



**Australian Government**  
**Medicare Australia**

## *Installing a location certificate to enable access to HPOS without prompting for a password at each log in*

User Guide for Windows Vista  
(Release date: June 2009)

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## Introduction

This guide demonstrates how to install a **Location Certificate** that will **not** prompt for a password each time a log in is attempted, enabling access to limited functions within the Medicare Australia, Health Professional Online Services (HPOS).

The following instructions will work with most Microsoft Vista installs.

If you experience any problems, please call the eBusiness Service Centre on 1800 700 199

## Location Certificate install

**Important:** If a password prompt is preferred for each log in to HPOS, please follow the documentation named *Installing a Location Certificates with a Password prompt to enable access to HPOS (Vista)*.

To install the location certificate you will require local administrator access to your computer. If you do not have administrator access, please discuss this with your system administrator.

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## Step 1

Insert the CD you have received from eCertificates, into your CD/DVD drive.

The following screen will display.



*Figure 1: Index html page*

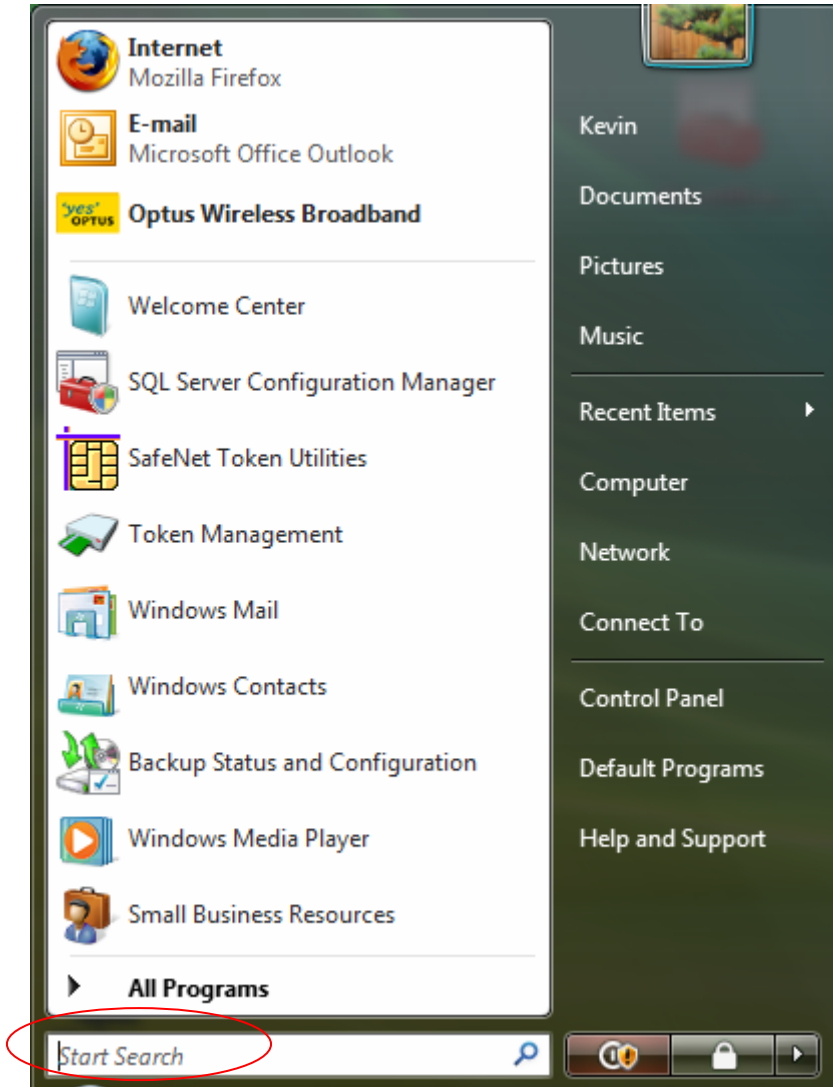
Close the above screen as this relates to installations allowing online claiming.

Go to *step 2*.

**Step 2**

Click the 'Start' button at the bottom left of the screen.

The following screen will display.



*Figure 2: Vista start button*

In *Start Search* type in 'run'.

### Step 3

The following screen will display.

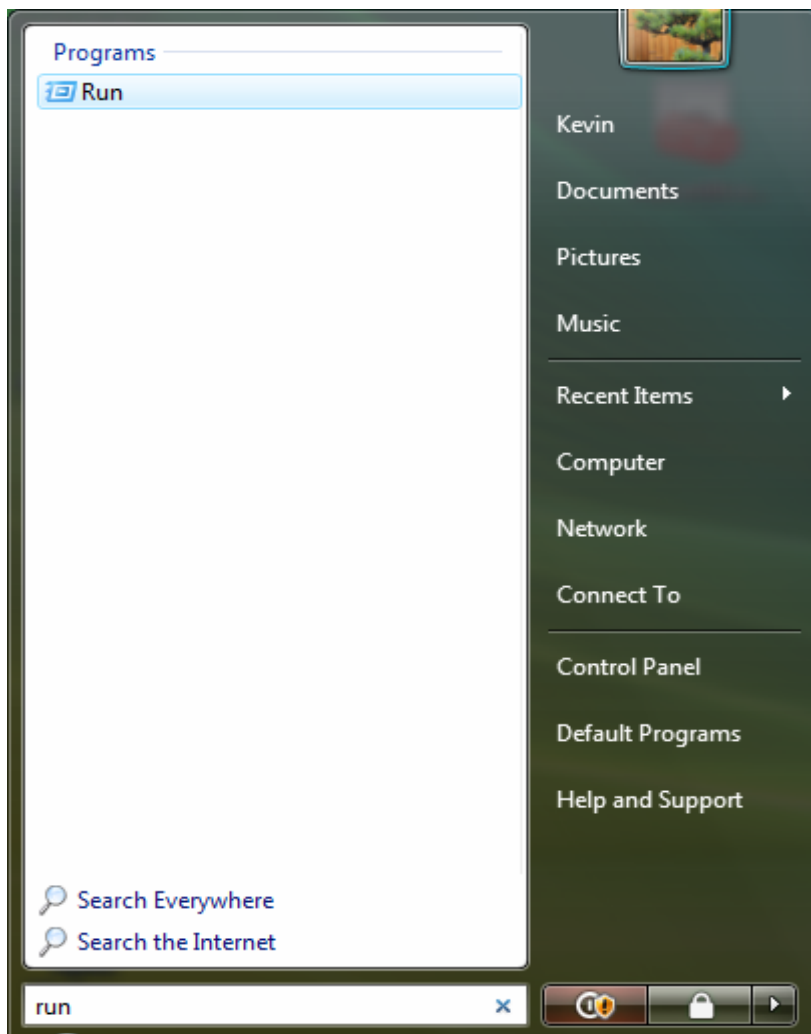


Figure 3: Type in run

Hit *enter* on your keyboard to execute the program 'Run'.

## Step 4

The following screen will display.

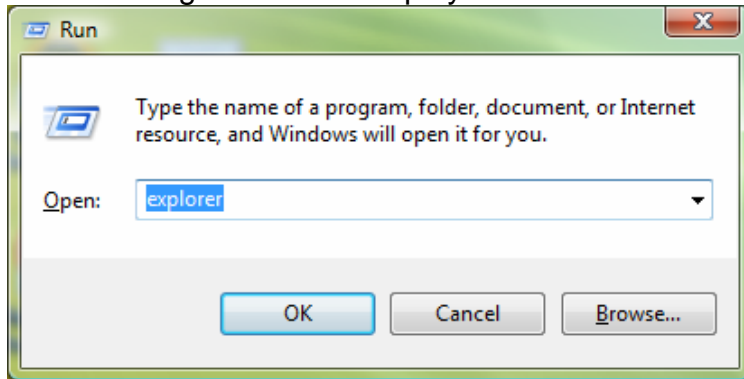


Figure 4: Run explorer

Type in 'explorer' and click *OK*.

The following screen will display.

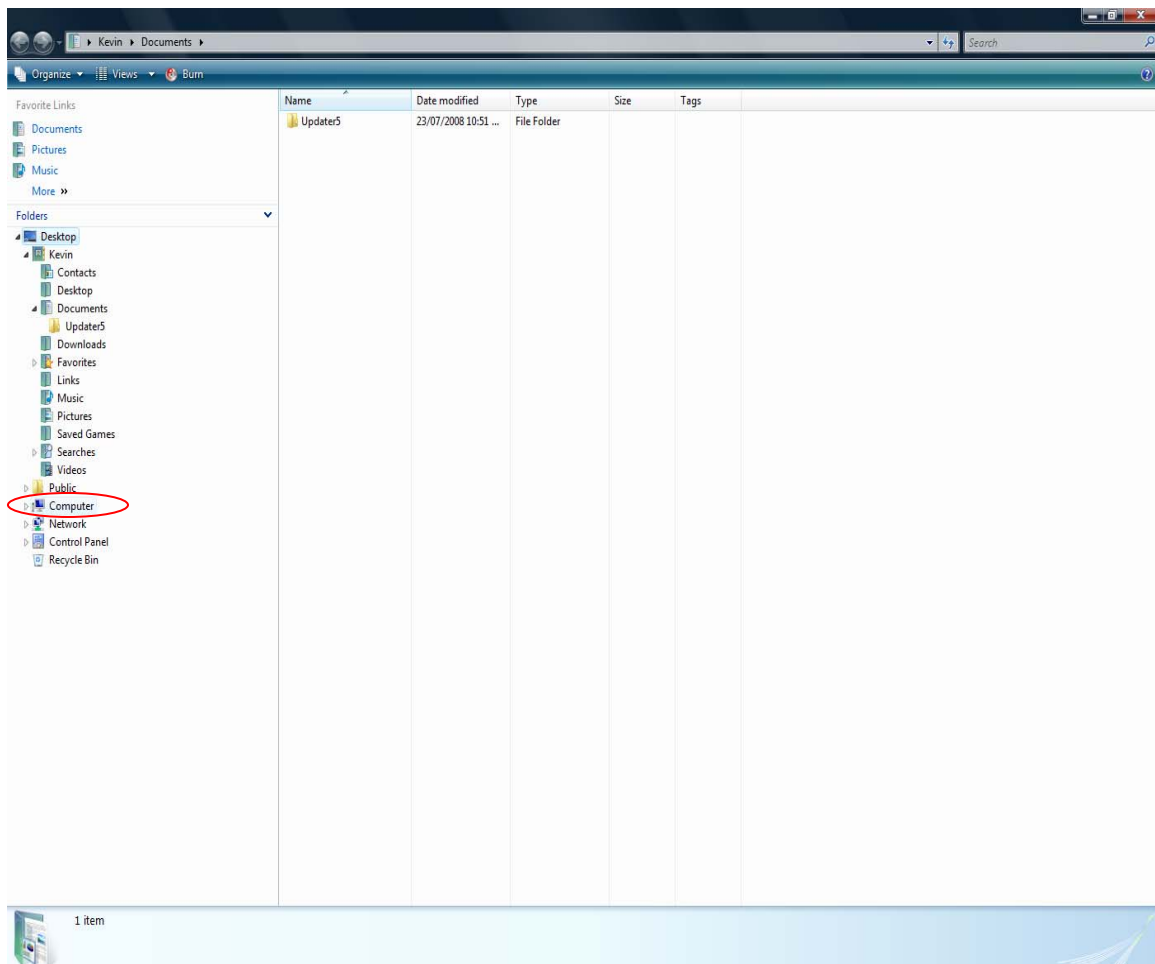


Figure 5: Vista Windows Explorer

Click on *Computer* as shown above.

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### Step 5

The following screen will display.

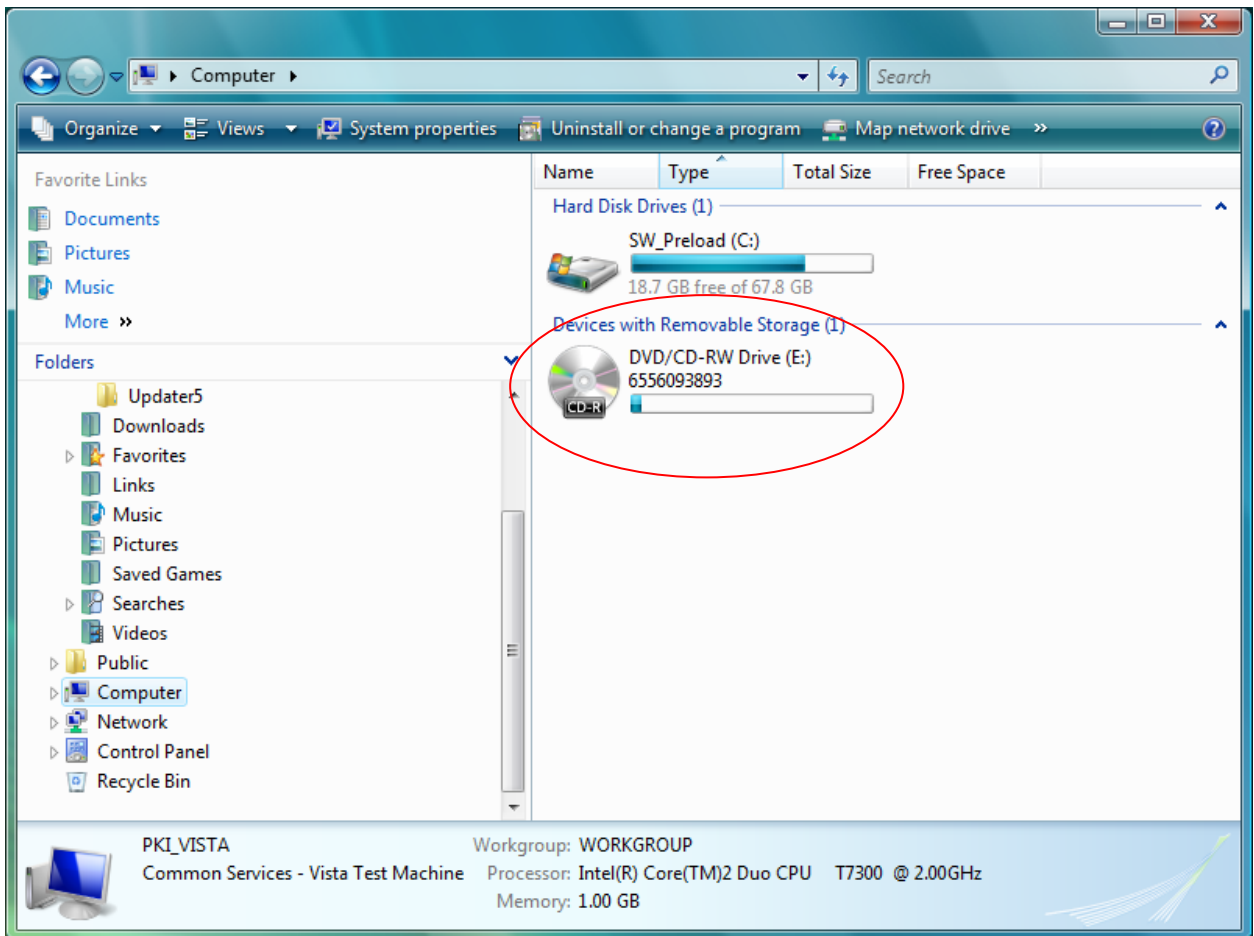


Figure 6: Vista Windows Explorer CD drive

Double click the CD/DVD drive in the right panel as shown above.

**Step 6**

The following screen will display.

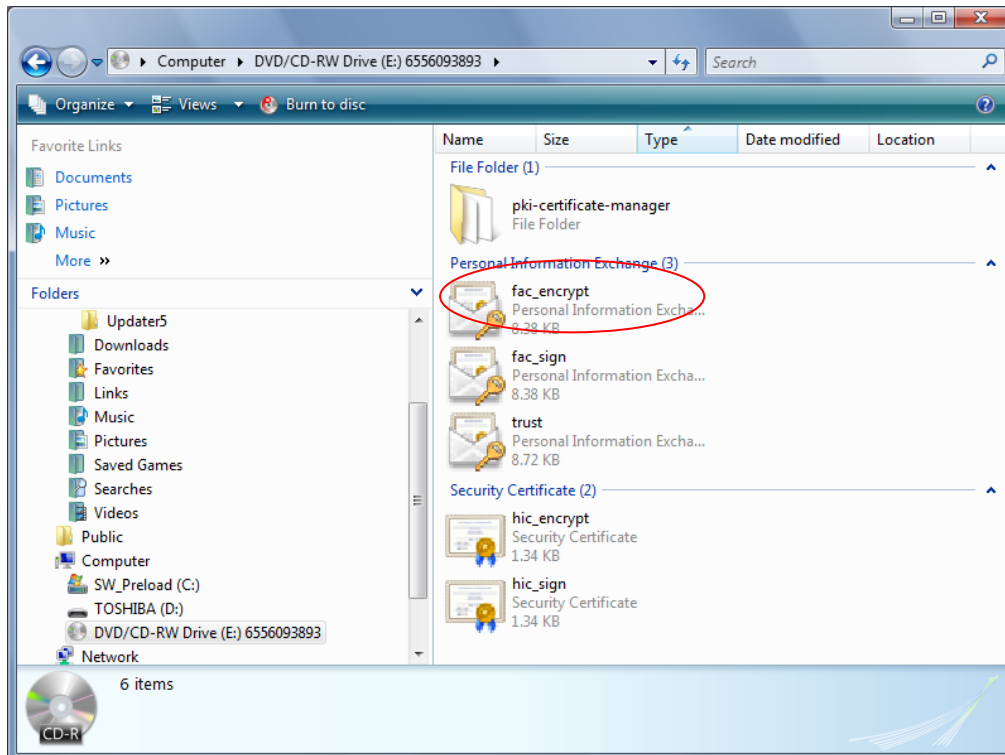


Figure 7: Windows Vista Content of CD

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

- fac\_encrypt.p12
- fac\_sign.p12.

Double click the *fac\_encrypt.p12* file as shown in the above screen.

---

**Step 7**

A Wizard will appear.



*Figure 8: Certificate Import Wizard*

To continue click *Next*.

## Step 8

The path of the file selected is displayed in the following screen.

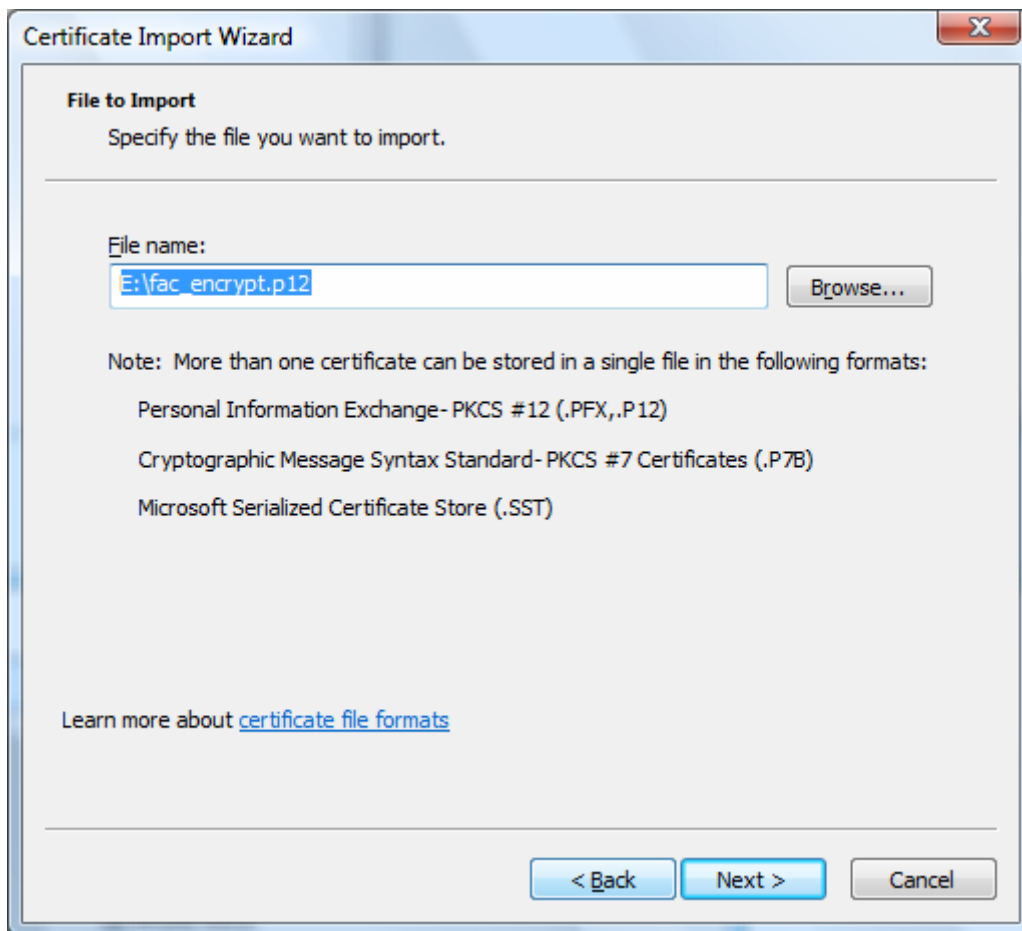


Figure 9: File to import

To continue click *Next*.

---

## Step 9

The following screen will display.

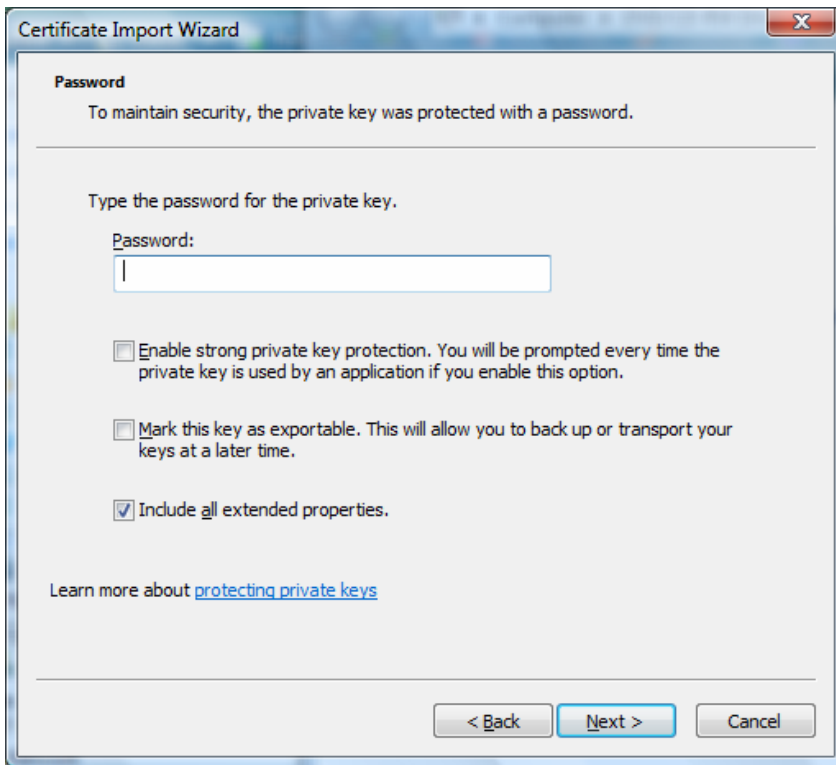


Figure 10 Windows Vista Import Wizard Password

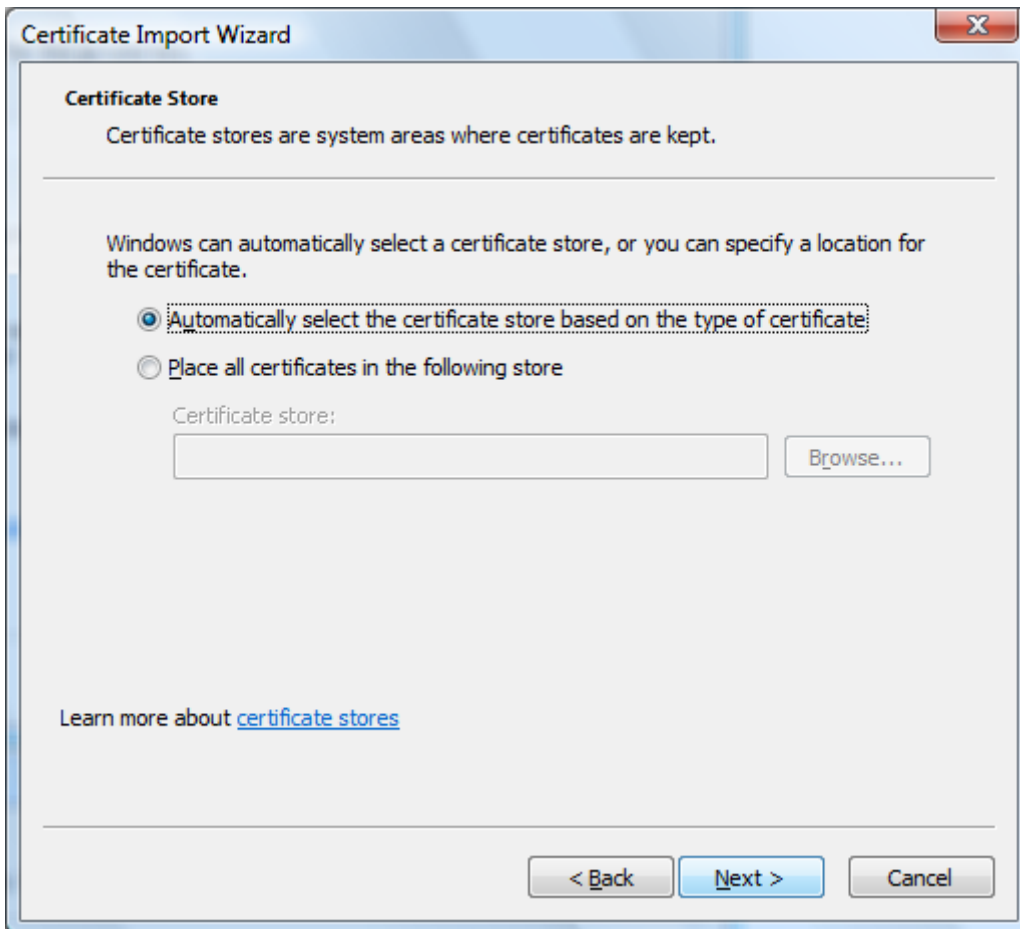
Enter the password supplied with your new certificate and key in the (PIC) passphrase.

Leave the default setting *Include all extended properties* checked.

To continue click *Next*.

**Step 10**

The following screen will display.



*Figure 11: Certificate Import Wizard: Setting certificate location*

Leave the setting as they appear in *Figure 11*.

To continue click *Next*.

**Step 11**

The following screen will display.

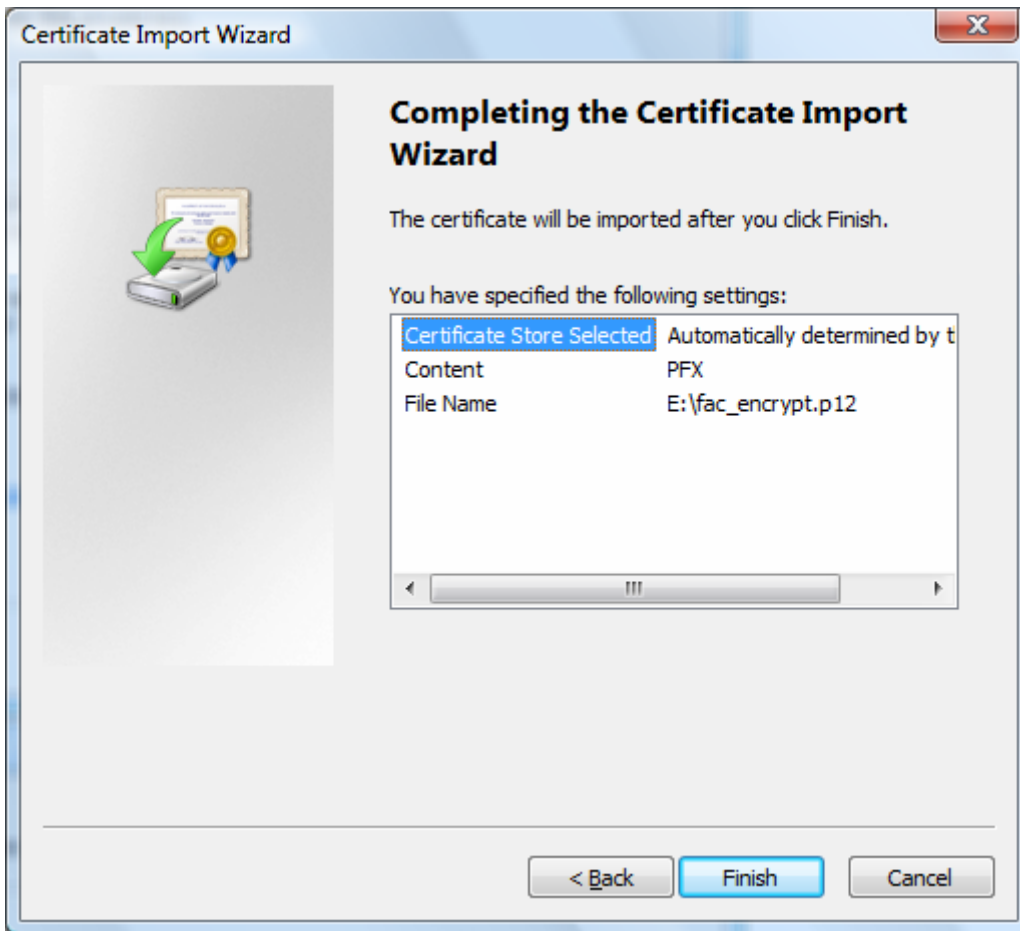


Figure 12: Certificate Import Wizard: Completing the Certificate Import Wizard

To continue click *Next*.

The following message will display.

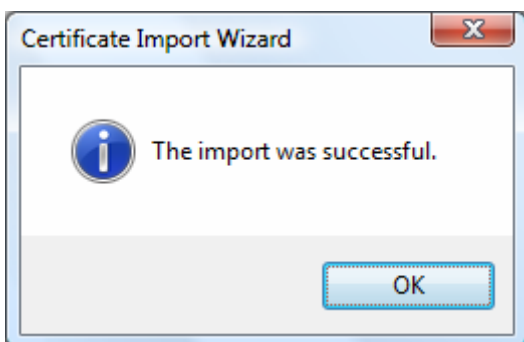


Figure 13: Certificate Import Wizard: Import successful

To finish click *OK*.

**Step 12**

Repeat steps 6 - 11 to install the *fac\_sign.p12* signing certificate.

Once both files have been installed go to *step 13*.

---

## Step 13

### Installing Chain of Trust certificates for Vista

Go to the Certificates Australia website, [www.certificates-australia.com.au](http://www.certificates-australia.com.au) and locate the two certificates listed below under Quick Links.

**Root CA Certificate** (under the Quick Links – Medicare Australia PKI)

**OCA Certificate** (under the Quick Links – Medicare Australia PKI)



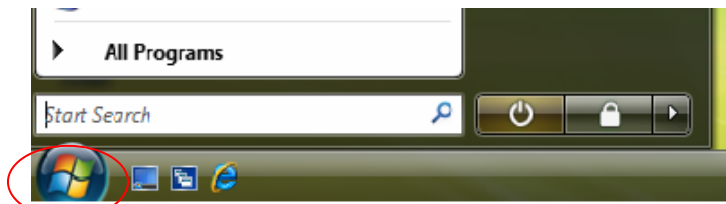
Click the *Root CA Certificate* then choose *save*. Save to the Desktop or appropriate folder.

Click the *OCA Certificate* then choose *save*. Save to the Desktop or appropriate folder.

The certificates are now ready to import into the Microsoft Management Console.

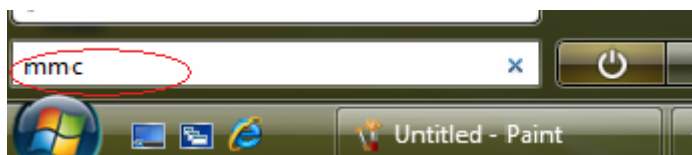
**Step 14**

Click on the Start button as shown in in the following screenshot.



*Figure 14: Vista Start button*

In the search field enter 'mmc' (Microsoft Management Console) as shown in the following screenshot.



*Figure 15: mmc in Start search*

To continue hit *Enter* on your keyboard.

**Step 15**

A User Account Control dialog box will appear, click *Continue*.

The following screen will appear.

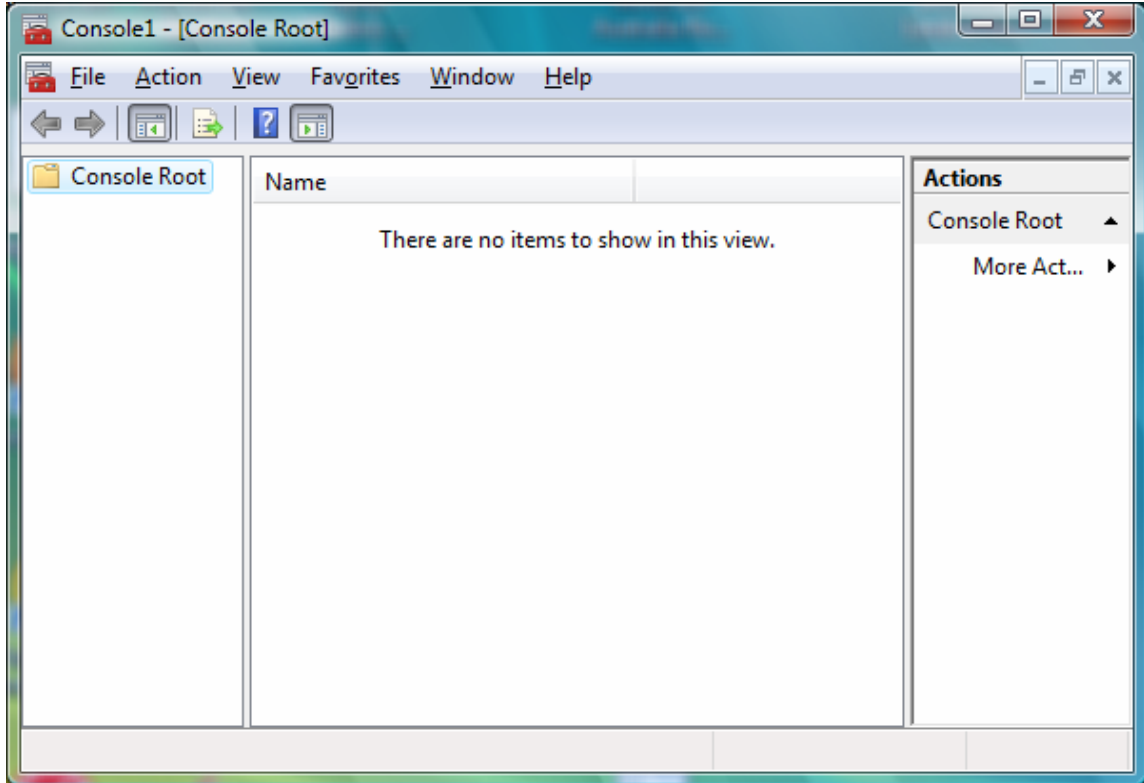


Figure 16: Console1 screen shot.

From the Console screen click *File* and then select *Add/Remove Snap-in* from the drop-down menu as shown in the following screen shot.

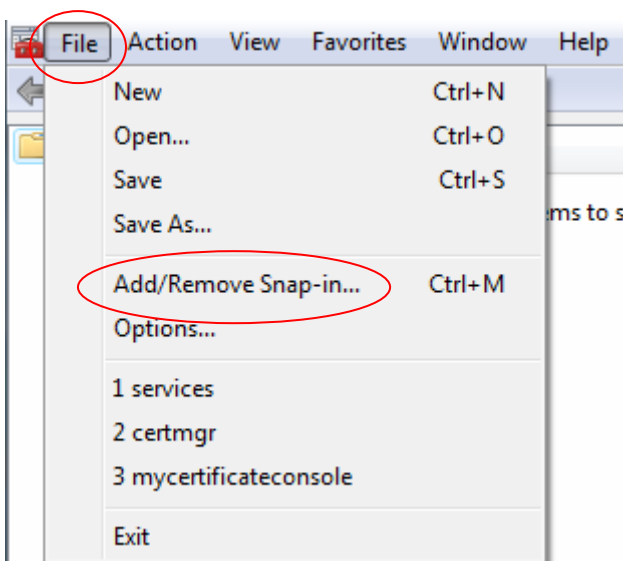
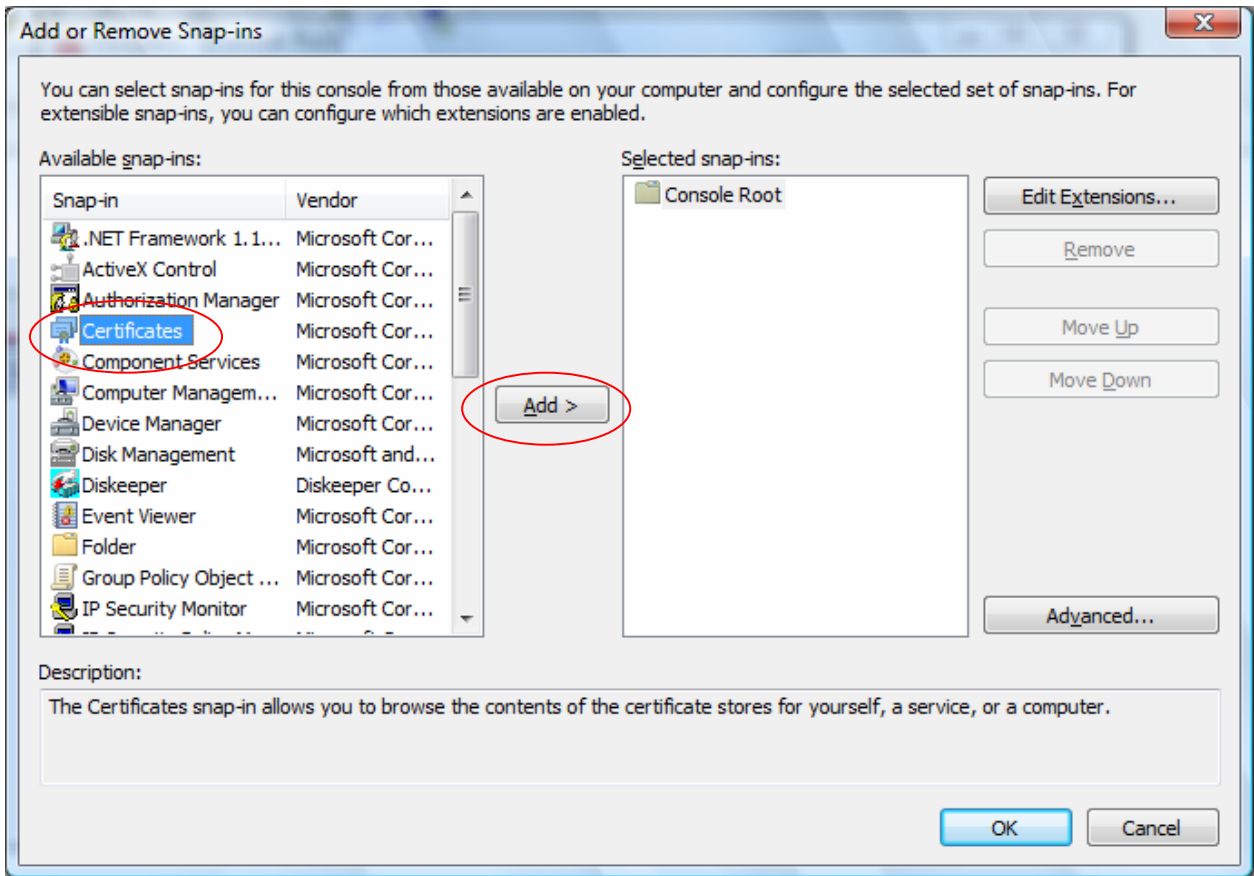


Figure 17: Console add/Remove Snap-in

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**Step 16**

The following screen will display.



*Figure 18: Add Certificates Snap-in*

Select *Certificates* from the Available snap-ins list and then click *Add* as shown above.

## Step 17

The following screen will display.

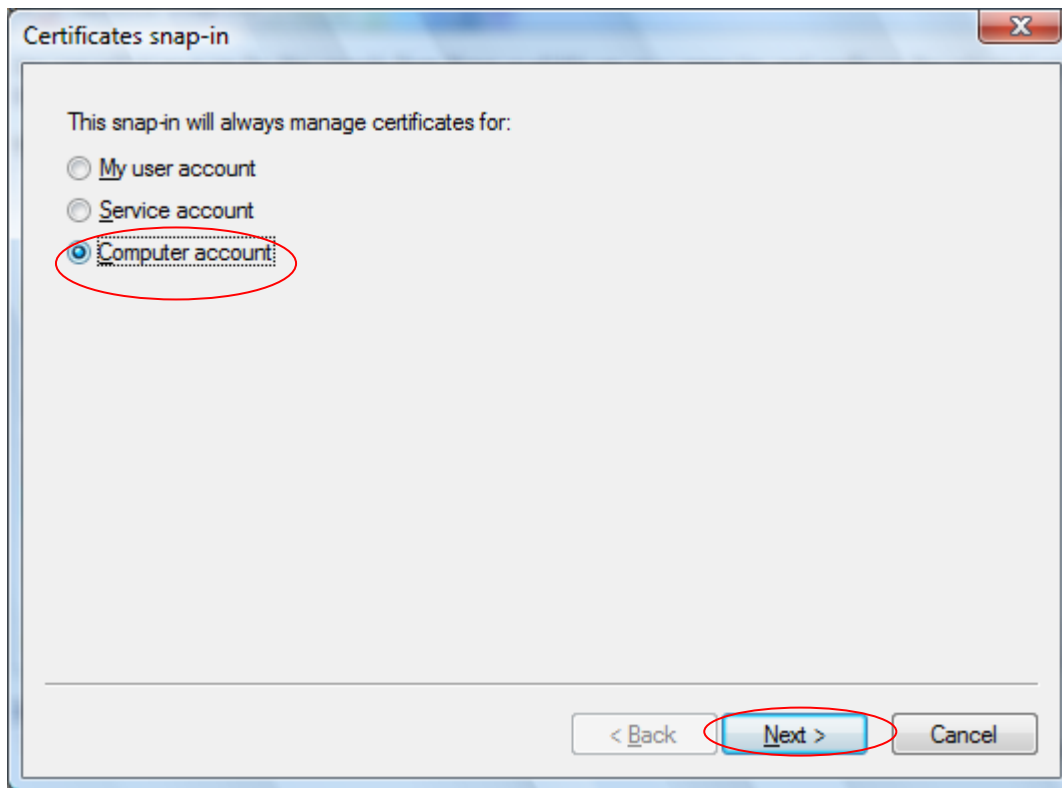


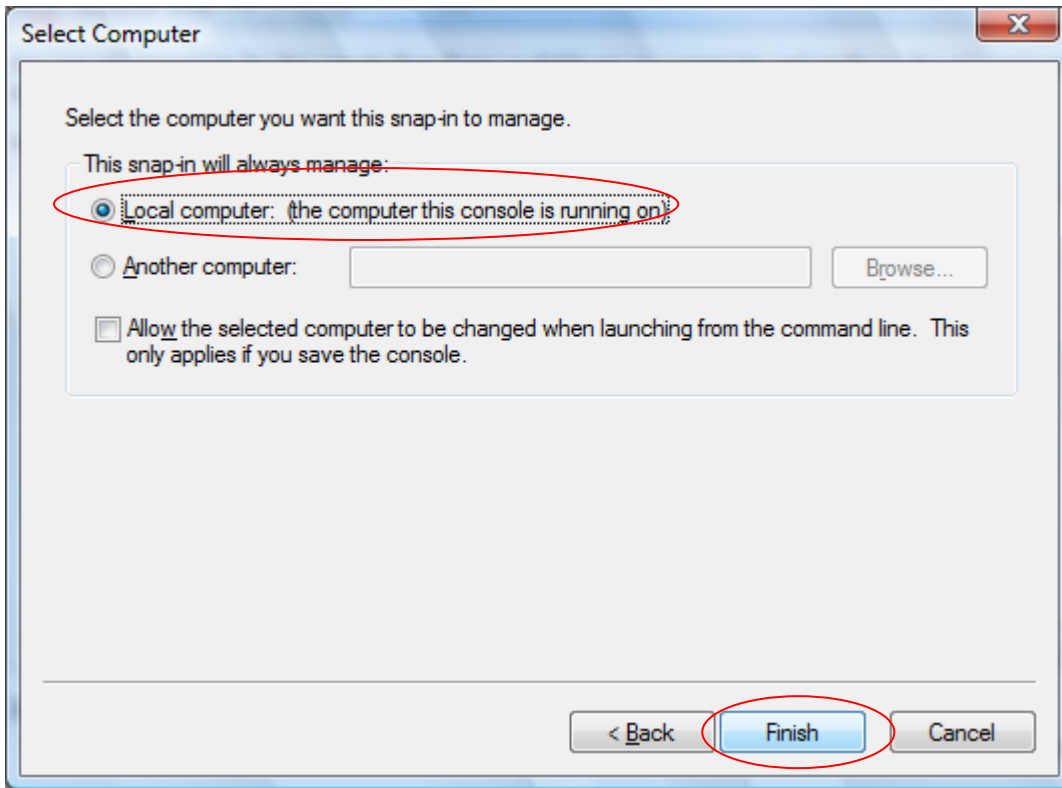
Figure 19: Select account

Choose Computer Account.

To continue click *Next*.

**Step 18**

The following screen will display.



*Figure 20: Select Local computer*

Choose *Local Computer*.

To continue click *Finish*.

**Step 19**

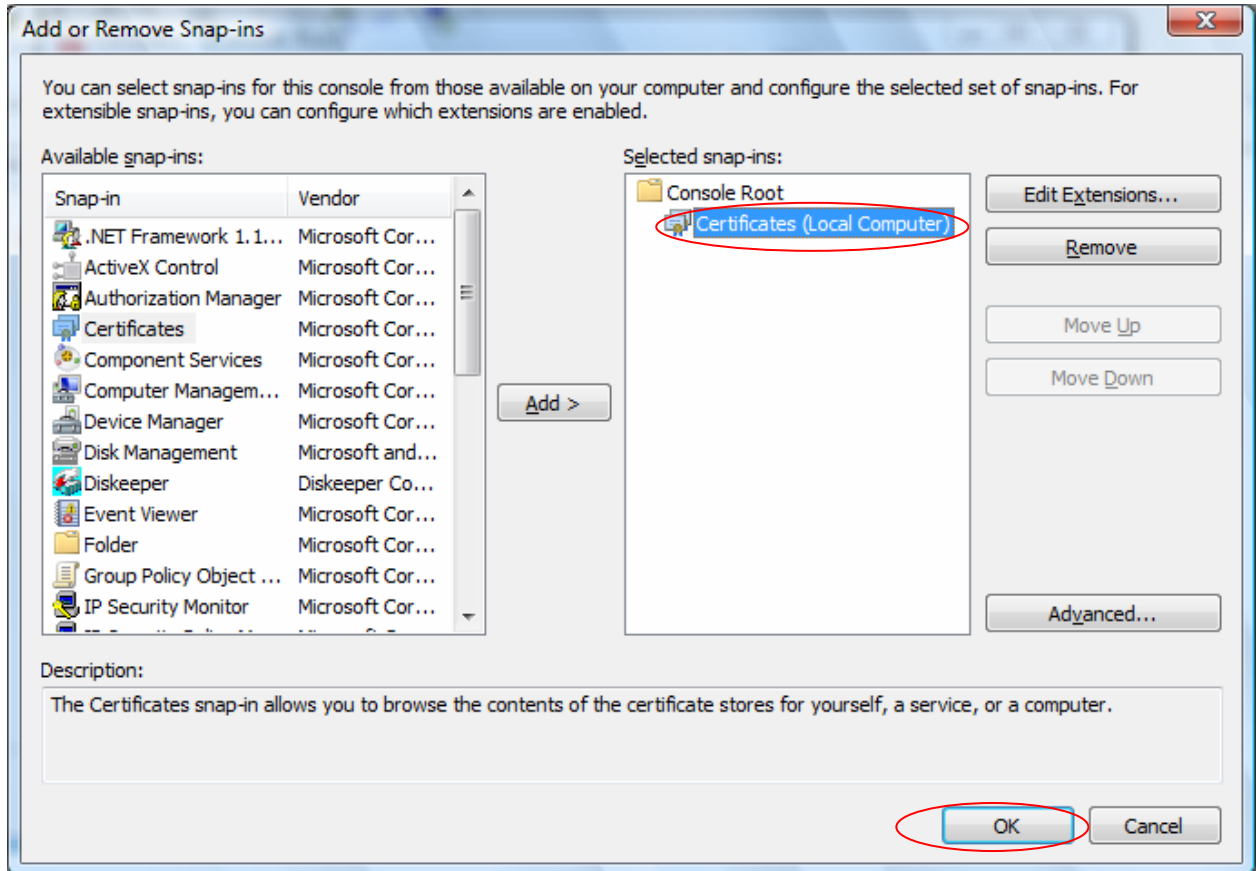


Figure 21: Click OK

*Certificates (Local Computer)* will now appear as an option under the Console Root directory.

To continue click *OK*.

**Step 20**

The following screen will display.

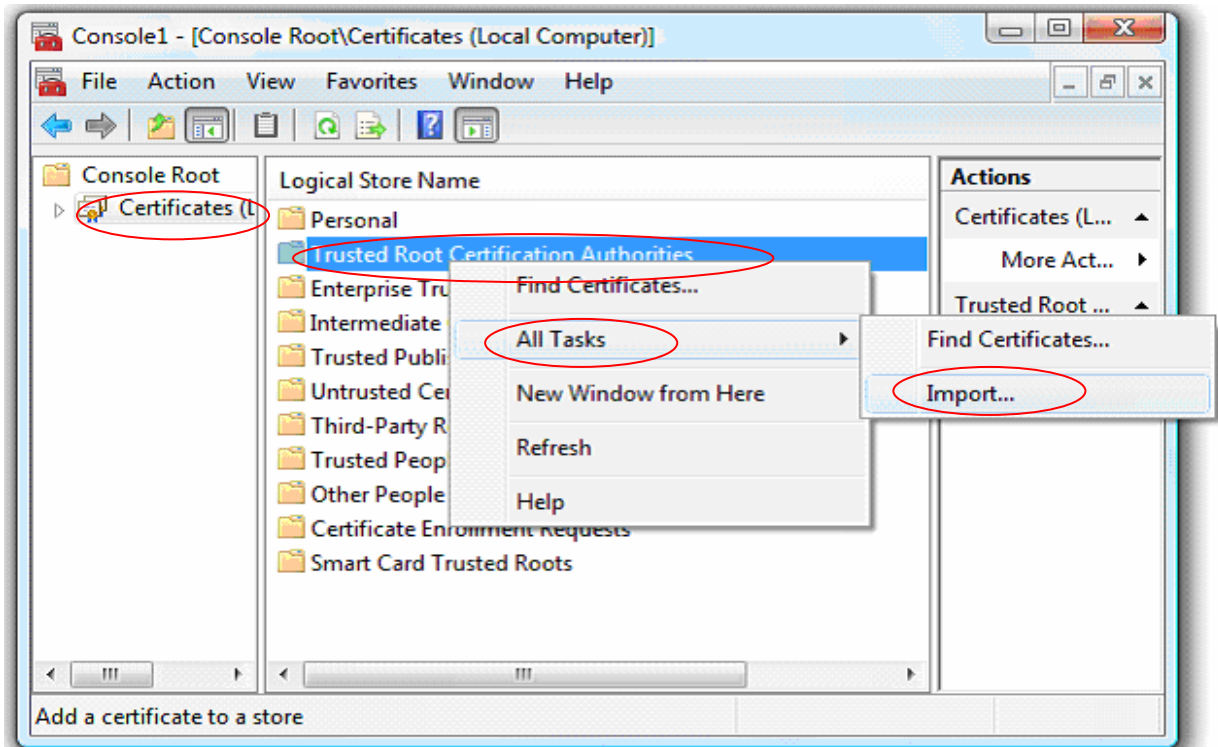


Figure 22: Select Import

Click on *Certificates (Local Computer)* and right-click on *Trusted Root Certification Authority* as shown above.

Select *All Tasks* and then click *Import* as shown above.

**Step 21**

The following screen will display.

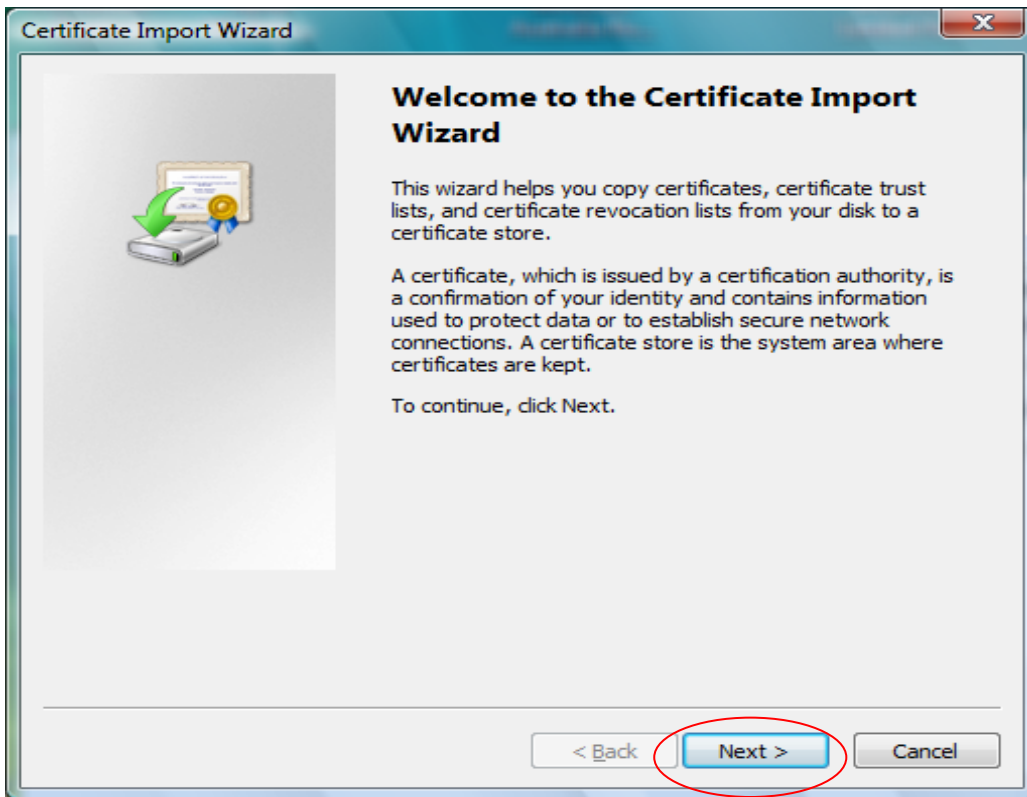


Figure 23: Click Next button.

To continue click *Next*.

**Step 22**

The following screen will display.

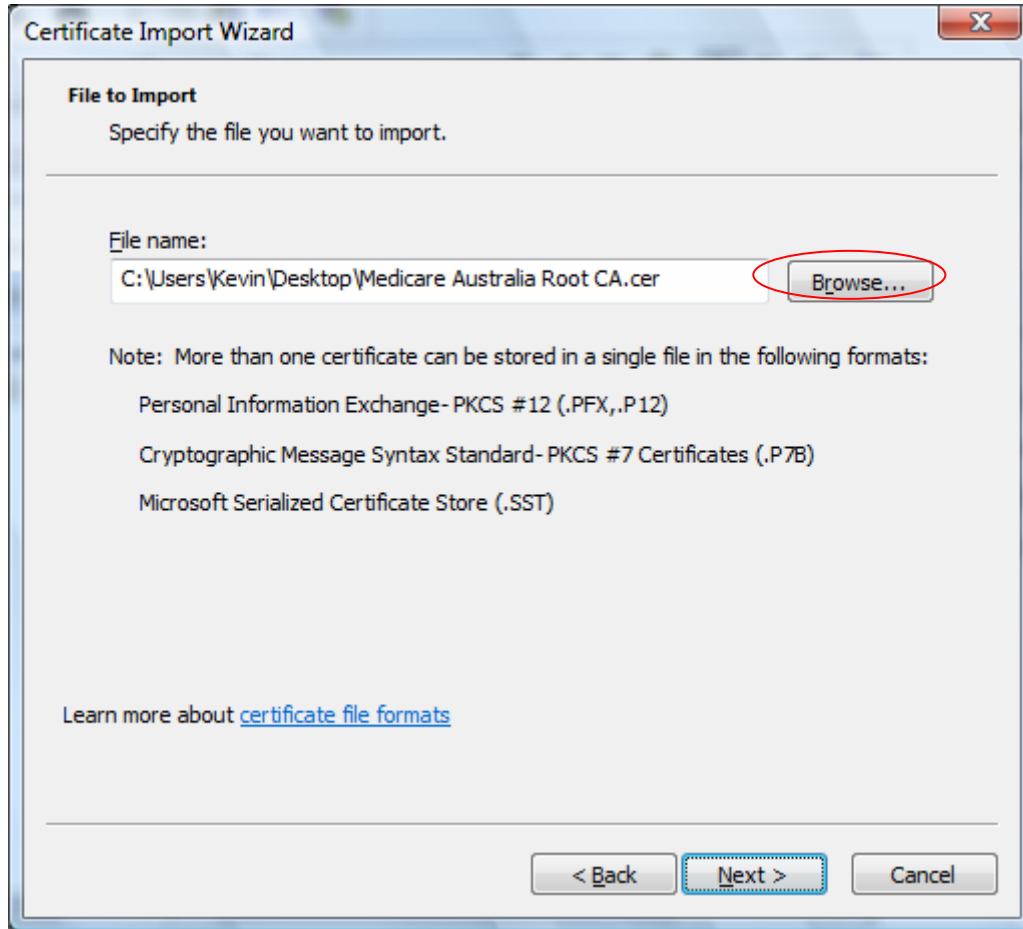


Figure 24: Select Medicare Australia Root CA.cer

Click *Browse* as shown above.

The following screen will display.

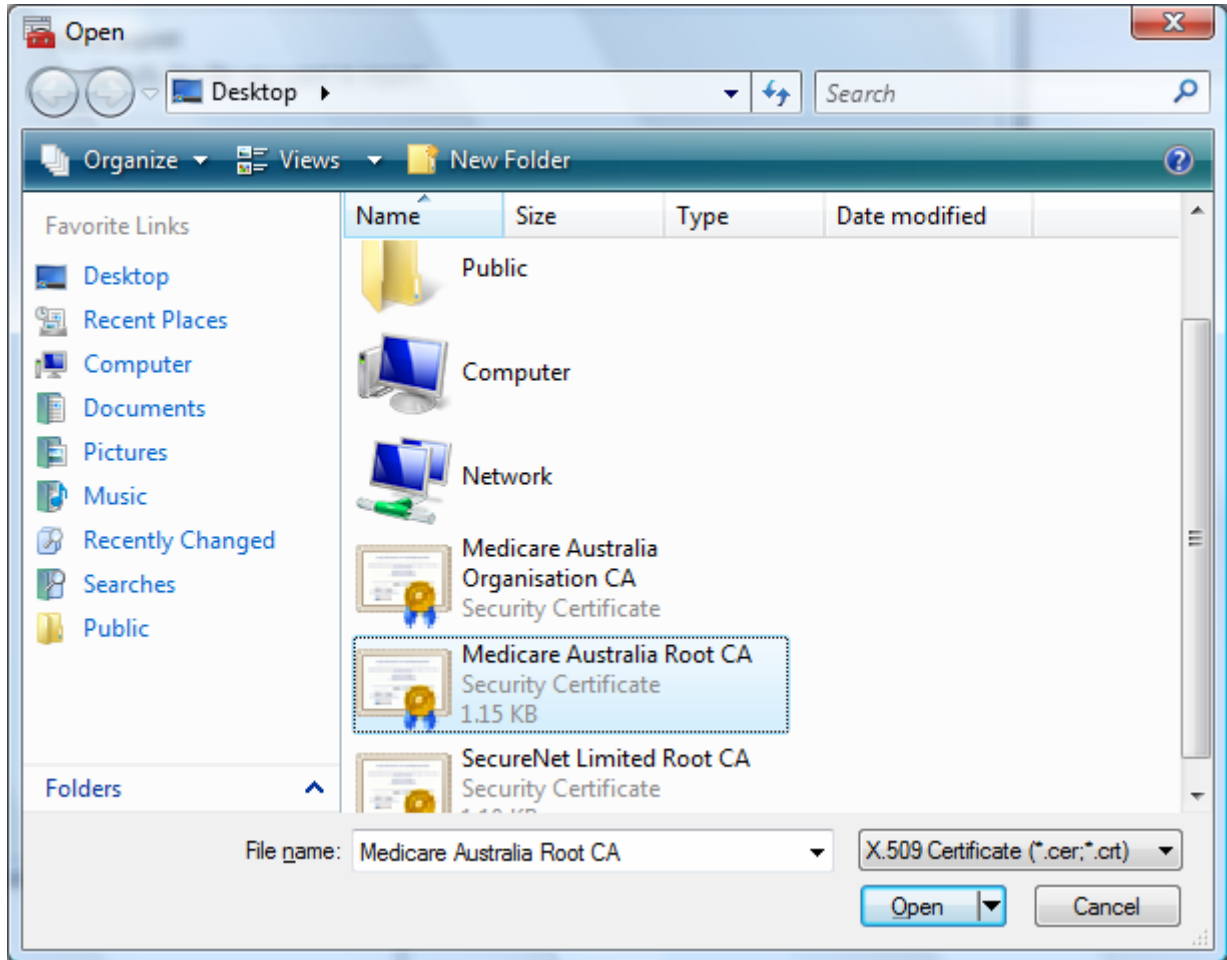


Figure 25: Medicare Australia Root CA location

Select the *Medicare Australia Root CA* and then click *Open*.

This will return you to the wizard at *Figure 29* above.

To continue click *Next*.

### Step 23

The following screen will display.

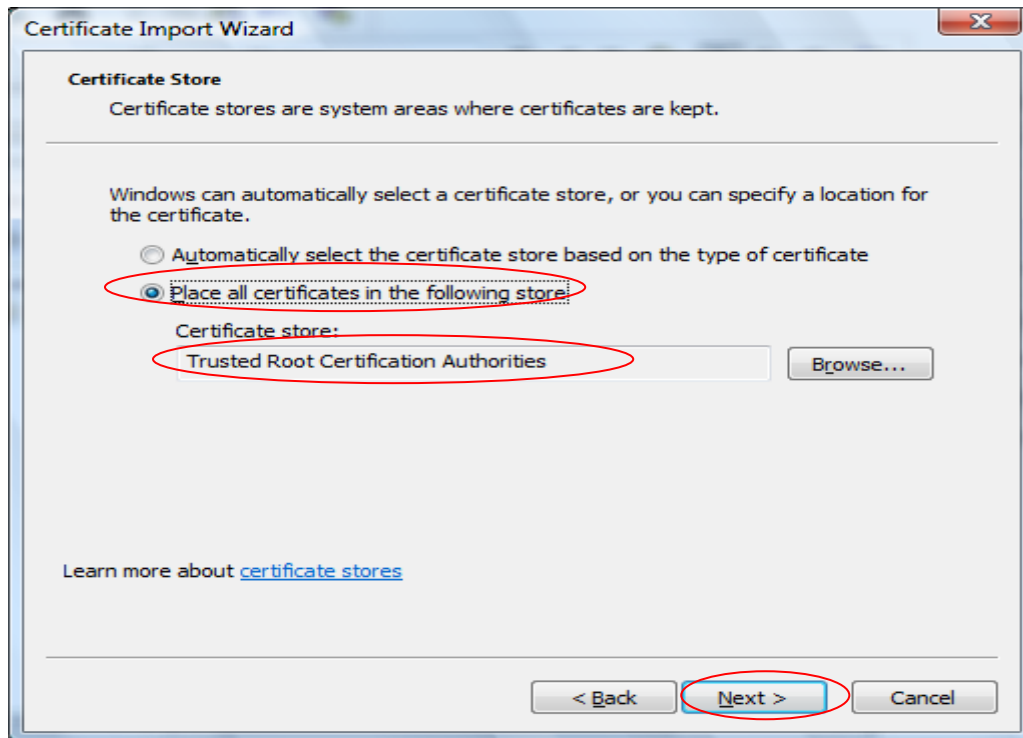


Figure 26: Certificate store

The above settings should automatically default for you if you have followed the previous steps.

To continue click *Next*.

**Step 24**

The following screen will display.

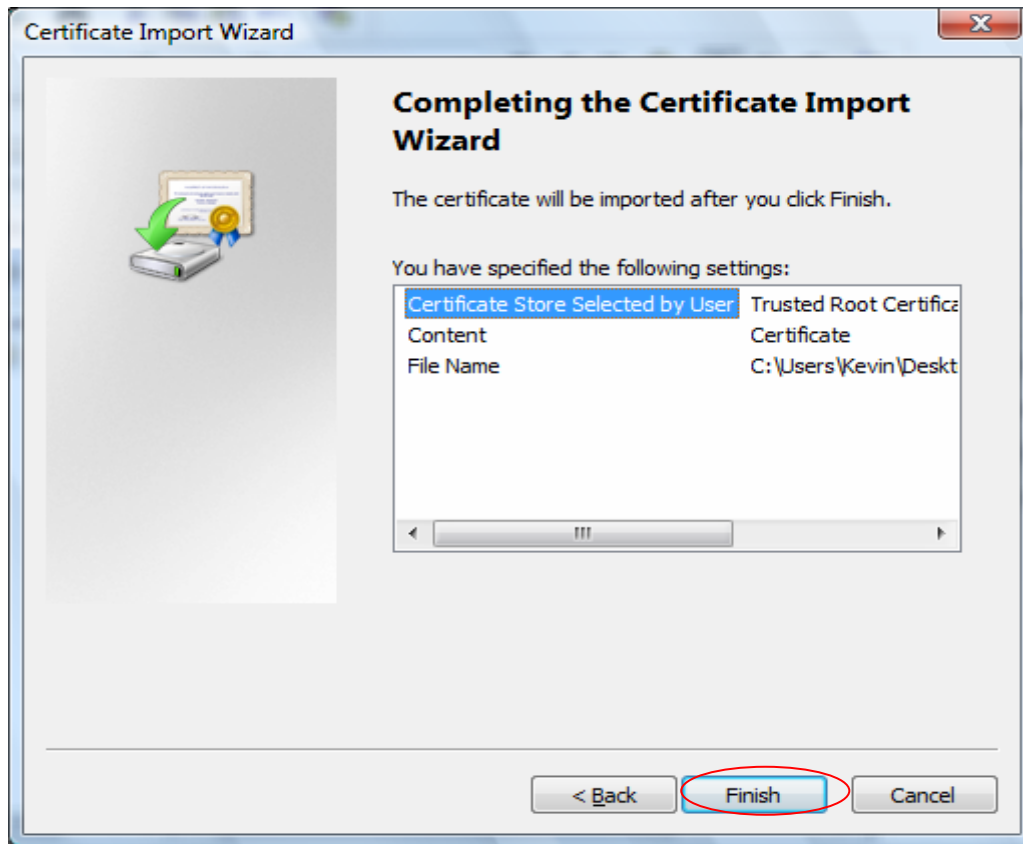


Figure 27: Finish screen

To continue click *Finish*.

The following message will display.

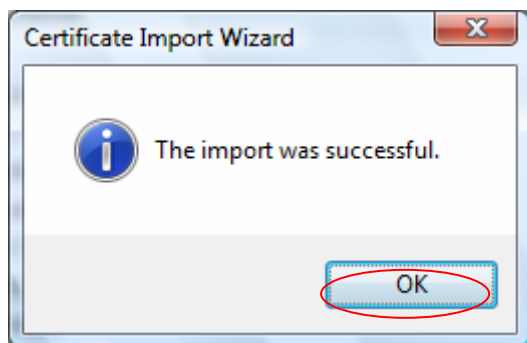


Figure 28: Successful install

Click *OK* to complete the import process.

**Step 25**

Repeat steps 20 - 24 for the *Intermediate Certification Authority Certificate* as shown in the following screenshot.

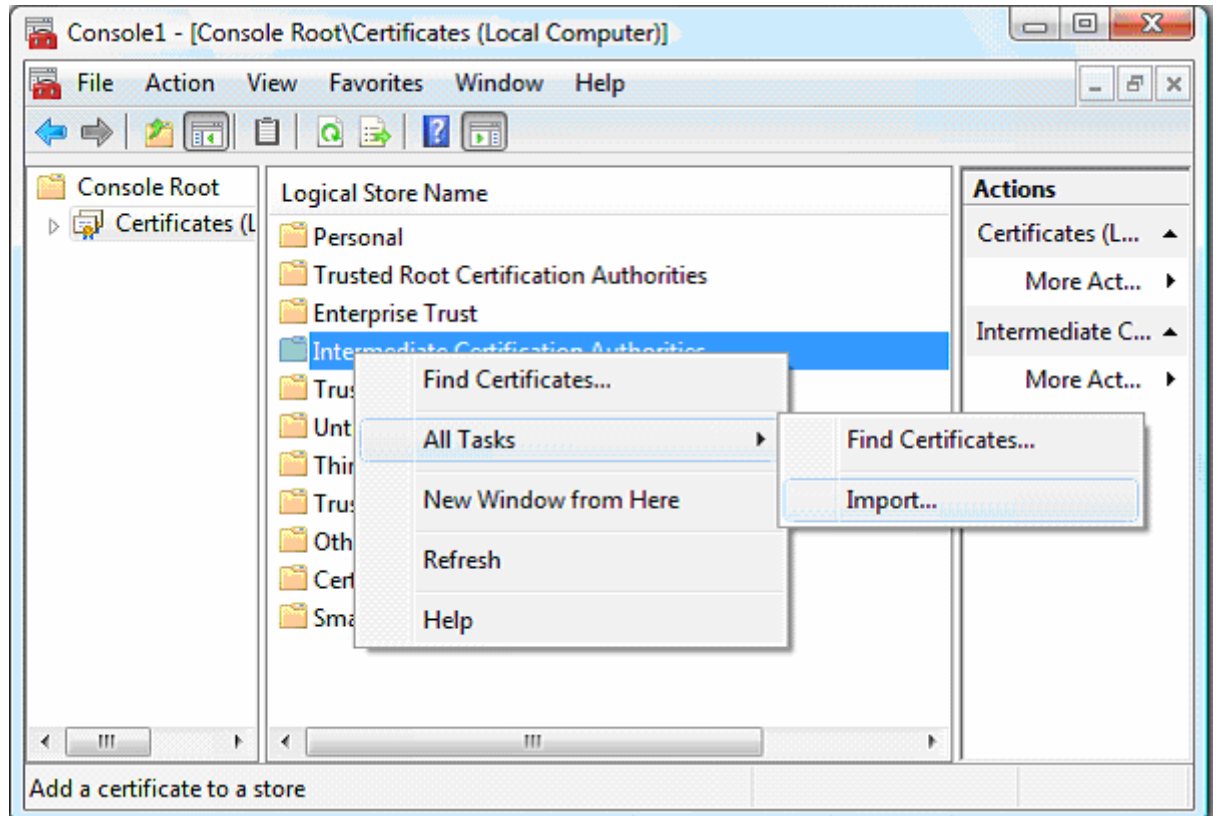


Figure 29: Intermediate Certificate Authority

You can now close the 'Console1' window.

You will be prompted to save the Console1. If you choose to save it, it is recommended this is saved on the desktop and called 'Certificate Store'. In the future if there is a requirement to update the Microsoft Management Console, or chain of trust, you can simply double click on the appropriately named file on the Desktop.

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.