



Health Professional Online Services (HPOS)

Quick Reference Guide 2: accessing ACIR via HPOS

Step 1

From the HPOS logon page, select **Logon to ACIR only** from the panel located at the top right.



Step 2

The **Security Alert** pop up window will appear. Click **Yes** to proceed.



Step 3

The **Authentication logon** page will appear.

Click **Browse** to extract the file name (if already saved on your computer).

Click **Send Authentication File** to proceed.



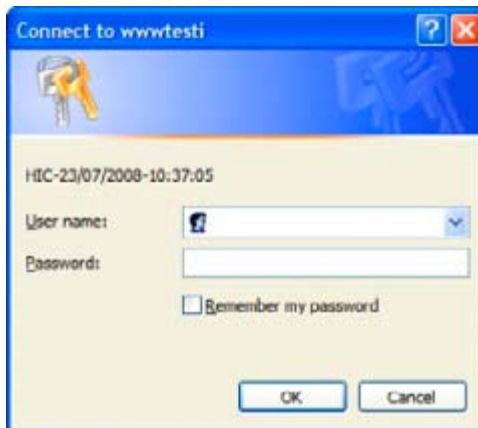
Important: If you have not already downloaded your Authentication file name, you will need to do so before proceeding.

Step 4

The **User name and Password** pop up window will appear.

Enter your User name and Password for this Authentication file name.

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



Step 5

The **ACIR Main Menu** page will appear.



To access the full range of HPOS information and services, you will need a Public Key Infrastructure (PKI) individual certificate. To register for PKI, visit the HPOS home page.

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

For more information about ACIR visit www.medicareaustralia.gov.au then go to **For health professionals > Forms, publications and statistics > Information by Program > Australian Childhood Immunisation Register Publications and Guides**

*Call charges apply.