



Australian Government
Medicare Australia

Location certificate installation for Firefox

User Guide for XP and Vista
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Introduction

This guide will show you how to install a location certificate in the Firefox Browser to access Medicare Australia's HPOS web page.

Firefox

Step 1

Place the CD containing your location certificate in your CD drive.

Launch the Firefox Browser

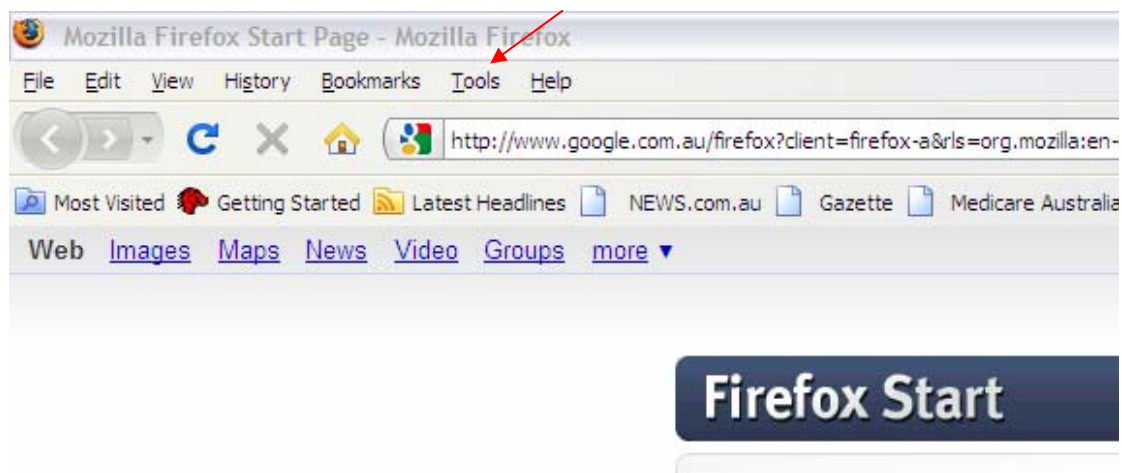


Figure 1: Click Tools

Click on the *Tools* selection in the menu file.

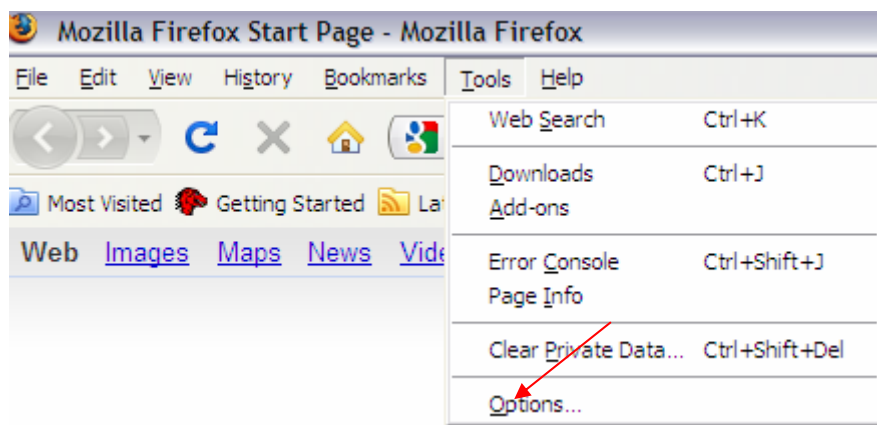


Figure 2: Options...

Click on *Options...* from the *Tools* drop down menu.

Step 2

The following screen will appear.

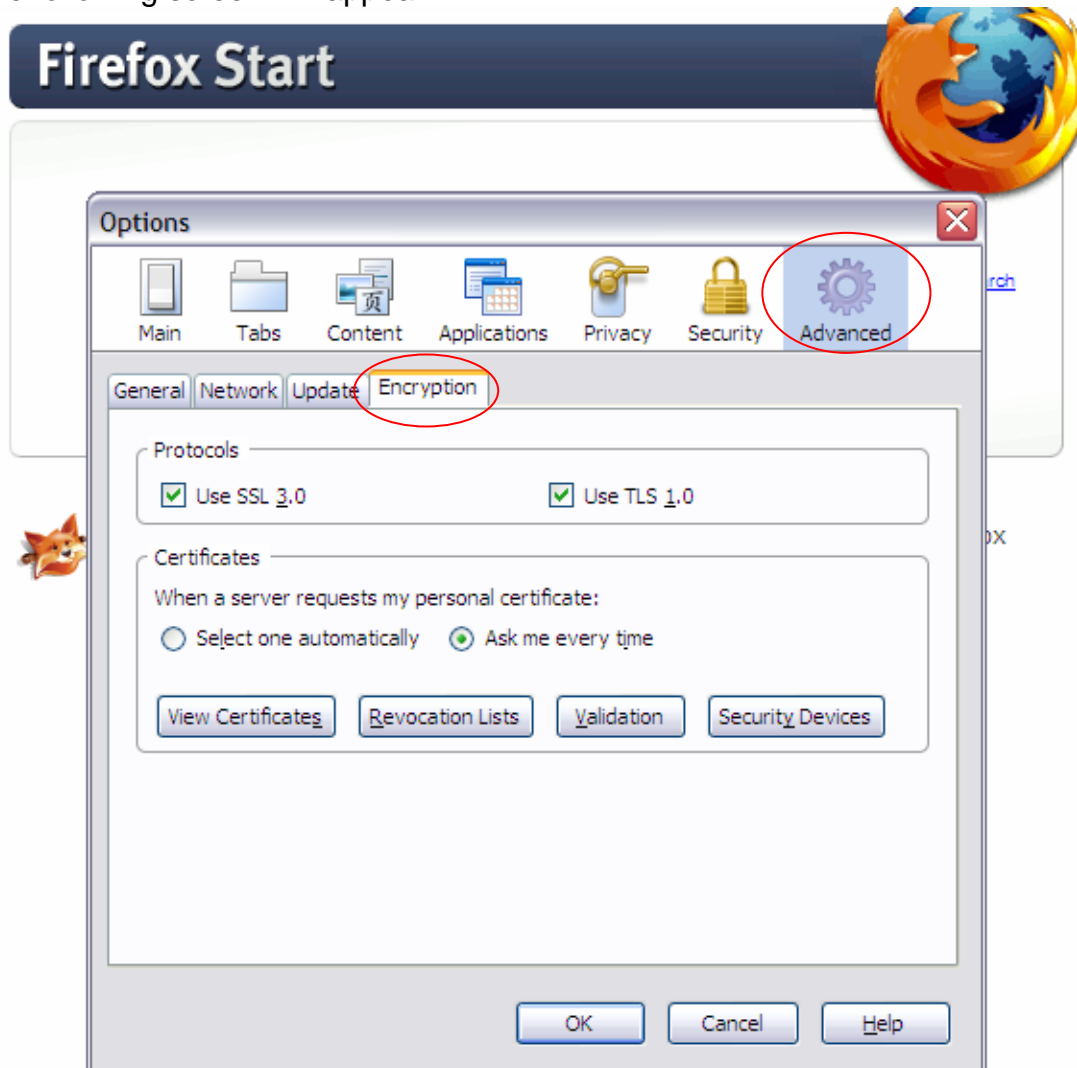


Figure 3: Select Encryption

Select the *Advanced* Button and the *Encryption* tab as shown above.

Click the *View Certificates* button as shown in the following screenshot.

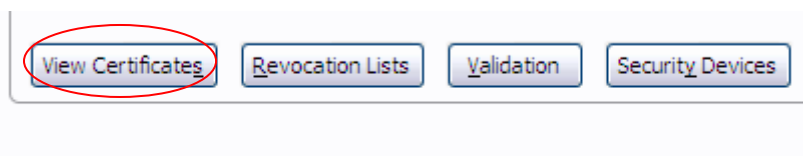


Figure 4 Click View Certificates button

Step 3

The following screen will display.

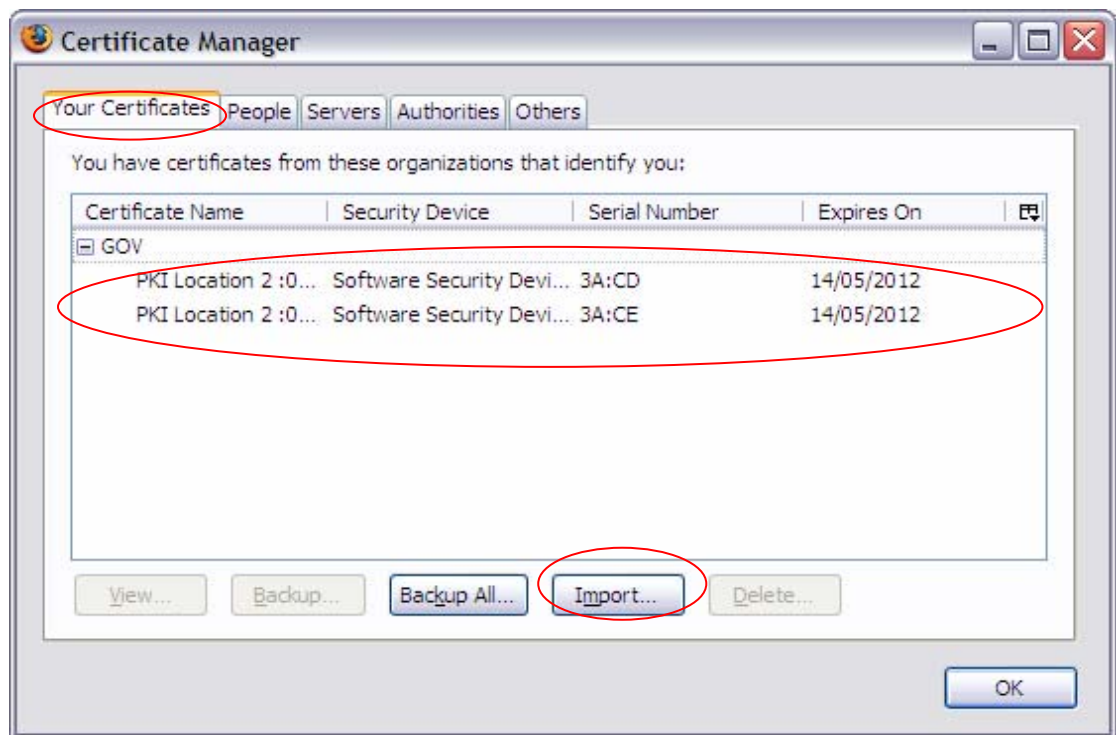


Figure 5: Your Certificates

The *Your Certificates* tab will list any certificates that have been previously installed, as shown in the above screenshot.

If the location certificate is listed (as shown above) go to *Step 7*.

If the location certificate is not listed, click the *Import* button as shown in the above screenshot and go to *Step 4*.

Step 4

The following screen will appear.

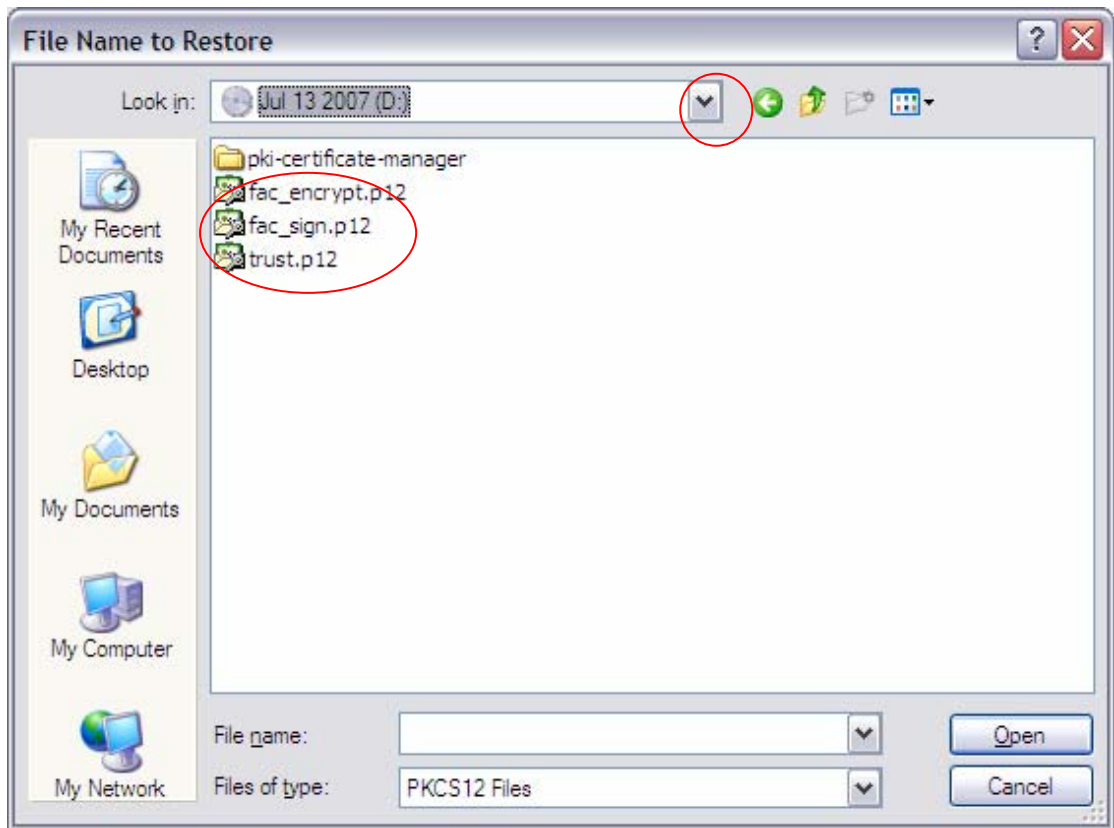


Figure 6: CD content

From the *Look in* field, select the CD drive by clicking the drop down feature as shown in the above screenshot. A number of files relating to your certificate should now appear as shown above.

If you can see the certificate files go to *Step 5*.

If you cannot see the certificate files, click the drop down arrow next to *Files of type:* and select *All Files* as shown in the following screenshot.

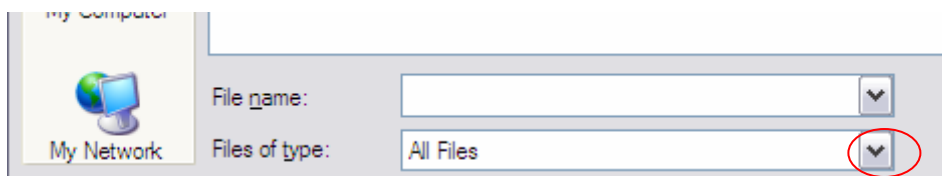


Figure 7: Select All Files

Step 5

Click *fac_encrypt.p12* as shown in the following screenshot.

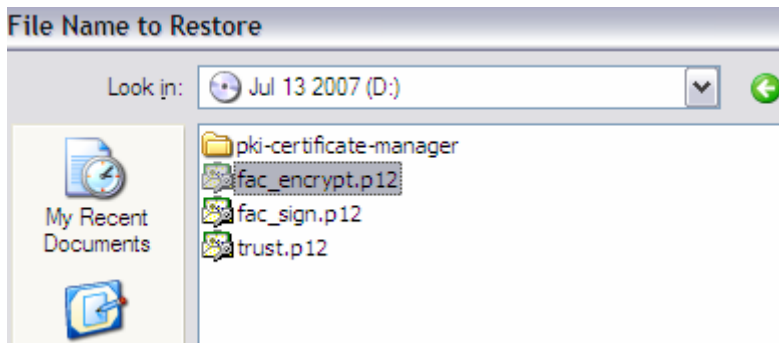


Figure 8: *fac_encrypt.p12*

The following screen will appear.



Figure 9: *fac_encrypt.p12* Password

The password is the *PIC password* you received with your location certificate. It will include six alpha's, one symbol and a numeral, for example, hjePKM#2.

Enter the password and click *OK* to continue

The following screen will appear.

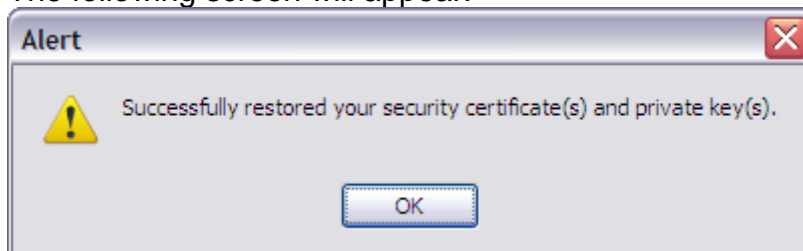


Figure 10: Successful dialog box

Click *OK* to continue

Repeat this step for the *fac_Sign.p12* file.

Step 6

The encryption and signing certificates will now appear under *Your Certificates* as shown in the following screenshot (refer to steps 1-3 to find this screen if you have closed the window).

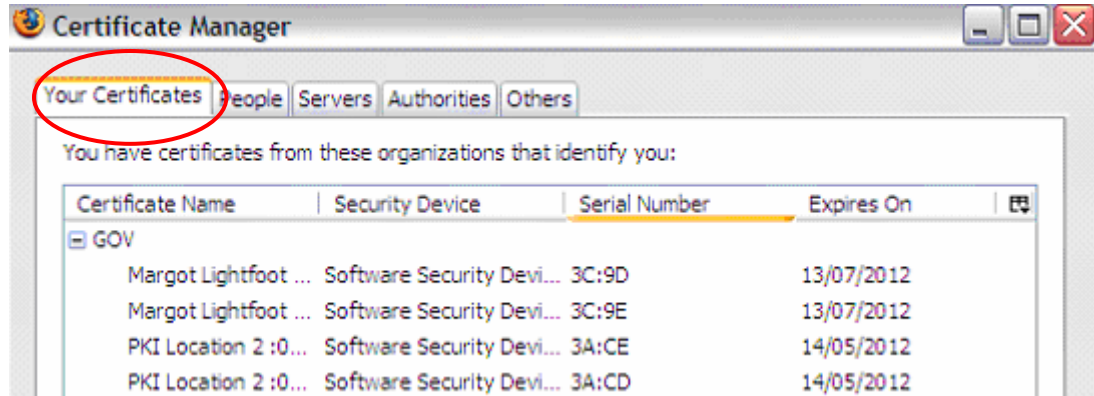


Figure 11: *Your Certificates*

Step 7

The last file to check is installed is the Chain of Trust for you certificates.

Click the *Authorities* tab as shown in the following screenshot.

Scroll down to the 'G's' and look for the file titled GOV.

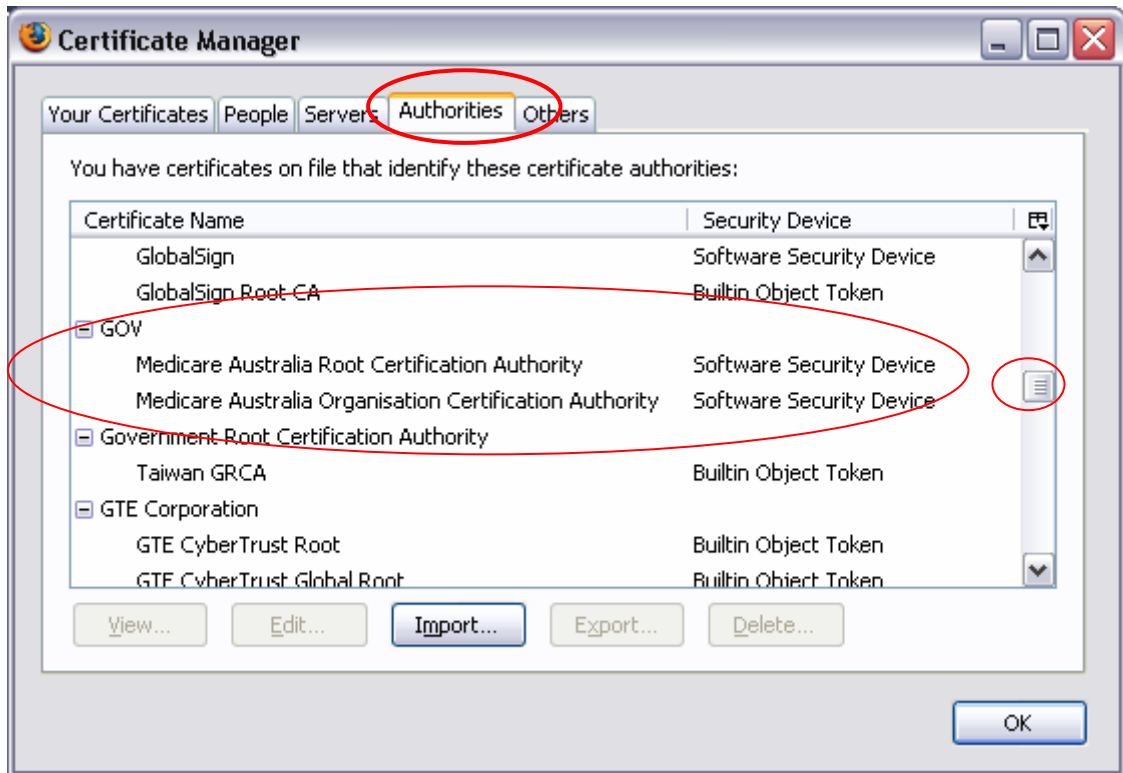


Figure 12: Medicare Australia Trust Chain

If GOV is not in the list as shown in the above screenshot, the *Medicare Australia Root Certification* and the *Medicare Australia Organisation Certification* will need to be imported.

Click back to *Your Certificates* tab and repeat *Step 5* for the *trust.p12* file.

Once you have successfully installed the trust file, click on the *Authorities* tab again to ensure the GOV file is now in place.

Important: Each computer that needs to access the HPOS page will need the certificate installed on that local machine.

If you continue to experience problems you can refer to our *Trouble Shooting Guide* or contact our eBusiness service centre on **1800 700 199**** for further assistance.

** Call charges apply from mobile and pay phones only.