



611 Center Ridge Drive  
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## **INSTRUCTIONS** – February 7, 2024

Dear HID Partner,

Firmware Upgrade Kits, Shield Cards, and HID iCLASS SE configuration cards\* are available subject to security approval and meeting qualifying conditions. Below are instructions for completing the required paperwork for any purchase orders for these configuration cards.

### **1. [REQUIRED FOR PURCHASE ORDER] Complete the **Form A** Configuration Card Request Form**

If you *have not* previously provided the required form for purchasing a configuration card, the attached **Form A** (Configuration Card Request Form) must be included with your purchase order for these configuration cards to avoid order processing delays.

If you *have* previously provided the required form for purchasing a configuration card, your request is already in processing. An RMA for each purchase order will be issued by HID to track the return of any configuration card(s) shipped. If you are unable to return the card(s), please contact HID for further instructions.

### **2. [IF APPLICABLE] Complete the **Addendum** to Provide Cards to Other Persons or Organizations**

To request a configuration card, you agree to safely secure and store the configuration card(s) within your organization at all times, which HID expects to include safely controlling, documenting, and managing any access to the configuration cards as needed.

**If you intend to provide the configuration card(s) to a customer outside of your organization (e.g. an end user or installer), additional Acknowledgement Forms are required to notify HID.**

To complete the **Addendum**, you must:

- Identify all of your customers you intend to provide the requested configuration card(s) to, as well as any other downstream third parties.
  - NOTE: As part of your continuing obligation to help HID ensure the security and return of the configuration card(s) upon completion, this may require you to understand whether your customer will also be providing the card(s) to any additional third parties outside of their organization.
- Obtain a completed **Acknowledgement Form** for each additional person or organization identified.
- Return the **Addendum** and associated Acknowledgement Forms to HID.

### **3. After Completion of Use, please contact HID for return instructions**

Upon completion of use of any of the configuration cards, please return to HID using the RMA provided, or contact HID for further instructions.





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**Form A CONFIGURATION CARD REQUEST FORM – February 7, 2024**

Dear HID Partner,

Firmware Upgrade Kits, Shield Cards, and HID iCLASS SE configuration cards\* are available subject to security approval and, for iCLASS SE configuration cards, meeting at least *one* of the two conditions below. This form must be included with your purchase order for these configuration card(s) to avoid order processing delays.

Please tick to indicate which type of configuration card you are requesting:

- Firmware Upgrade Kit.
- Shield Card.
- iCLASS SE configuration card. Please also tick to acknowledge the reason for your request for this card:
  - To configure an installation of iCLASS SE readers not compatible with HID Reader Manager.
  - I am unable under any circumstance to use HID Reader Manager.

Requested Card Part Number(s):

HID Account #:

Customer PO / HID Sales Order #:

Consistent with section 10 of HID’s Hardware and On-Premise Software Terms and Conditions (<https://www.hidglobal.com/sales-policy/hardware-on-premise-software-terms-and-conditions>), configuration cards must be safely secured and stored in order to protect the security of our customers. An RMA for each purchase order will be issued by HID to track the return of any configuration card(s) shipped. If you are unable to return the card(s), please contact HID for further instructions.

In consideration of receiving a configuration card and in order to protect the security of our customers and the confidentiality of HID proprietary materials, please sign and complete to acknowledge your understanding and agreement:

- to safely secure and store the configuration card(s) within your organization at all times,
- to safely control, document, and manage any access to the configuration card(s), and
- to return the configuration card(s) upon completion.

**Partner Name:**

Responsible individual:

Title:

Email:

Tel:

Signature: (individual responsible for the safekeeping of the configuration card(s))

\_\_\_\_\_ Date: \_\_\_\_\_

\*Applies to iCLASS SE configuration cards beginning with SEC9x. Please note, configuration cards 0501600475-READER & 501600475-ELITE (for CP1000D), SEC9X-CRD-E-P002, SEC9X-CRD-0-P003, SEC9X-CRD-0-P004, SEC-AA-CRD-E-P002, SEC-AA-CRD-E-P003, SEC-OK-CRD-E-P002 & SEC-OK-CRD-E-P003 are unavailable until further notice.





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ADDENDUM TO DISTRIBUTE TO A THIRD PARTY – February 7, 2024

Partner Name:   
HID Account #:   
Customer PO / HID Sales Order #:

Dear HID Partner,

As an HID Partner, you have requested one or more configuration card(s) from HID. This Addendum must be provided to HID prior to providing any of those configuration card(s) to any customers outside of your organization (e.g., end users or installers).

You continue to be responsible for safely controlling, documenting, and managing any access to the configuration card(s), and returning to HID the configuration card(s) upon completion of their use.

In accordance with those ongoing obligations, each person or organization who will receive one of your requested configuration cards must also complete and sign the attached Acknowledgement Form, agreeing:

- to comply with the same obligations to safely secure and store the configuration card(s) within their organization, along with identification of their designated responsible person, and
- to return the configuration card to you for you to return to HID using the provided RMA.

**NOTE:** If your customer has downstream third parties of their own who intend to receive a configuration card, they must also be identified as part of this Addendum, otherwise they are not permitted to receive the card.

Please attach the completed forms for all downstream third parties identified below, and then return this Request for HID’s notification before distribution:

Name of Your Customer or Third Party:	Relationship: (Indicate “Direct” or name of intermediary)	Card Part Number (s) and Quantity of each

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





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**ACKNOWLEDGEMENT FORM FOR THIRD PARTIES**

HID Partner Name:

HID Account #:

Customer PO / HID Sales Order #:

Card Part Number(s) and Quantity:

The above-identified HID Partner is providing you a configuration card. Consistent with section 10 of HID’s Hardware and On-Premise Software Terms and Conditions (<https://www.hidglobal.com/sales-policy/hardware-on-premise-software-terms-and-conditions>), configuration cards must be safely secured and stored in order to protect the security of our customers.

In consideration of receiving a configuration card and in order to protect the security of customers and the confidentiality of HID proprietary materials, please sign and complete to acknowledge your understanding and agreement:

- to safely secure and store the configuration card(s) within your organization at all times,
- to safely control, document, and manage any access to the configuration card(s), and
- to immediately return the configuration card(s) upon completion of use to HID Partner.

*If you are not the user who will possess the configuration card at all times, please notify the HID Partner.*

**Name of Customer:**

Responsible individual:

Title:

Email:

Tel:

Signature: (individual responsible for the safekeeping of the configuration card(s))

\_\_\_\_\_ Date: \_\_\_\_\_

**Upon Completion:**

I certify on behalf of the above-identified Customer that I have returned to HID Partner the above quantity of configuration cards of the Card Part Number(s) indicated.

Signature: (individual responsible for the safekeeping of the configuration card(s))

\_\_\_\_\_ Date: \_\_\_\_\_

