HOW TO INSERT A SMART CARD AND OPEN AN APPLICATION
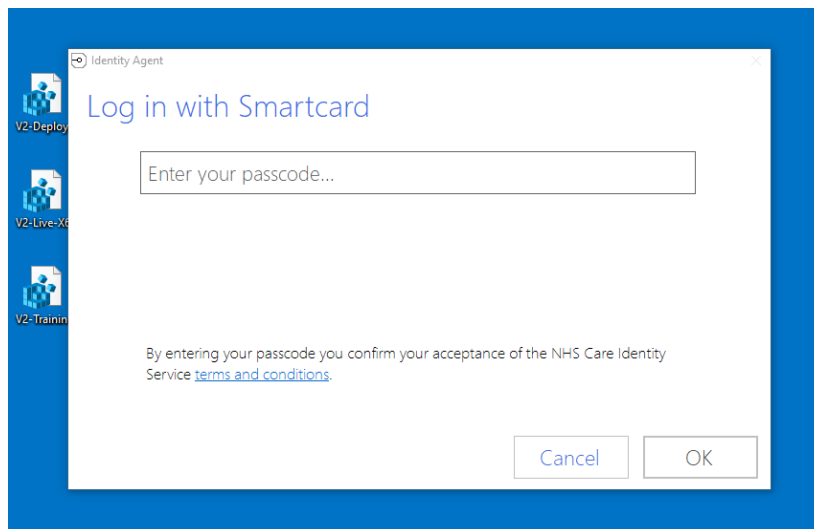
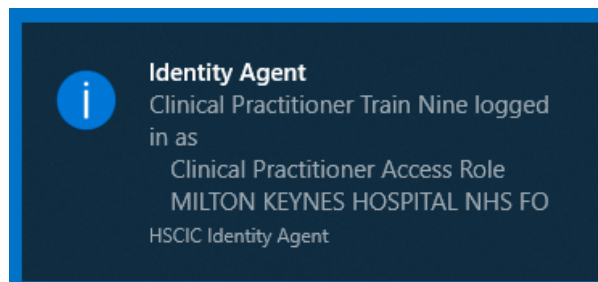| 1.	Log into the PC using your personal credentials (provided to you by IT).
2.	Place your smart card into the reader if using a desktop PC or on the smart card reader if using the WOW's or there is one available.
3.	The below pop up will display once you have inserted/placed your smart card in/on the reader. Enter your passcode or password for your smart card and click OK.
4.	In the bottom right hand corner of the screen, it will display the role you have logged in as.

5.	Double click on the eCARE icon on your desktop to load the metaframe.

6.	Chose the application you want to use and click on it to load it.