



Australian Government

Medicare Australia

PSI Store Manager

MAC 10.6 User Guide

Version 2.0

Medicare Online Claiming

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This product uses software from the OpenSSL and SQLite toolkits.

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This product includes software developed by the OpenSSL Project for use in the OpenSSL Toolkit
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This product includes cryptographic software written by Eric Young. (eay@cryptsoft.com)

SQLite:

This product includes software developed by Hwaci - Applied Software Research. (<http://www.sqlite.org/>)
This product was written by Dr. Richard Hipp (drh@hwaci.com) and is unrestricted open source.

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Introduction

The Medicare Australia PSI Store Manager MAC 10.6 has been provided to view and manage PKI certificates on Snow Leopard. This version is for MAC 10.6 only

The 'How To' instructions in this document will help you install and use the new MAC PSI Store Manager MAC 10.6 utility version 1.0.5.

This guide demonstrates how to install and use the PSI Store Manager MAC 10.6, for more information on the following tasks see the Content Table:

- Install PSI Store Manager
- Create a new certificate store
- Load a location certificate
- Load an individual certificate
- Change the location store password
- Change an individual certificate token password
- Remove a certificate from the store

Install PSI Store Manager

The PSI Store Manager MAC 10.6 should be installed as part of the setup for your online enabled software provided by your vendor.

To complete this step, locate the installation program (PSI Store Manager MAC 10.6.) from the Medicare Australia web site -

<http://www.medicareaustralia.gov.au/provider/vendors/pki/cert-manager.jsp>

1. Save the PSI Store Manager MAC 10.6 application to your desktop.
2. Run the PSI Store Manager MAC 10.6 package from the Desktop, The installation program will display the licence agreement. You should read the software licence and if you agree click the **Agree** button to continue.
3. Drag and drop the PSI Store Manager MAC 10.6 into the Applications location.
4. Double click the PSI Store Manager MAC 10.6 to open.

How to Create a new Store.

5. Select **Store**, from the drop down menu, then choose **Create**.

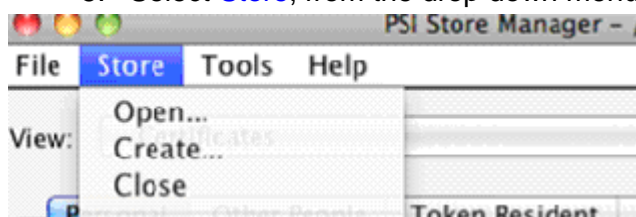


Figure 1 Create new PSI store.

6. You will be presented with a blank File Name field.

Type in the full File Name – or navigate to your preferred PSI store.

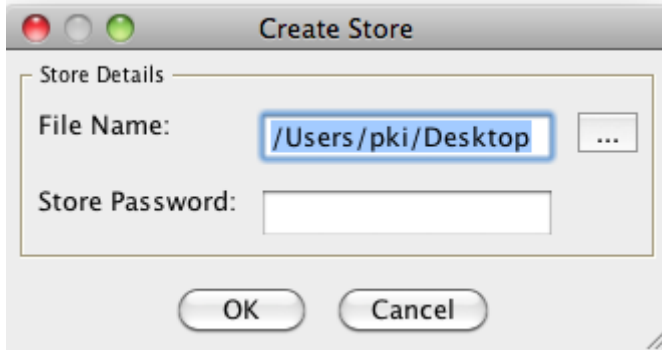


Figure 2 Additional information for File Name required.

7. The File Name should have a .psi extension preceded with a forward slash. (/hic.psi) You will need to select a Store Password. You will need to remember this password for future certificate changes or maintenance. You should record this password in a safe place.

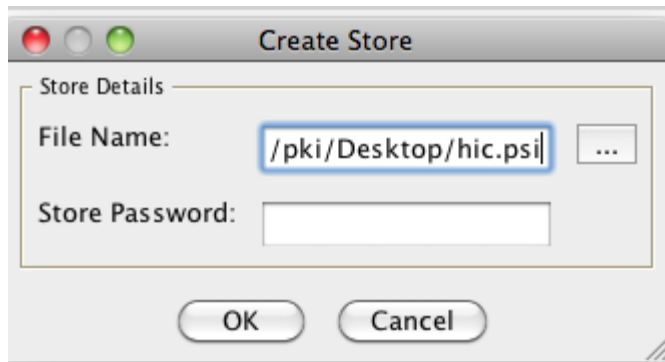


Figure 3 File Name in Create Store.

8. The new PSI store will have defaulted into the store our Medicare Australia public encryption certificates ready for the B2B online transmissions and the Chain of Trust. These are visible under tabs 'Other People' and 'Root Certification Authorities'.

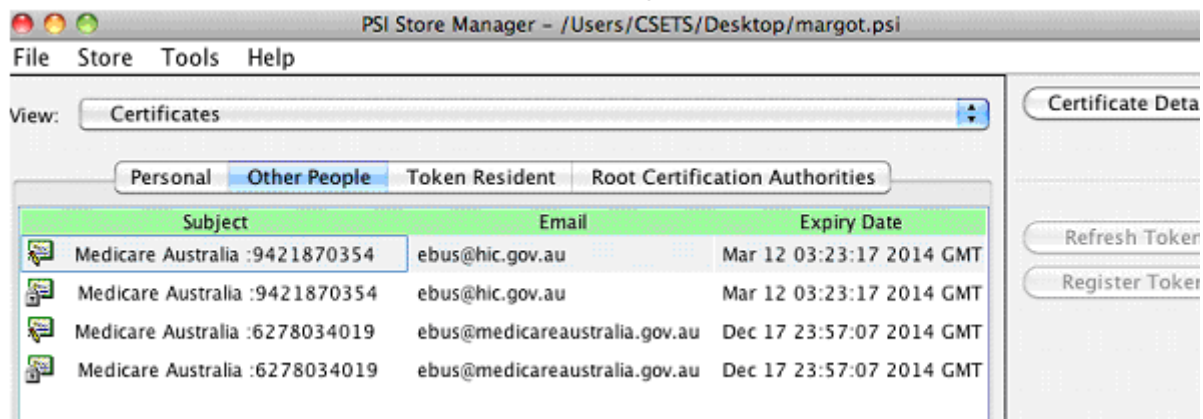


Figure 4 Other People tab.

9. To view Chain of Trust click

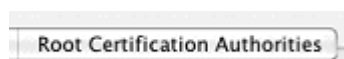


Figure 5 Chain of Trust tab.

How to Install the PKI Site Location Certificate

10. Select Store, from the drop down menu choose Install

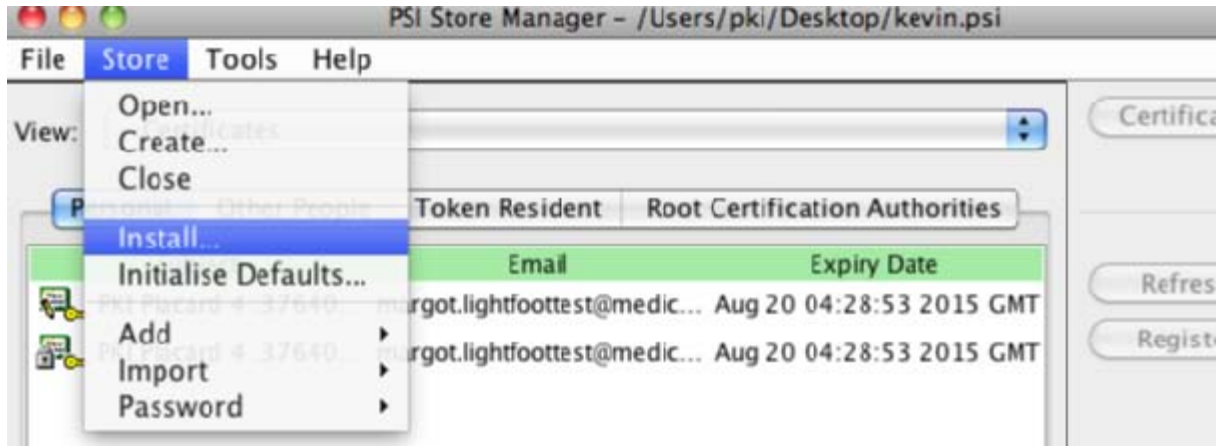


Figure 6 How to install the PKI Site Location certificate.

11. Select Browse to select a path though the CD containing the certificates.



Figure 7 How to browse to CD containing certificates.

12. Select 'Snow Leopard' from the options at the top of the following screen.

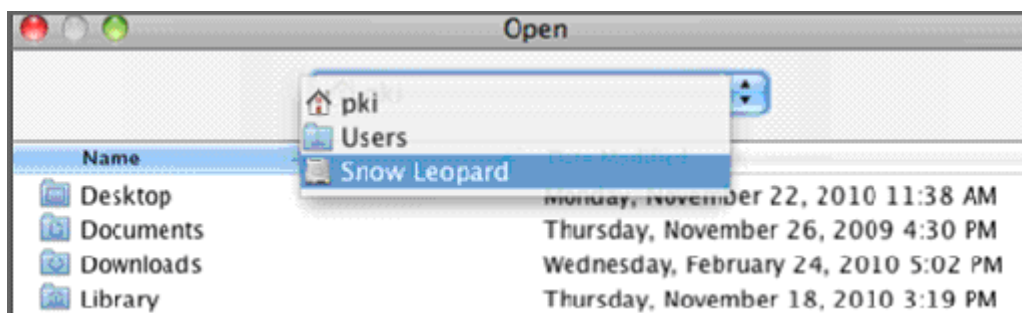


Figure 8 Browsing through to the CD – select Snow Leopard.

13. To navigate to the CD select 'Volumes' from the Snow Leopard window.

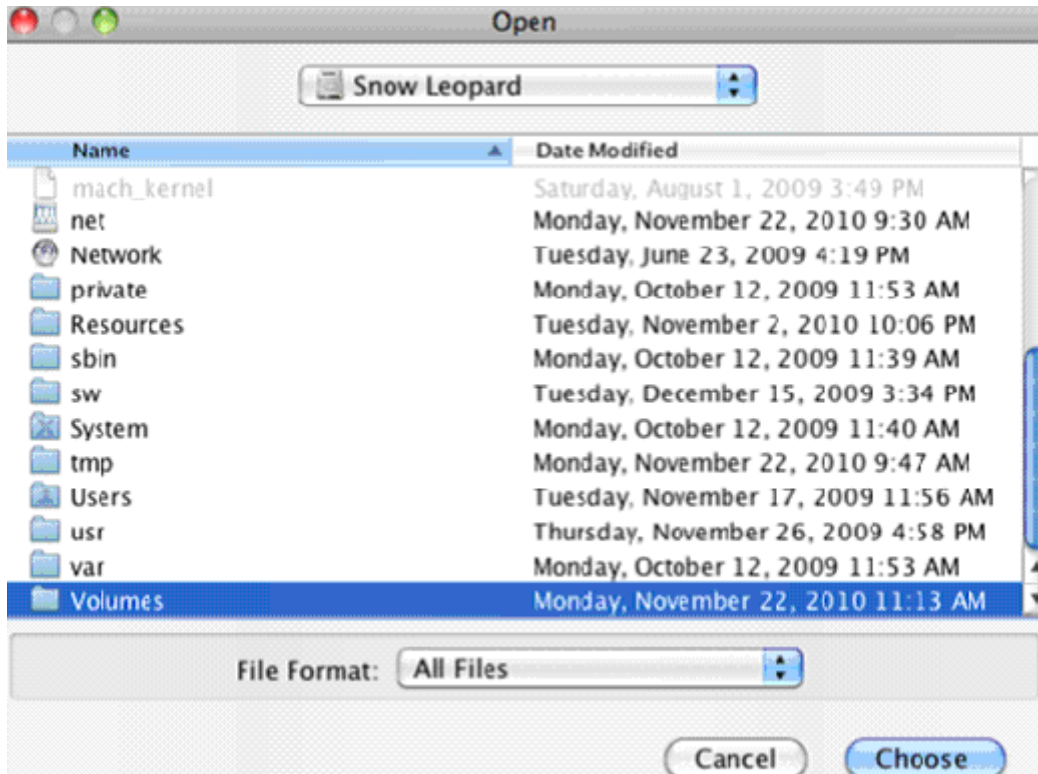


Figure 9 Double click on Volumes to reach CD.

14. The Site Location certificate number will be displayed. Highlight the certificate number and click the Choose button.

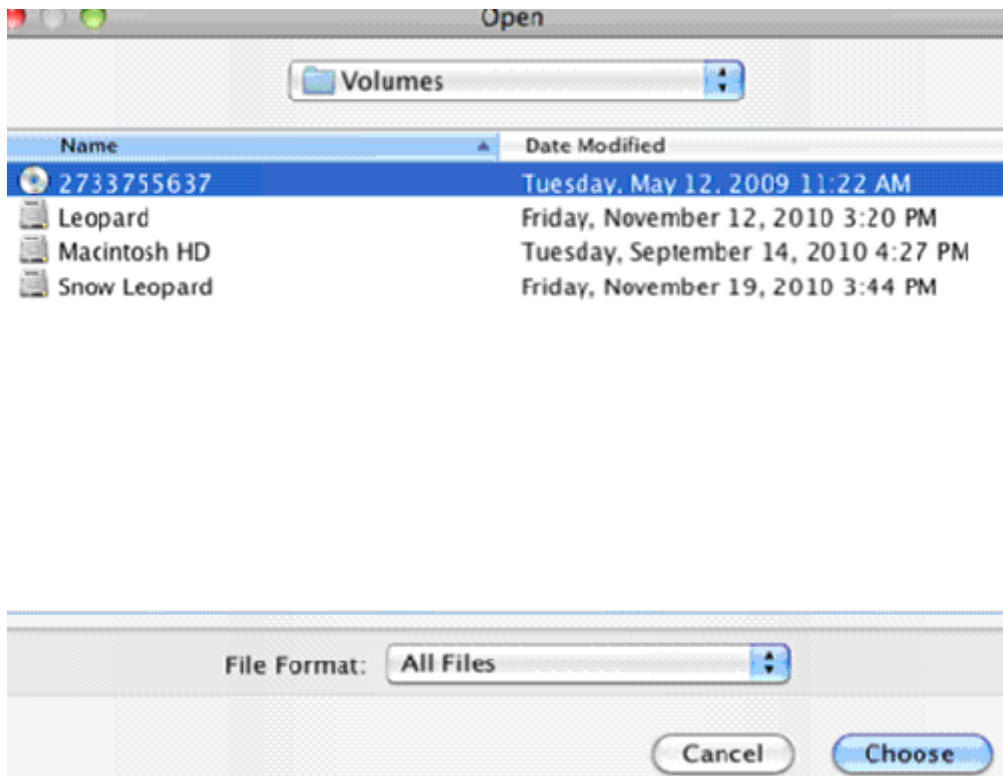


Figure 10 Select the certificate number from the CD.

- Enter the PIC Password supplied with the CD under separate cover.



Figure 11 Password request for certificate on CD.

- Click 'OK'. You can view the pair of certificates you have just imported under the 'Personal' tab. Note: At the top of the Utility is will display the path to the PSI store.

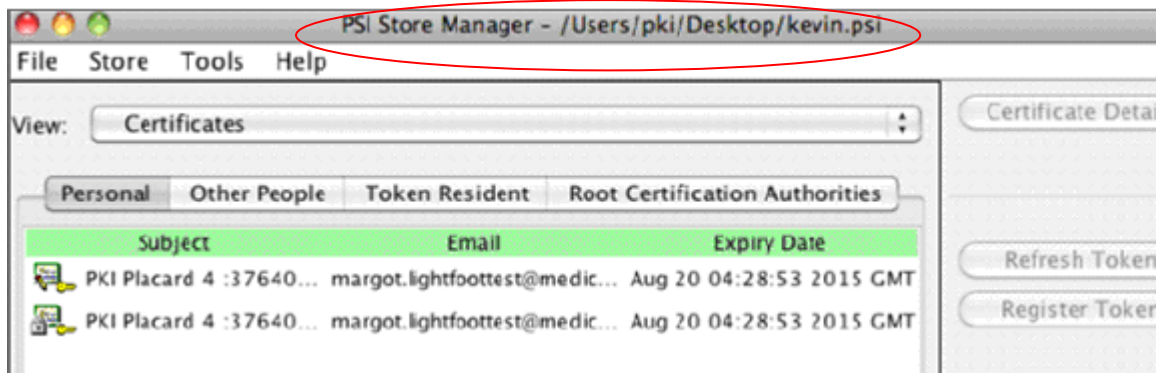


Figure 12 How to view the certificates after completing the install.

- Click your certificate name to display details of the certificate. Highlighting the certificate name will show the Serial number and Subject Name at the bottom field of the utility.



Figure 13 Highlighting the name of the certificate will show the details on utility at bottom.

Serial No (HEX): 02B5CB Subject: CN=PKI Placard 4 :3764088062, O=Health, ST=ACT, C=AU

Figure 14 Serial number and Subject name displayed.

- Double clicking the certificate name will show all Attribute Details of the certificate.

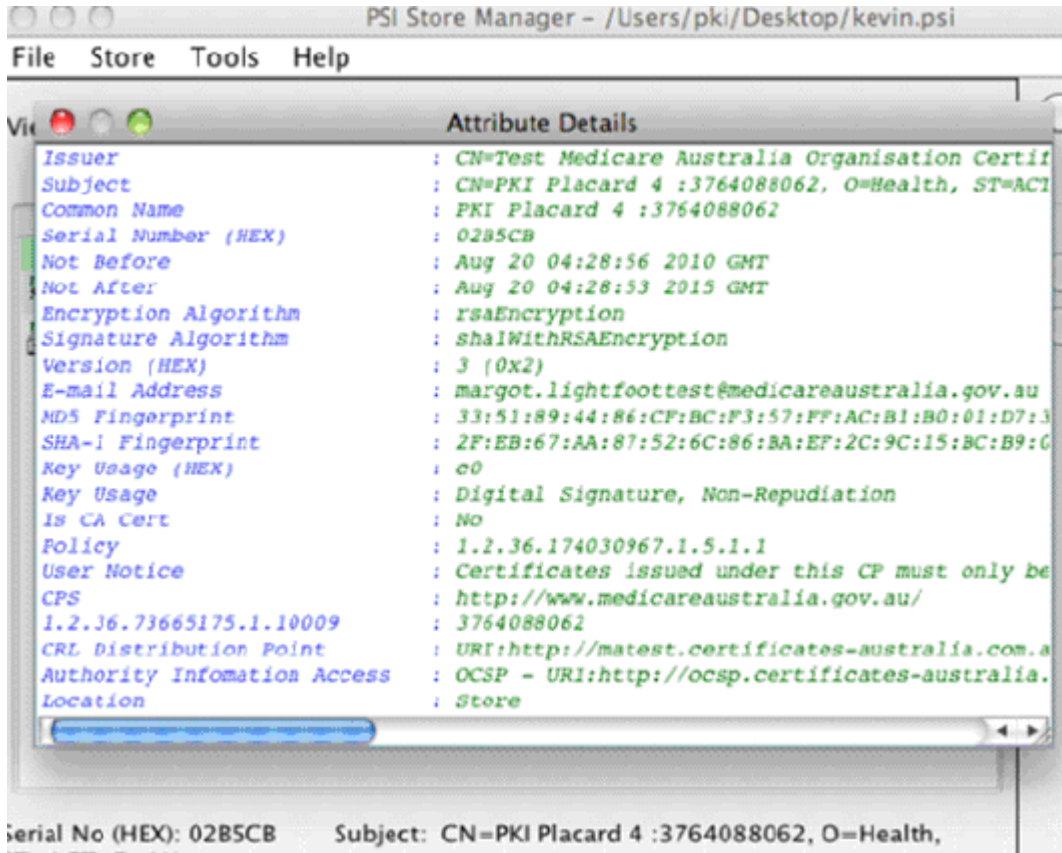


Figure 15 Full details of certificate after installation.

How to Open an existing PSI store.

- Assuming the PSI Store Manager is open. Select Store, from the drop down menu, then choose Open.

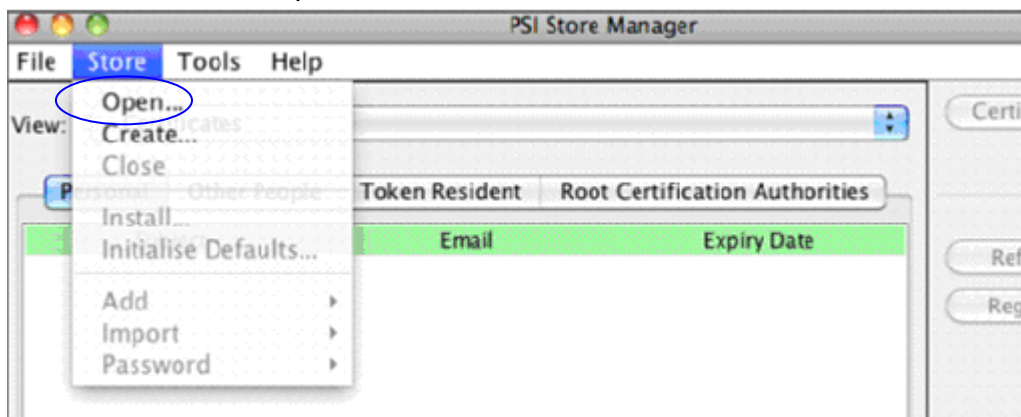


Figure 16 Select Open from the drop down menu to navigate to an existing PSI store.

20. Click the browse button. Find the path through to your PSI store location. This example will show how to find a psi store on the desktop.

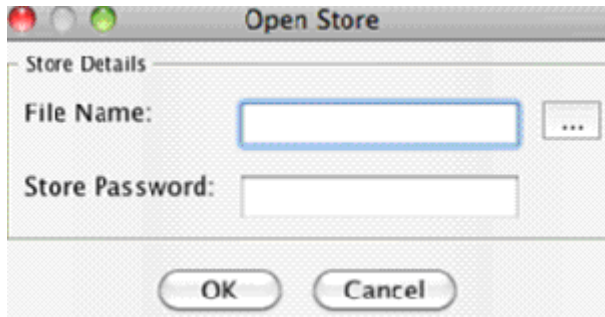


Figure 17 Click the browse button to find the PSI store.

21. **Double** click Desktop, **Highlight** a .psi store then select **Choose**. (If you select the choose option for *Desktop* it will not give you the option to select a psi store from a list). It is a better option to double click the directory name.

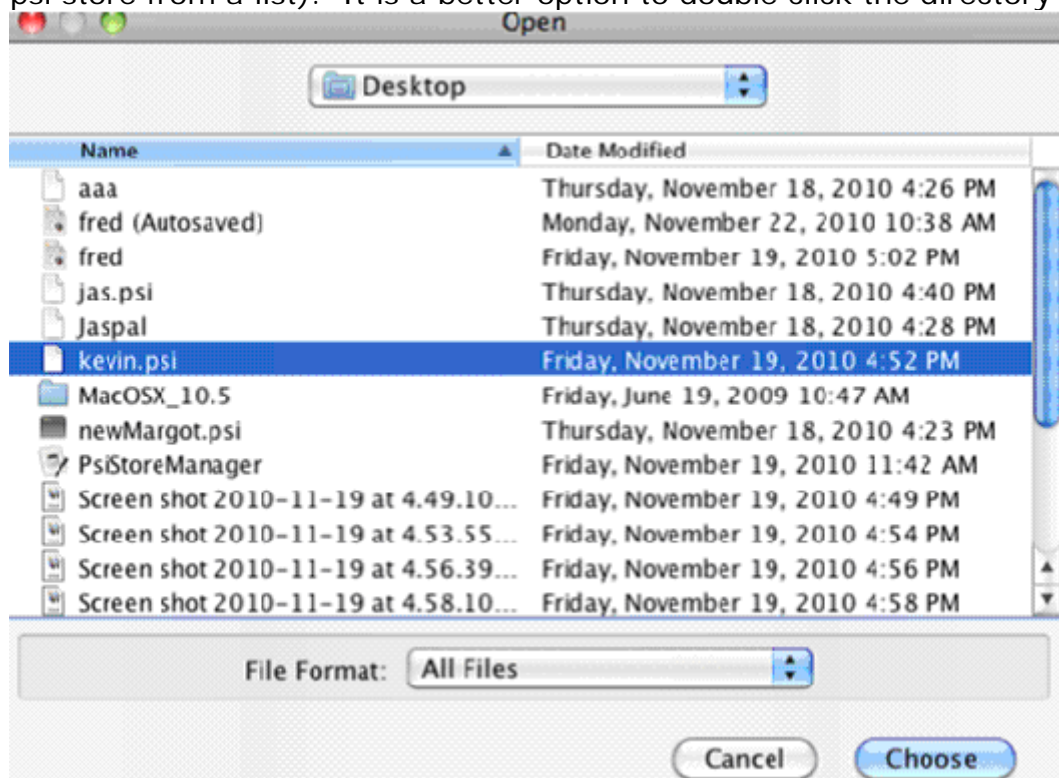


Figure 18 View of various .psi stores to select.

22. Check you have selected the correct psi store, key store password.

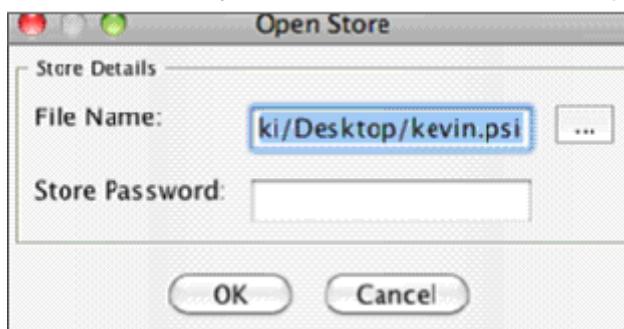


Figure 19 View after highlighting .psi and selecting Choose

Removing a Certificate.

23. To remove a certificate from the store, click the certificate name of the certificate you wish to remove.
24. Select **Tools**, from the drop down menu choose **Remove Certificate**.

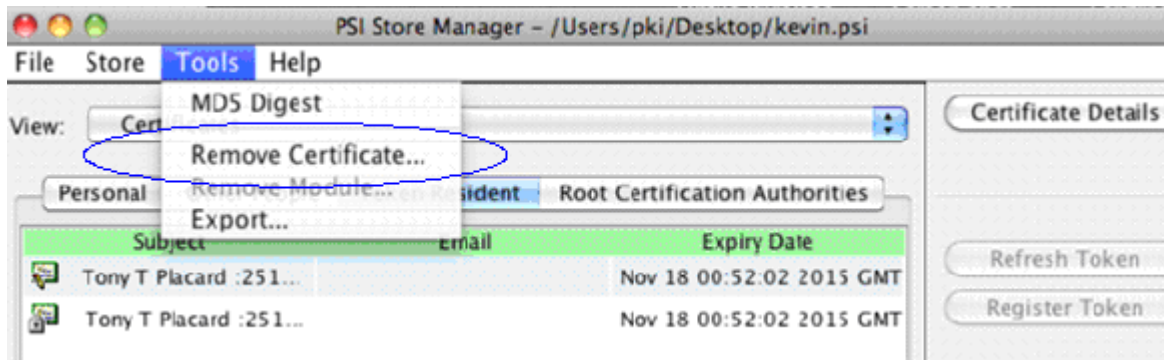


Figure 20 How to remove a certificate from the PSI store.

This process should be repeated for the second (corresponding) certificate.

How to update an existing store with Medicare Australia's Encryption Certificates.

25. The PSI Store Manager can place Medicare Australia's public encryption certificates in to a PSI store.
26. To bring these certificates into an existing PSI store click **Tools**, then from the drop down menu select **Initialise Defaults**.

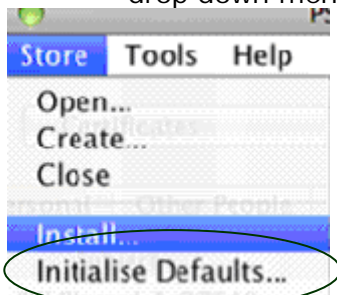


Figure 21 Select Initialise Defaults.

27. Click Yes to import the certificates.



Figure 22 Click Yes to continue

28. To check certificates imported click the 'Other People' tab. Medicare Australia provides two options. Clients can use either pair of certificates to encrypt messages to Medicare Australia.

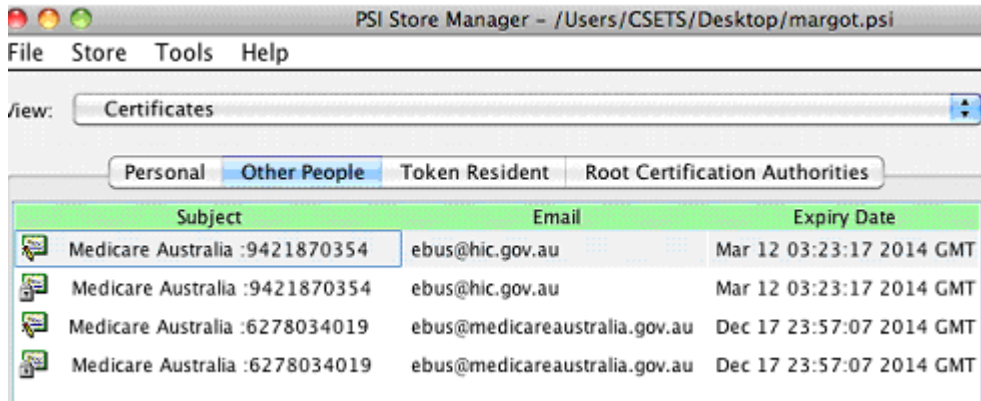


Figure 23 View of Medicare Australia's public certificates for encryption.

How to Change the PSI store Password.

29. Click **Tools**, from the drop down menu select **Password**. Then select **Change...**

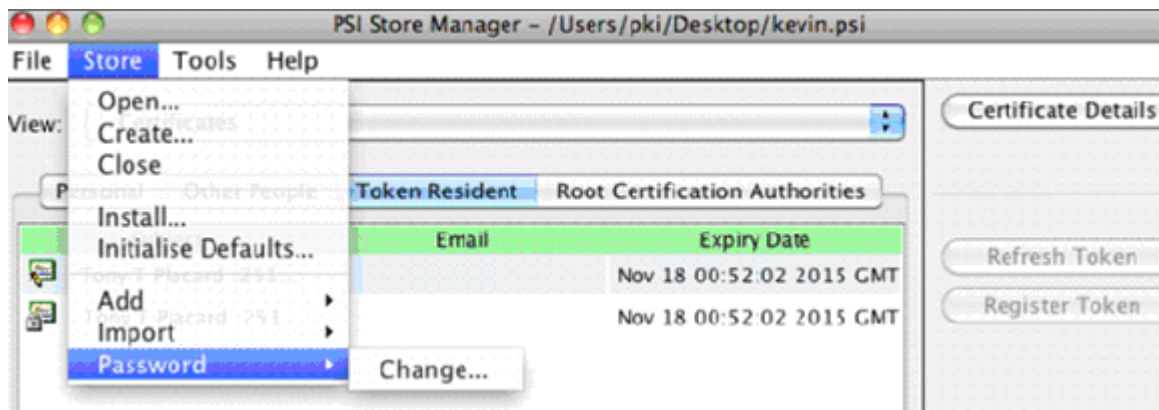


Figure 24 View of How to change the PSI store password.

30. To Change the store password you must have the original password. Enter original in first field. Enter new password, repeat same password to confirm.

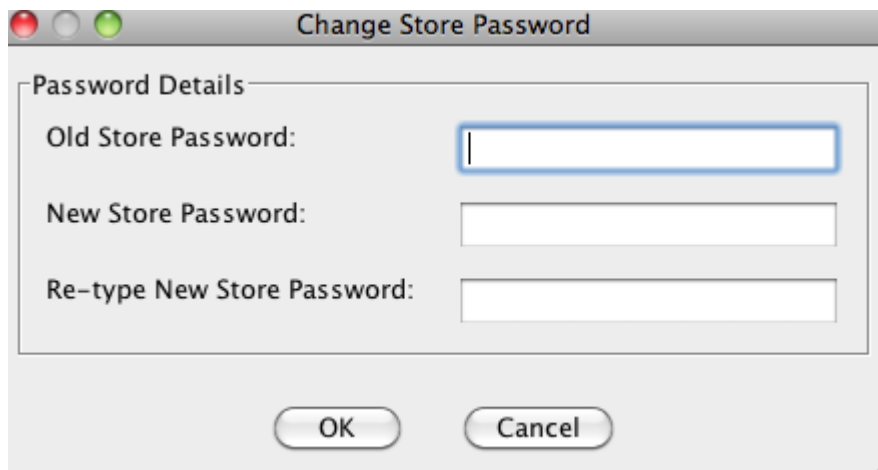


Figure 25 Screen for changing store password.

To check PSI Store Manager Version number.

31. From the Title bar click Help, then select About.

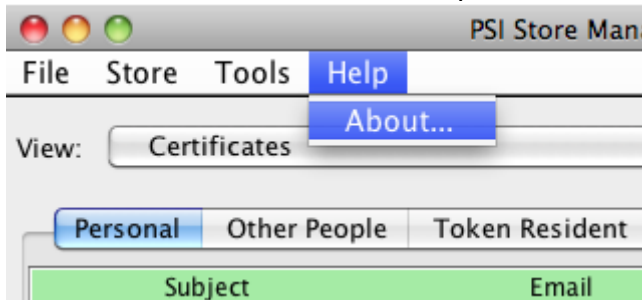


Figure 26 Title Bar – Help.

32. The version number as shown in next screen shot.

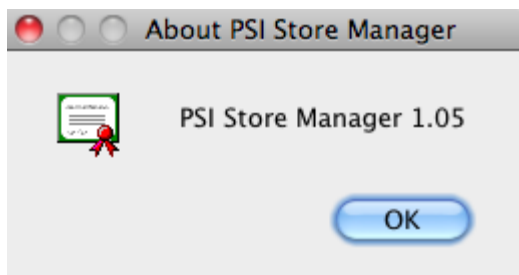


Figure 27 PSI Store Manager version display.

How to exit PSI Store Manager.

33. To exit PSI store and PSI Store Manager select File, Exit.

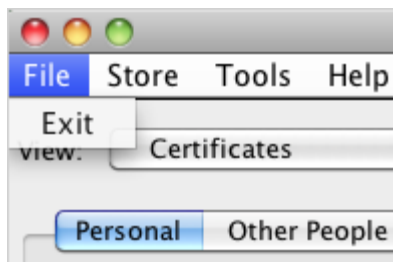


Figure 28 How to exit PSI store.