



Australian Government
Medicare Australia

Installing a location certificate to enable access to HPOS using Firefox

User Guide for Mac OSX
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eBusiness service centre: 1800 700 199
Email: pki@medicareaustralia.gov.au

www.medicareaustralia.gov.au

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Introduction

This manual contains instructions to setup location certificates for Firefox on Mac OSX 10.4 and 10.5.

This manual assumes end users already have Firefox on their computer.

If you use another browser on your Mac, you may need to download Firefox from the web and install. Firefox fully supports PKI certificates.

Step 1

Place the CD containing your location certificate into your Mac CD Drive.

Launch Firefox.

Click *Firefox* menu item, and select preferences as shown in Figure 1



Figure 1: Selecting Preference

The following screen will display.

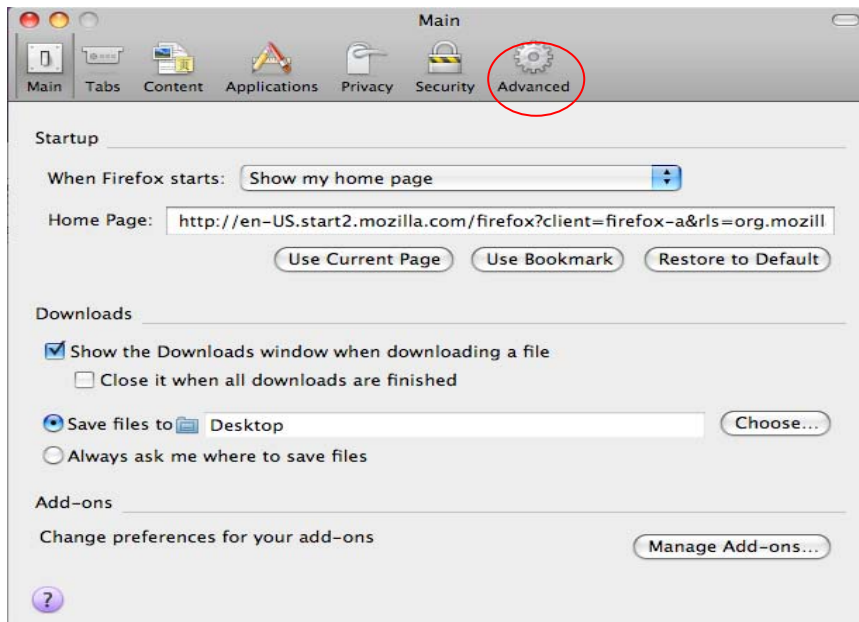


Figure 2: Main screen

Click *Advanced*.

The following screen will display.

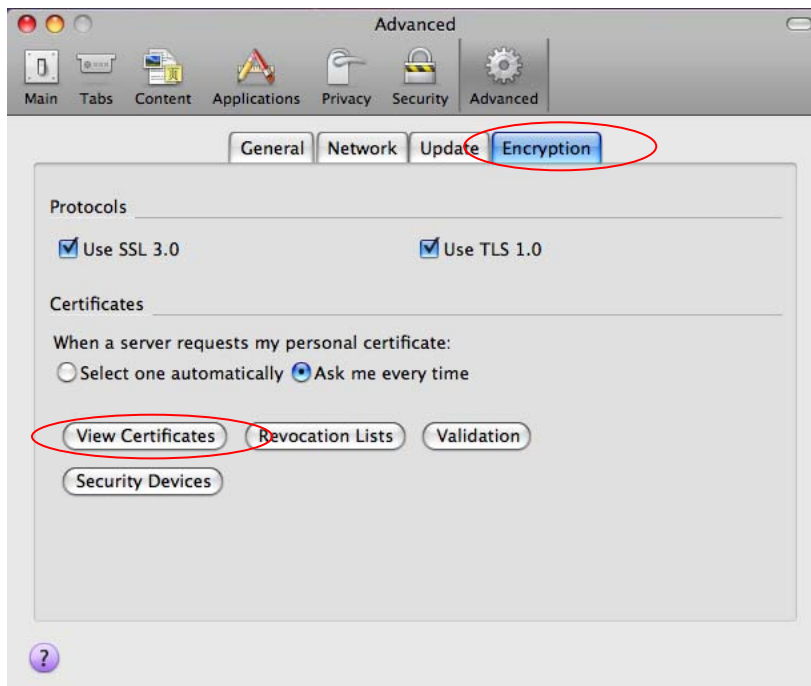


Figure 3 Advanced/Encryption screen

Click on the *Encryption* tab then click *View Certificates*.

Go to Step 2.

Step 2

The following screen will display.

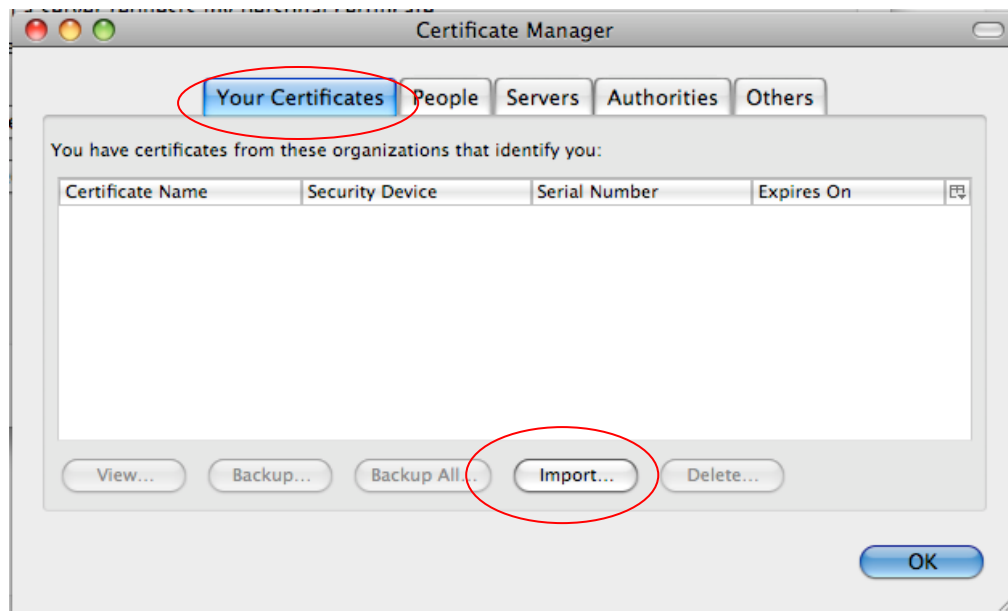


Figure 4: Device Manage

Click *Your Certificates* and then click *Import*.

The following screen will display.

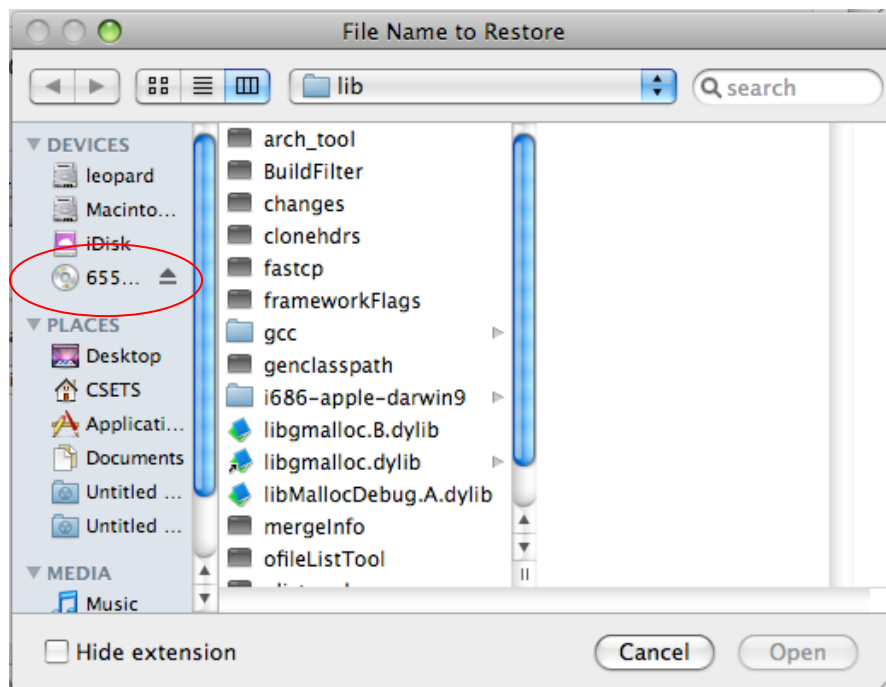


Figure 5: File Name to Restore

Click on the CD Device under Devices as circled in Red in Figure 5.

Step 3

The following screen will display.

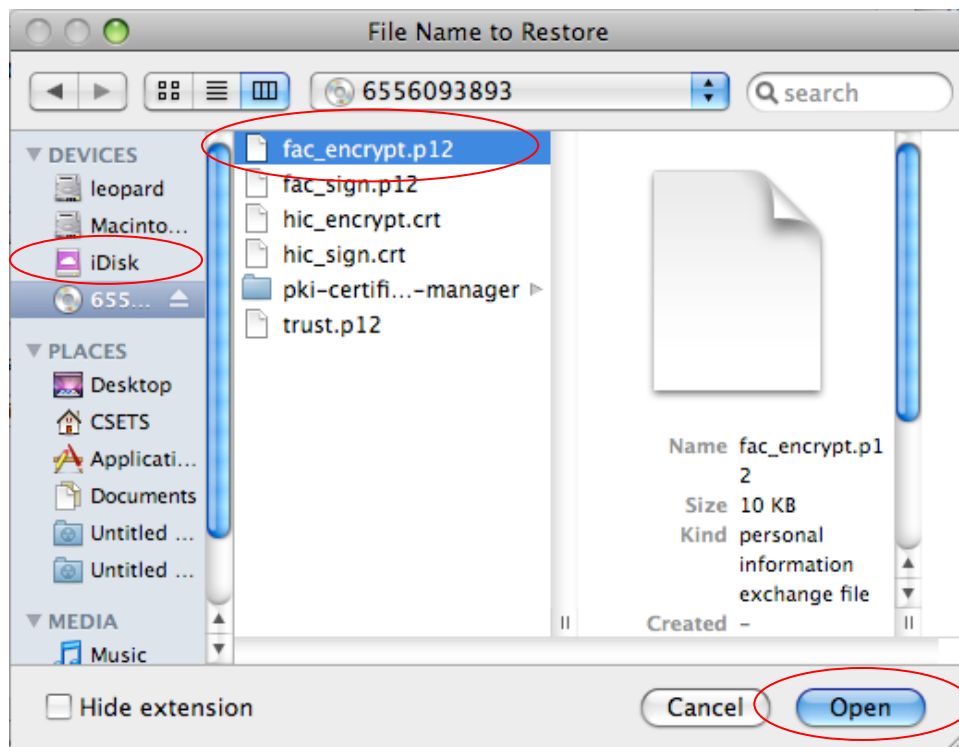


Figure 6: *fac_encrypt.p12*

You will need to install two files. These are the encryption certificate and signing certificate.

- *fac_encrypt.p12*
- *fac_sign.p12*.

Select *fac_encrypt.p12*, and click *Open*

Go to Step 4.

Step 4

Important: this screen allows you to select your own password for future use. It is not the PIC pass phrase that came with the certificate.

It is not mandatory to enter a password at this step. Once entered your system will prompt for this password each time you access the certificate when you log in to HPOS.

Click *OK* to pass to the next screen or enter the chosen password.



Figure 7: Password security

If you **do** wish to enter a password each time you log in to HPOS

Choose a friendly password and key it in the *New password* field.

Re-enter your password in the *New password (again)* field.

To continue click *OK*.

Important: Please memorise this password as you will be prompted for this each time you use the certificate to log on to HPOS.

If you choose not to enter a password and later decide you require one, you will need to contact Medicare Australia eBusiness Service Centre for assistance on **1800 700 199****.

The following screen will appear if you decided not to use a password.

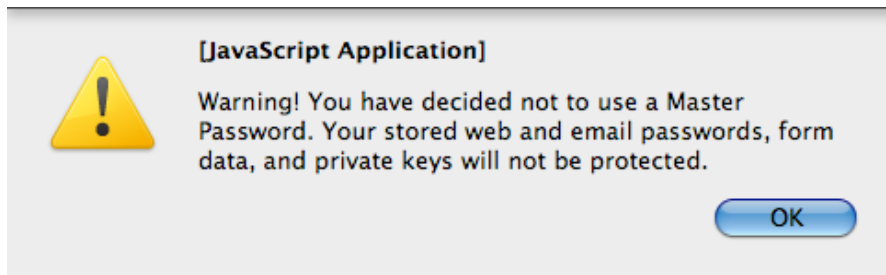


Figure 8: Password not set Warning message.

To continue click *Ok*.

Go to Step 5.

Step 5

The following screen will display.

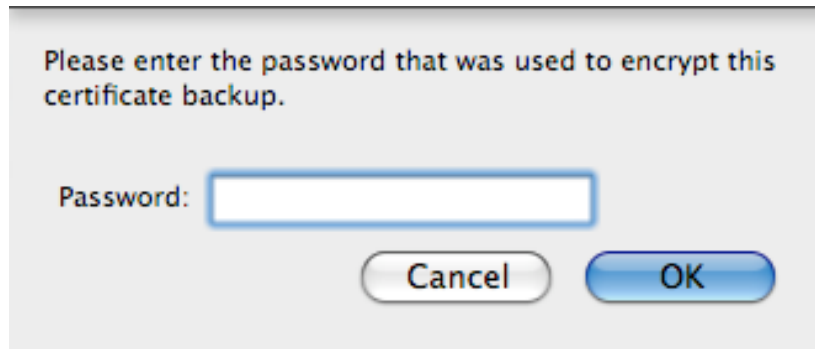


Figure 9: Site Certificate Password

Enter your site certificate password into the 'Password' field.

Important: The site certificate password is the PIC passphrase you received under separate cover when you received your Site certificate CD.

To continue Click *OK*.

The following screen will display



Figure 10: Message to say successful

To continue click *OK*.

Go to Step 6.

Step 6

You will be returned back to the Certificate Manager screen as shown below.

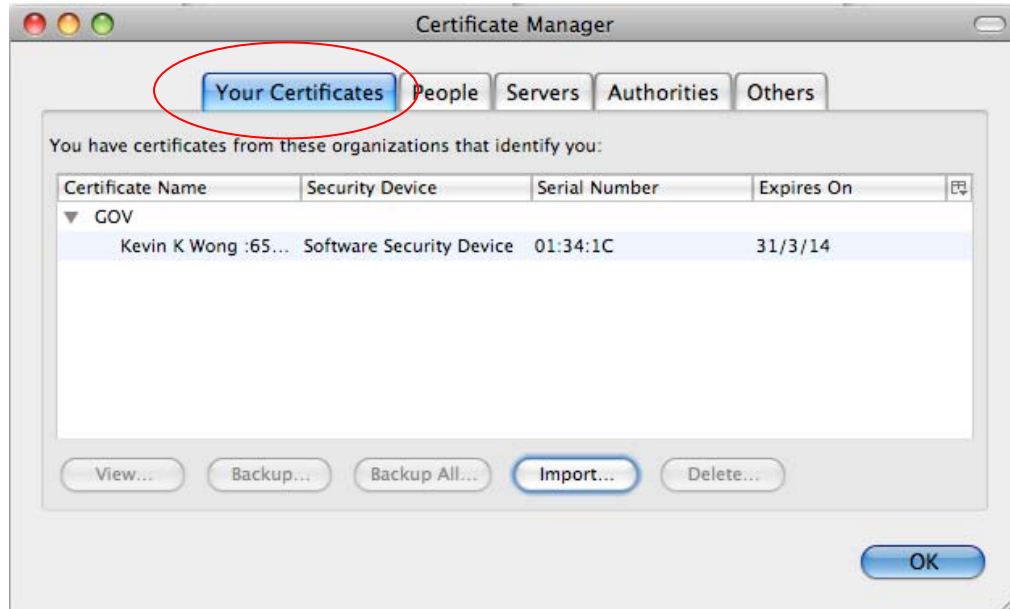


Figure 11: Encryption certificate in Firefox crypto store

Check your site certificate is located within *Your Certificates* tab.

Important: If the certificate you installed is not present, contact Medicare Australia eBusiness Service Centre for assistance on **1800 700 199****.

Repeat steps 3-6 to install the *fac_sign.p12* signing certificate

Successfully installing both certificates will show two entries in the *Your certificate* tab.

Once both files have been installed go to Step 7.

Step 7

To install the Medicare Australia Chain of Trust repeat steps 3 to 5 to install the *trust.p12* certificate.

Once installed click on the *Authorities* tab and scroll down to G for GOV and the screen below will be displayed.

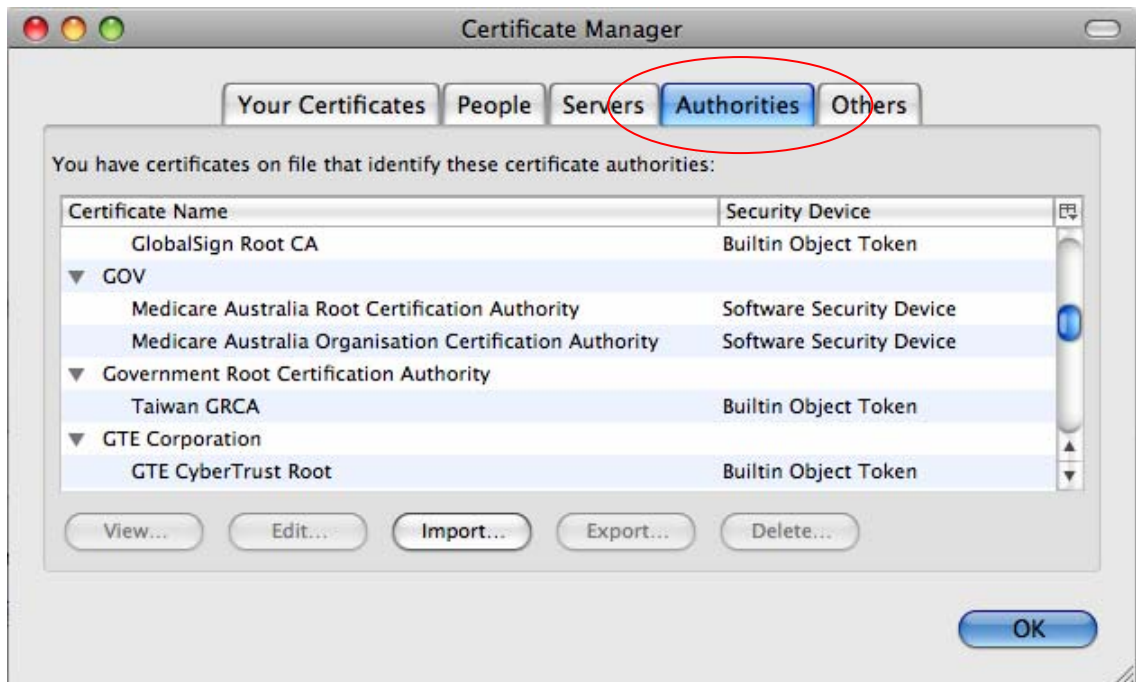


Figure 12: Medicare Australia Train of Trust

You have successfully completed installing all components of the location certificate.

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.