



## Health Professional Online Services (HPOS)

### Quick Reference Guide 1: logging onto HPOS with a PKI individual certificate

#### Step 1

From the HPOS logon page, select **Logon with PKI** from the panel at the top right.

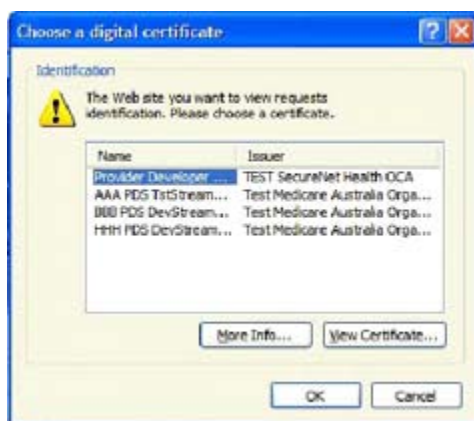


#### Step 2

The **Choose a digital certificate** pop up window will appear.

Select your HPOS digital certificate from the list displayed. Once selected, the certificate name will be highlighted in blue.

If you are unsure of the correct certificate, click the **View Certificate** button.



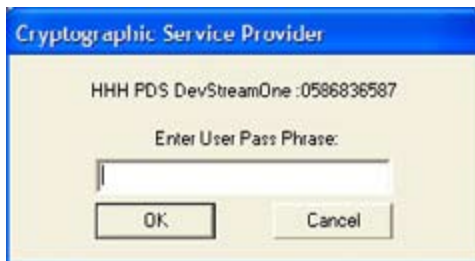
#### Step 3

Click **OK** to proceed with log on or **Cancel** to return to the HPOS logon page.

#### Step 4

The **Cryptographic Service Provider** pop up window will appear.

Enter your **User Pass Phrase** for this certificate and click **OK** to proceed with logon or **Cancel** to return to the HPOS logon page.



#### Step 5

The **HPOS Terms and Conditions of Use and Access** will appear.

Select **I agree** to proceed to the HPOS home page.

If you select **I decline** an information message at the top of the screen will read *In order to access HPOS you need to select I Agree to the Terms & Conditions.*

#### Step 6

The **HPOS home page** will appear.



For more information visit [www.medicareaustralia.gov.au](http://www.medicareaustralia.gov.au) then go to For health professionals > HPOS or call 1800 700 199\* (option 5).

\*Call charges apply.