Instruction privateBase

Contents:

1. Objective

privateBase is a plattform for private use of ID travel and additional informations. The access is protected by using a SecureID Token.

2. Requirements

Internet connection

- Minimum: ISDN connection
- Recommended: DSL-1000 or faster connection

System requirements

- SecurID$^®$ Token
- common web browser (i.e. Internet Explorer,Firefox, Safari, Opera)
- javascript

3. Data protection notice

Depending on local browser settings session data and personal data could be stored on the used terminal. In additional please refer to the data protection notice and terns of use of privateBase.

<div style="background-color:orange">

Instructions for printing

The printing of privateBase contents is generally possible and permitted, providing such data relates to you personally. The statements in the Terms of Use must be observed.

The confidentiality of printouts must be observed, especially where printers are used by several persons: printouts must be collected as quickly as possible and in the event of printer problems or a paper jam, the existing print job must be cancelled.

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Cancelling print jobs

Select "Printers and faxes" from . A list showing all available printers will appear. Double-click on the relevant printer and cancel your print job(s) from the list displayed by selecting and pressing the "Delete" or "Remove" key.

4. Launching privateBase and login

We simply recommend that all unused applications are closed.

Open your Internet browser, start your Internet connection and enter the following URL:
https://privatebase.lufthansa.com

When you want to save the address in Favorites, make sure that you enter only the stated URL in the Favorites list!

If your PC is on a network that allows access to the Internet via a Proxy Server (see LH internal network), it may be necessary to authenticate again on the Proxy Server (see left).

In your browser appears the following login screen:

Please enter your **U number** (Uxxxxxx).

Your U number is made up of your PK no. without the check character and starts with an upper case "U".
If your PK number contains less than six figures, please enter a "Zero" for the missing figure at the front (after the "U").
Examples:
PK number   **1111A** gives U number **U001111**.
PK number **12345B** gives U number **U012345**.

After your U number, enter your PIN and the SecurID$^{®}$ Token Code into the next input field, as described under 1. or alternatively under 2.

1.   **You already have a PIN:**

   PIN and SecurID® Token Code are a character string without spaces, e.g.

   PIN and Token Code for entry

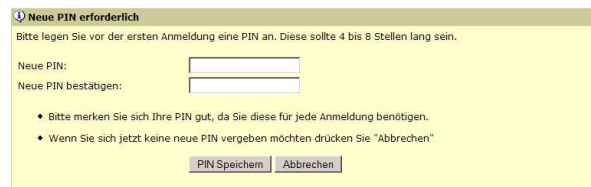   Then click on "Login".

2.   **You don't yet have a PIN:**

Please enter your **U number** (Uxxxxxx) and <u>**only**</u> the **SecurID® Token Code** (6-character code, which is displayed on your SecurID$^{®}$ Token, e.g. 032848) and then click on "Login". Now follow the instructions in Chapter 5 "PIN assignment".
Please note that the SecurID$^{®}$ Token Code automatically changes at regular intervals. The validity of the displayed character sequence is shown by the number of small bars in the left of the window. After successful login, you can use privateBase.
To login to access protected applications, use your **U number** and your **eBase password** as usual.

5. PIN assignment

When you use your SecurID$^{®}$ token for the first time, you will be prompted after login - as described under Alternative 2 above - to enter a PIN. This PIN can comprise 4 to 8 numerals and/or letters, special characters are not allowed. The PIN is case-sensitive.

Once you have assigned your PIN, enter it into the next field again to confirm and then click on "Save PIN".
Now you have registered successfully, the following input window will appear where you can login with your U number, PIN and SecurID® Token Code.


To login, follow the procedure described in Chapter 4 "Launching privateBase and login" under 1 "You already have a PIN".

6. Logout

Clicking on the "Close application" button in the upper right corner of the header will exit you from privateBase and the session will closed.

If you simply close the browser window, your session will remain at the central SSL gateway until the session time expires. This is not security-critical but causes the following message to appear if you login again shortly afterwards:
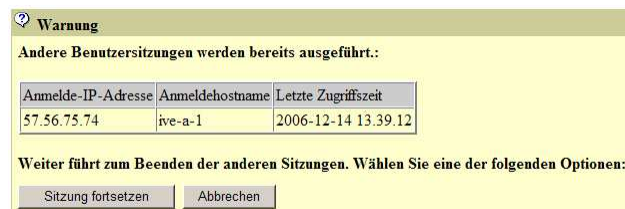
Confirm this message by clicking "Continue session".

We therefore recommend you logout using the "Close application" button.

7. Contact and feedback

User Helpdesk, daily from 00:00 hrs to 24:00 hrs,
Telephone number **+49 (0)461 - 1608 - 5163**
or email: **helpdesk.privateBase@lhsystems.com.**