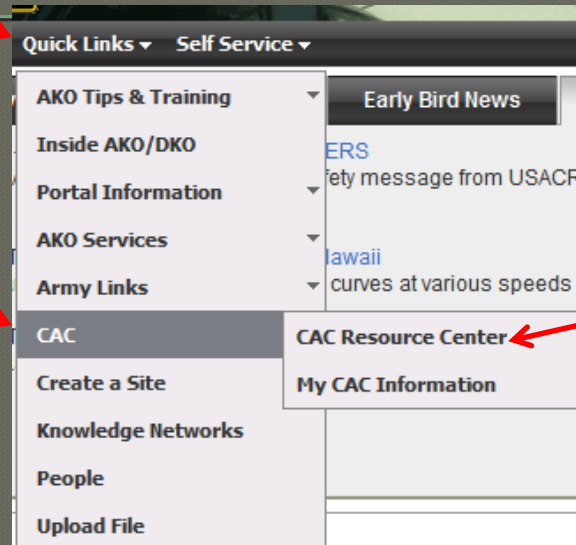
Verified and secure at: <https://MilitaryCAC.com>

- Visit: <https://MilitaryCAC.com>
- Download the software from Installation Steps or via the Software & Install button at top

## Installation Steps

- Step 1: [Obtain a CAC Reader](#)
- Step 2: [CAC Reader driver](#) | [Video](#)
- Step 3: [DoD Certificates](#) | [Video](#)
- Step 4: [ActivClient](#) | [Video](#)
- Step 5: [Lotus Forms](#) | [Video](#)
- Step 6: [Approvelt](#) | [Video](#)

# Utilizing AKO CAC Reference Center



- Log into AKO at <https://www.us.army.mil>
- Click on “Quick Links”
- CAC
- CAC Resource Center
- Or direct link:  
<https://www.us.army.mil/suite/page/241504>

# Installing the CAC Reader

Video <https://militarycac.com/videos.htm#firmware>

Plug your CAC Reader into an available USB port



You may get a message like this



The driver “normally” installs without any further interaction

NOTE: If the reader does not automatically install, visit:  
<https://MilitaryCAC.com/cacdrivers.htm> for troubleshooting steps



# Install DoD Certificates

Video <https://militarycac.com/videos.htm#DoD>

- Download the DoD Certificates from one of the links on: <https://MilitaryCAC.com/dodcerts.htm>
- Double Click “Download InstallRoot 3.15a from MilitaryCAC,” Click Open, now double click “InstallRoot 3.15A.exe.” A Black box will show up and disappear, this task is complete (In Windows 7, 8, & Vista you may get a message that the file might not have installed correctly. Select “*This program installed correctly*”).“

```
C:\Documents and Settings\User1\My Documents\Software\InstallRoot_v3.12A.exe
4. DoD OCSP SS          dod ocsps  02/28/2011 Add
ed
5. ECA Root CA         ECA Root CA 06/14/2040 Add
ed
6. ECA Root CA         ECA Root CA 06/14/2040 Add
ed
7. ECA Root CA 2       ECA Root CA 2 03/30/2028 Add
ed
8. Med CA-1           DoD PKI Med Root CA 08/06/2003 Add
ed (Invalid Dates)
9. Med CA-2           DoD PKI Med Root CA 08/12/2003 Add
ed (Invalid Dates)
10. DoD CLASS 3 CAC CA DoD CLASS 3 Root CA 09/26/2006 Add
ed (Invalid Dates)
11. DoD CLASS 3 CA-3   DoD CLASS 3 Root CA 07/04/2006 Add
ed (Invalid Dates)
12. DoD CLASS 3 CA-4   DoD CLASS 3 Root CA 07/04/2006 Add
ed (Invalid Dates)
13. DoD CLASS 3 CA-5   DoD CLASS 3 Root CA 03/18/2009 Add
ed (Invalid Dates)
14. DoD CLASS 3 CA-6   DoD CLASS 3 Root CA 04/07/2009 Add
ed (Invalid Dates)
15. DoD CLASS 3 CA-7   DoD CLASS 3 Root CA 06/02/2009 Add
ed (Invalid Dates)
16. DoD CLASS 3 CA-8   DoD CLASS 3 Root CA 09/15/2009
```

# Install ActivClient

Video <https://militarycac.com/videos.htm#ActivClient>

- Locate your download of ActivClient
- Click Run, Next, I accept the terms..., Next, Install, Make sure to install with all default settings and then click Finish. You should see a CAC Reader with a Red "X" in your system tray.
- **YOU "SHOULD" NOW be able to LOG IN TO AKO (or other DoD CAC enabled website) WITH YOUR CAC**
- **If you still have problems, visit: <https://MilitaryCAC.com/errors2.htm> for assistance.**

No CAC Inserted



CAC Inserted




NOTE: If your CAC is an *Oberthur ID One 128 v5.5* CAC, you will also need to update your ActivClient. Download the latest hotfix here:

<https://militarycac.com/activclient62update.htm>

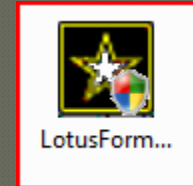


# Installing LotusForms

Video <https://militarycac.com/videos.htm#LotusForms>

 LotusForms351.EXE	12-Jul-10 14:35	Application	22,452 KB
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or



- Find location of LotusForms program you downloaded.
- Double Click “LotusForms351.exe” File
- Wait for the little box to close. (It may take a while)
- LotusForms is now installed
- You can now type up Evaluations, Awards and other forms
- You cannot digitally sign until you perform the next step.


# Installing ApproveIt

Video <https://militarycac.com/videos.htm#LotusForms>

- Locate your download of ApproveIt, double click “ApproveIt\_6.5.exe” the program will unzip the files into a folder called ApproveIt 6.5.

 ApproveIt_6.5.exe	05-Oct-10 05:40	Application	43,143 KB
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- Open the folder and Double Click “AGMInst.exe” (Army star logo, file size: 319KB)

 AGMInst.exe	24-Oct-08 10:53	Application	319 KB
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- ApproveIt will now install itself on your computer. It WILL NOT let you know when it completes.
- So... Wait until the install window goes away, Look in Control Panel (Add/Remove Programs or Uninstall a Program. When it is there, Restart your computer.
- Once restarted, visit: <https://militarycac.com/files/a3161.xfdl> to verify you can sign the form.

# Helpful Websites

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Mike Danberry's MilitaryCAC.com website  
<https://MilitaryCAC.com/>

AKO CAC Reference Center  
<https://www.us.army.mil/suite/page/241504>

Mike Danberry's contact page  
<https://MilitaryCAC.com/questions.htm>

You should be able to CAC into  
AKO or other CAC enabled  
websites now

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Another presentation by:

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<https://MilitaryCAC.com>

Further questions:

<https://militarycac.com/questions.htm>