



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

# *Installing a location certificate with a password prompt to enable access to HPOS*

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

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## Introduction

This guide demonstrates how to install a Location Certificate protected with a password, to enable access to the Medicare Australia Health Professional Online Services (HPOS).

The following instructions will work with most Microsoft Windows 32 bit XP installs.

If you experience any problems please call eBusiness Service Centre on **1800 700 199\*\***.

## Location certificates install

How to install a location certificate protected with a password.

**Important:** if you do not want a prompt for a password when using location certificates to enter HPOS then please follow the other user guide, *Installing a Location Certificate to enable access to HPOS without prompting for a password at each log in (XP)*.

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

### Step 1

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

The following screen will display.

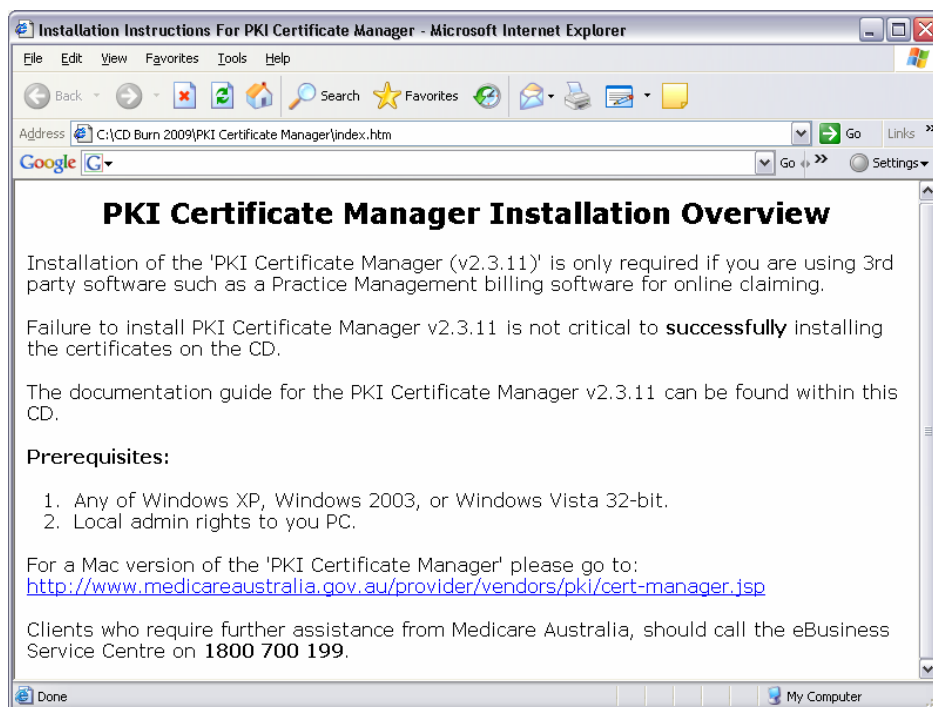


Figure 1: Index html page

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 and select *Run*.

The following screen will display.

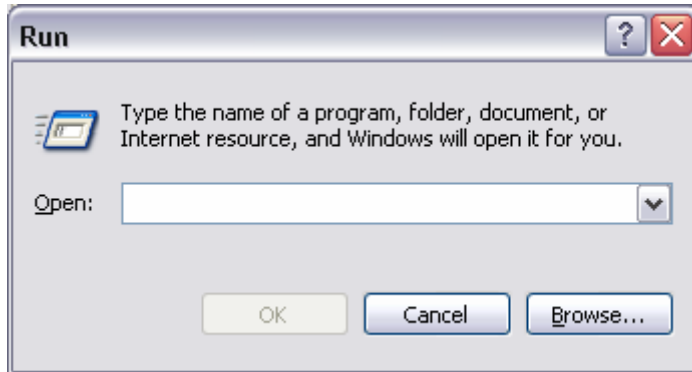


Figure 2: Run

Type in 'explorer' and click *OK*.

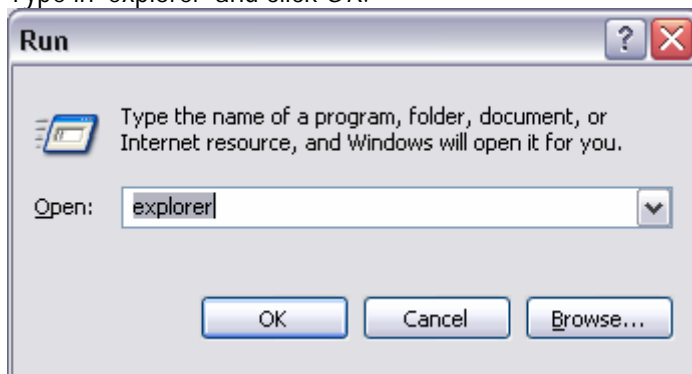


Figure 3: Run explorer

### Step 3

Click on *My Computer* as shown in the following screenshot.

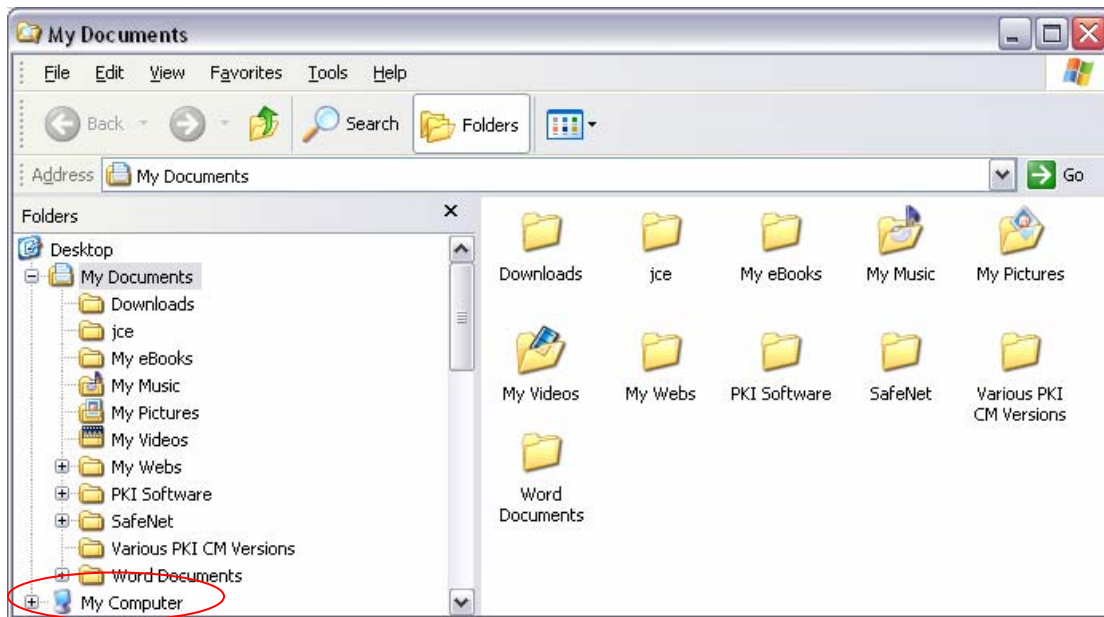


Figure 4: My Computer

The following screen will display.

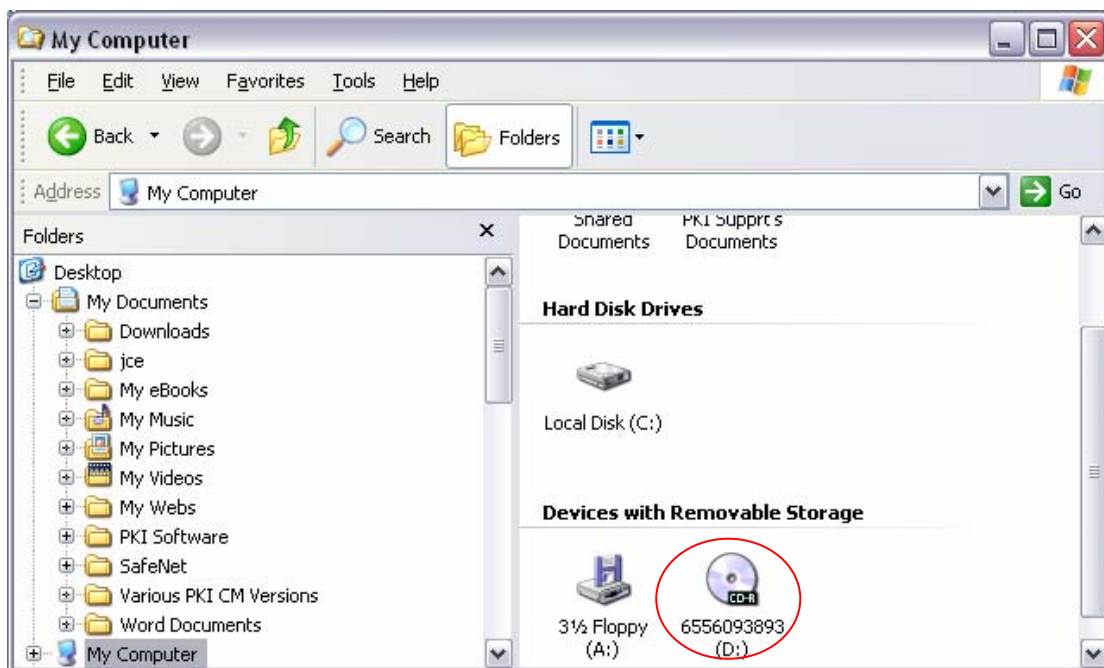


Figure 5: Windows Explorer CD Drive

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

### Step 4

The following screen will display.

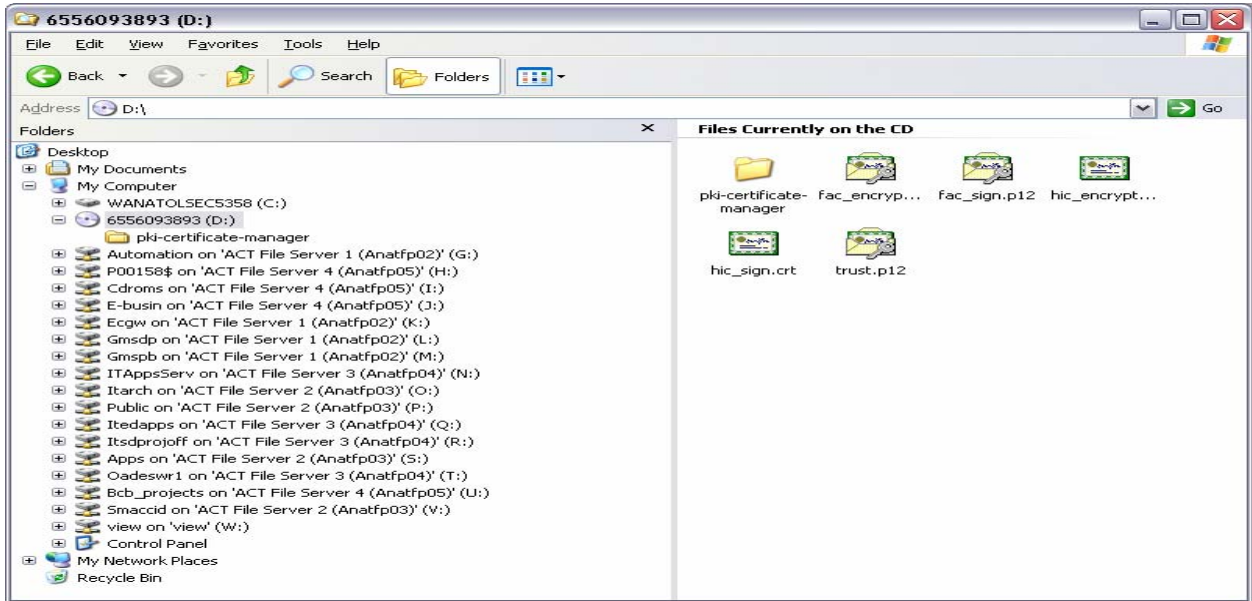


Figure 6: XP CD Content icon view

In order to see the full file names involved, switch the view to *Details* as shown in the following screenshot.

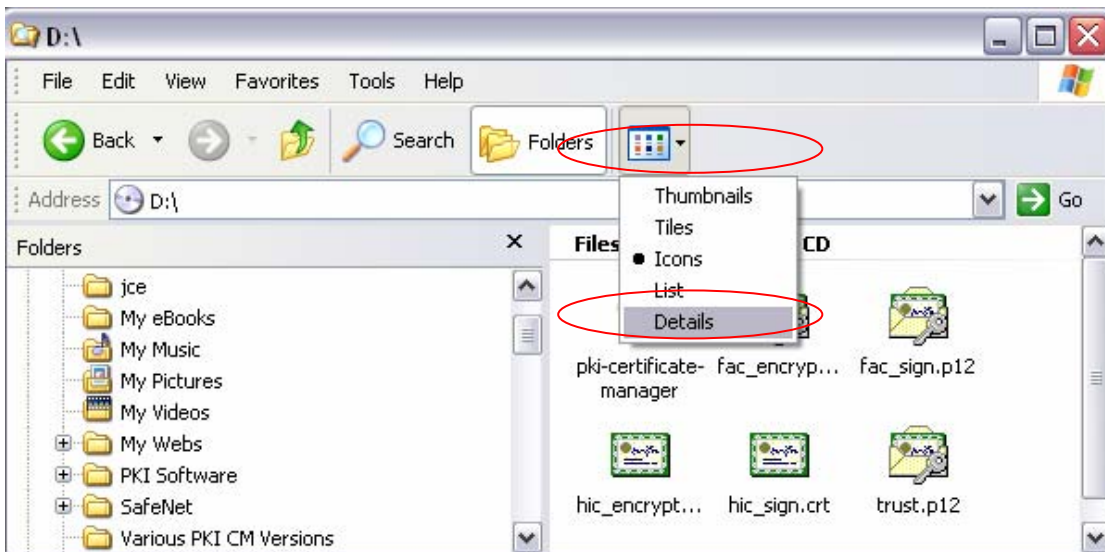


Figure 7: Changing to details view

The following screen will display

### Details view

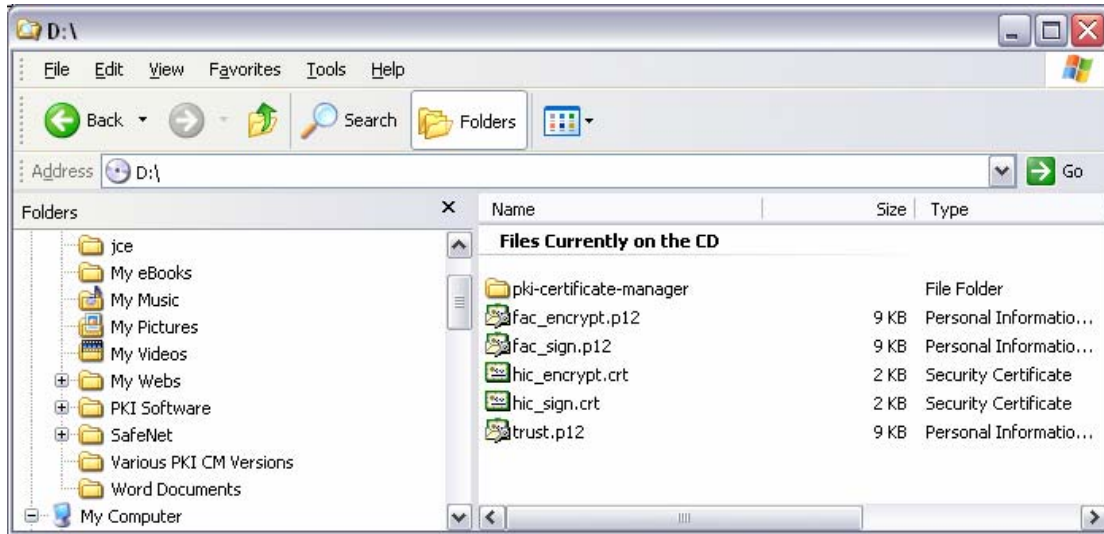


Figure 8: Content of CD details view

## Step 5

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

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

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

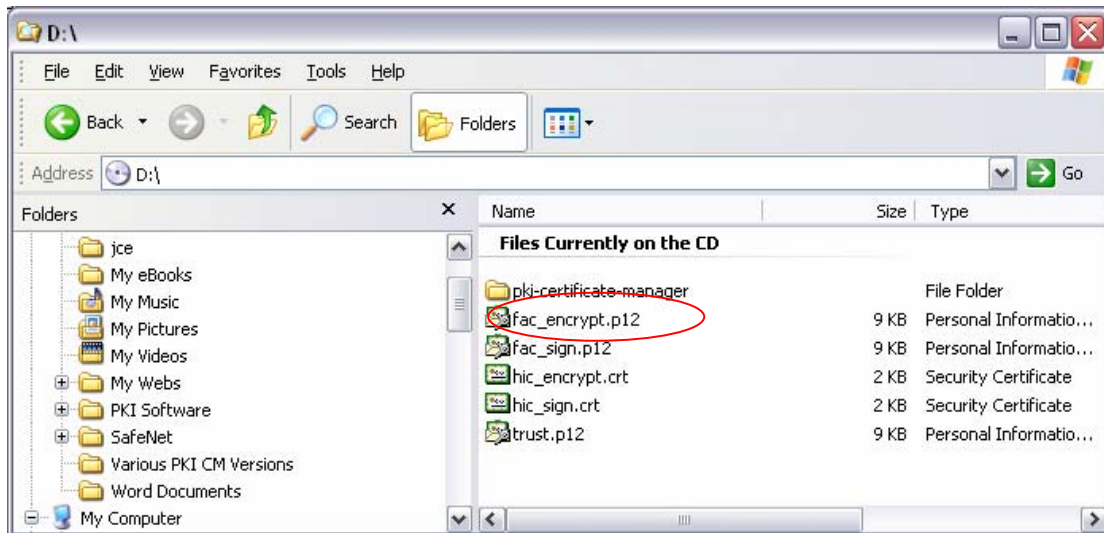


Figure 9: Windows XP Content of CD

Step 6

A Wizard will display.



Figure 10: Certificate Import Wizard

To continue click *Next*.

## Step 7

The path of the certificate is displayed in the next screen.

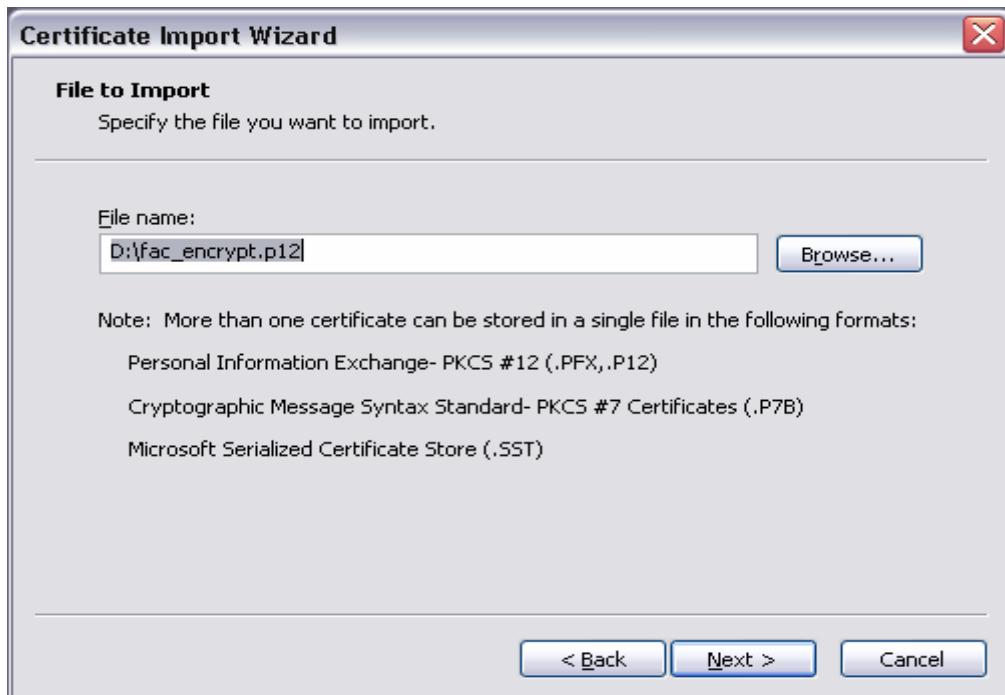


Figure 11: File to import

To continue click *Next*.

Step 8



Figure 12: Certificate Import Wizard: Password

Enter the password supplied with your new certificate - key in the (PIC) passphrase and tick *Enable strong private key protection*.

To continue click *Next*.

## Step 9

The following screen will display.

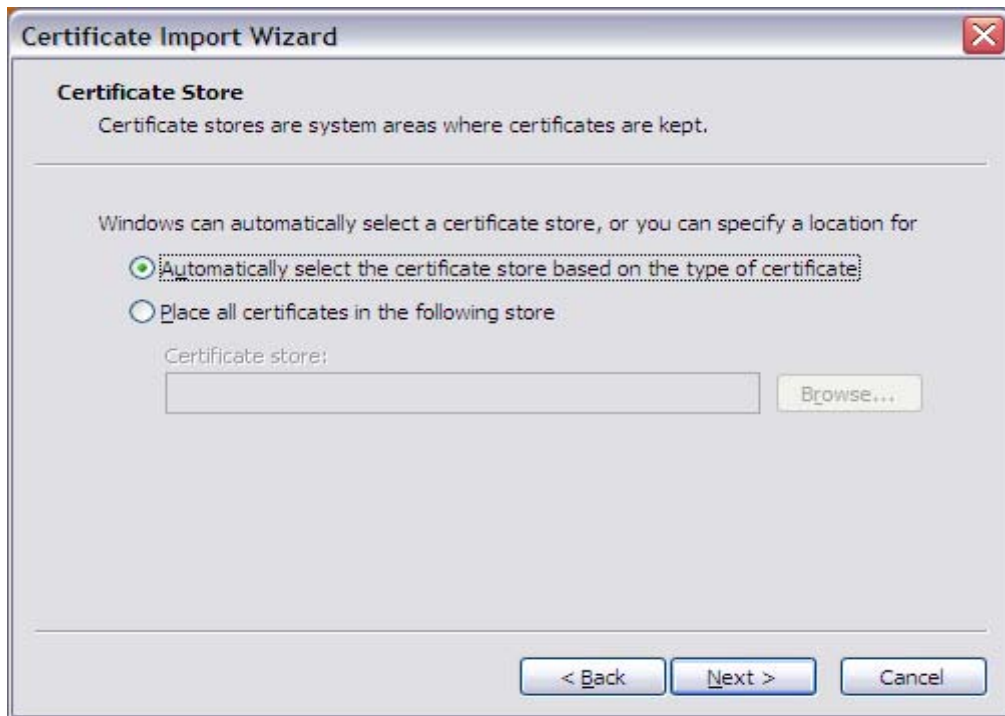


Figure13: Certificate Import Wizard: Certificate Store

Leave the settings as they are displayed in Figure 13.

To continue click *Next*.

## Step 10

The following screen will display.

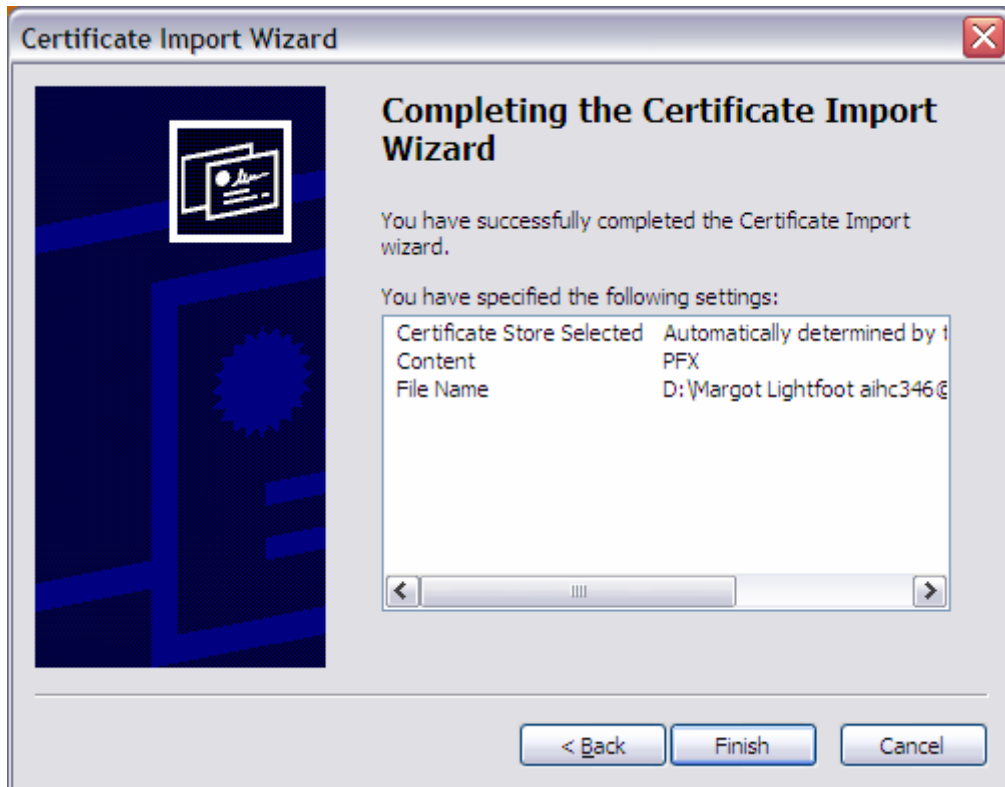


Figure 14: Certificate Import Wizard: Completing the Certificate Import Wizard

To continue click *Finish*.

### Step 11

The following screen will be displayed and will allow you to set the security level with your password.



Figure 15: Importing a new private exchange key

To continue, click *Set Security Level*.

## Step 12

The following screen shown will display.



Figure 16: Importing a new private exchange key: choose a security level

Select the *High* radio button and click *Next*.

### Step 13

The following screen will display.

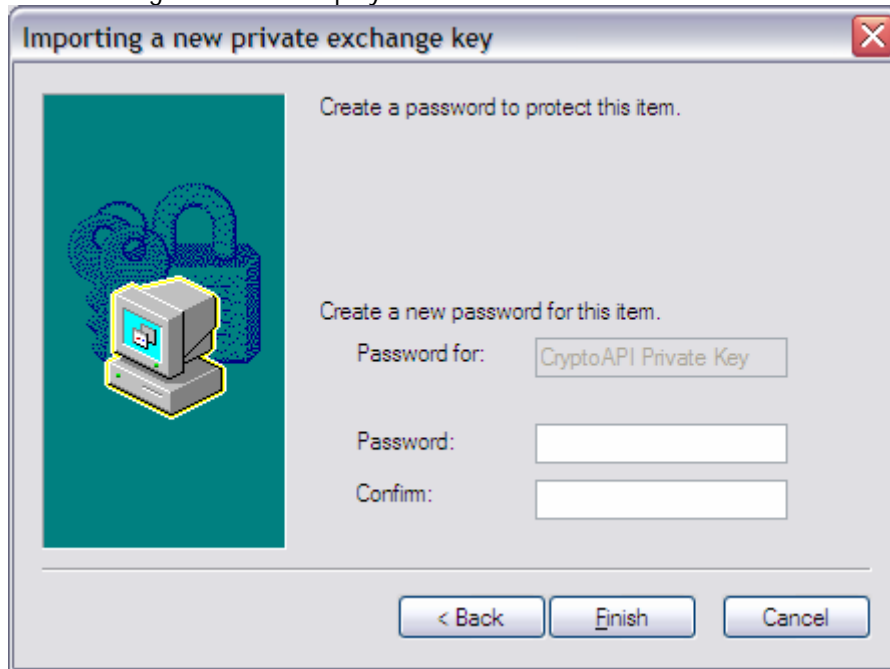


Figure 17: Importing a new private exchange key: Create password

Choose a friendly password and key it in the Password field.

Key it in again in the Confirm field.

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

This password is set by you. It is not the PIC passphrase that came with the certificate.

Once you have entered your password and confirmed it, click *Finish* to continue.

The following screen will display.

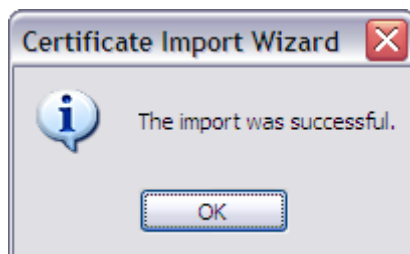


Figure 18: Certificate Import Wizard: Import successful

Click the *OK* to finish.

### Step 14

Repeat *steps 5 - 13* for the signing certificate *fac\_sign.p12*.

**Important:** At *step 8*, key the same PIC password as was keyed for the *fac\_encrypt.p12* file—this is the password that was supplied for the certificate).

At *step 13*, key the same friendly password you chose for yourself when installing the *fac\_encrypt.p12* file

Once both files have been installed go to *step 15*.

## Step 15

You will now need to make sure you have the correct Chain of Trust installed for the Medicare Australia issued certificates.

Double click *trust.p12* from the CD as shown in *Step 5*.

A Wizard will display.



*Figure19: Certificate Import Wizard*

To continue click *Next*.

## Step 16

The path of the certificate will be displayed in the next screen.



Figure 20: File to import

To continue click *Next*.

## Step 17

The following screen will display.



Figure 21: Certificate Import Wizard: Entering Password

**Important:** key in the flowing password, 'Pass-123' (the 'P' is in upper case).

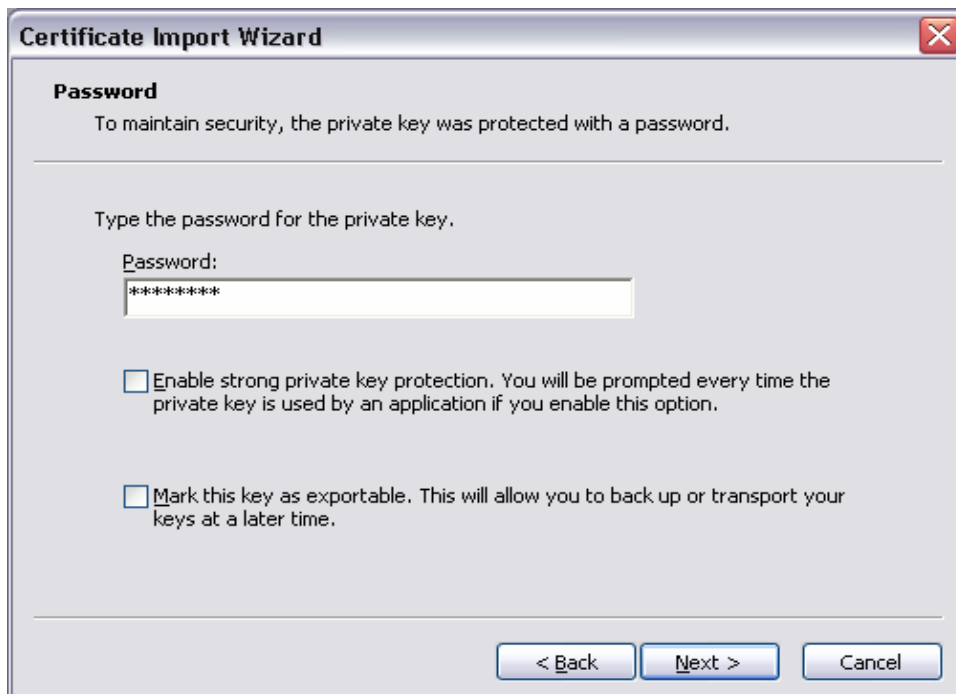


Figure 22: Enter Password

To continue click *Next*.

## Step 18

The following screen will display.

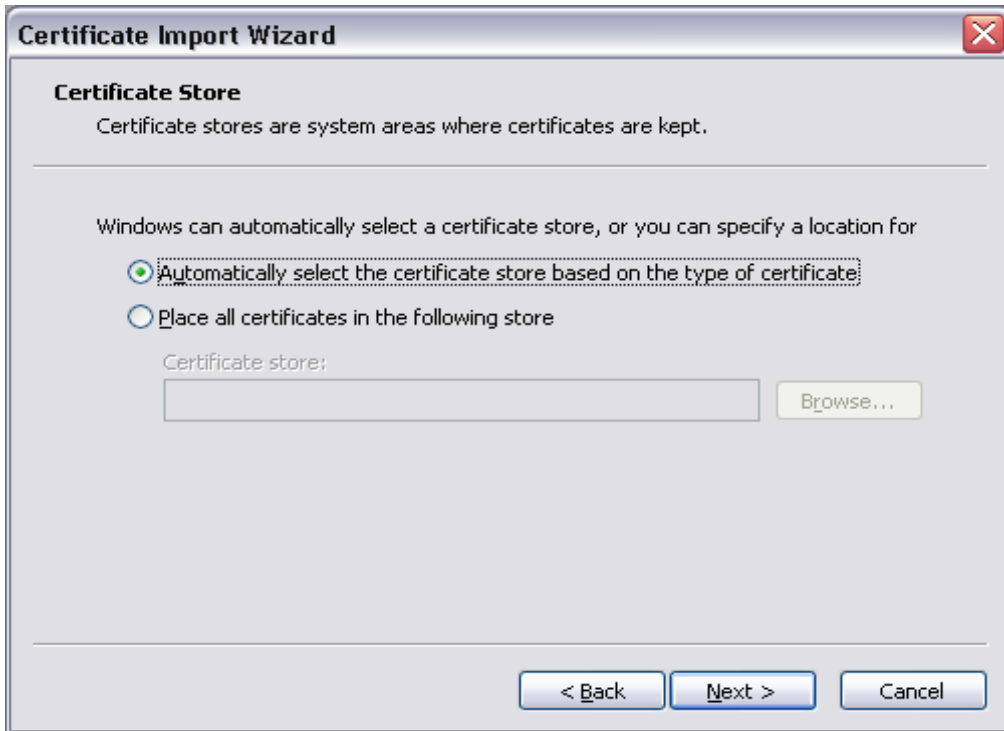


Figure 23: Certificate Store location

To continue click *Next*.

**Step 19**

The following screen will display.

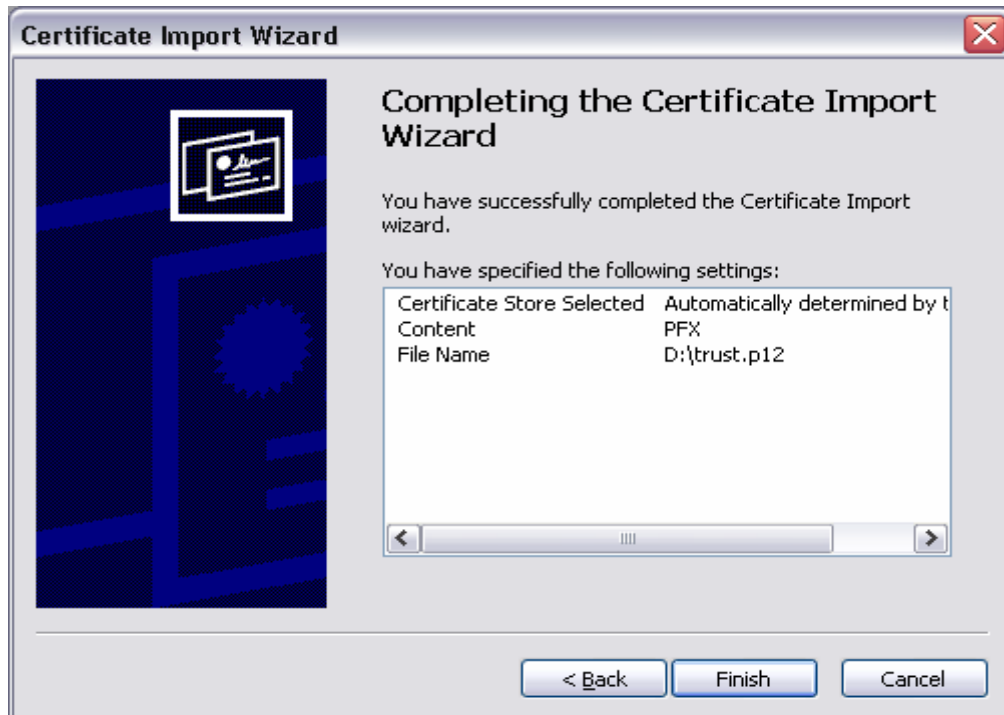


Figure 24: Complete install screen dump

To continue click *Finish*.

The following message will display.

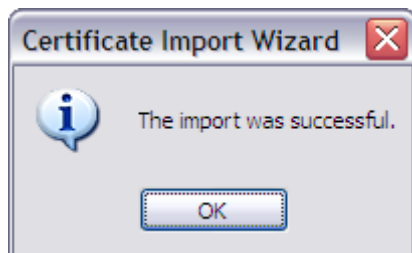


Figure 25: Certificate Import Wizard: Import successful

Click *OK* to complete the installation.

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.