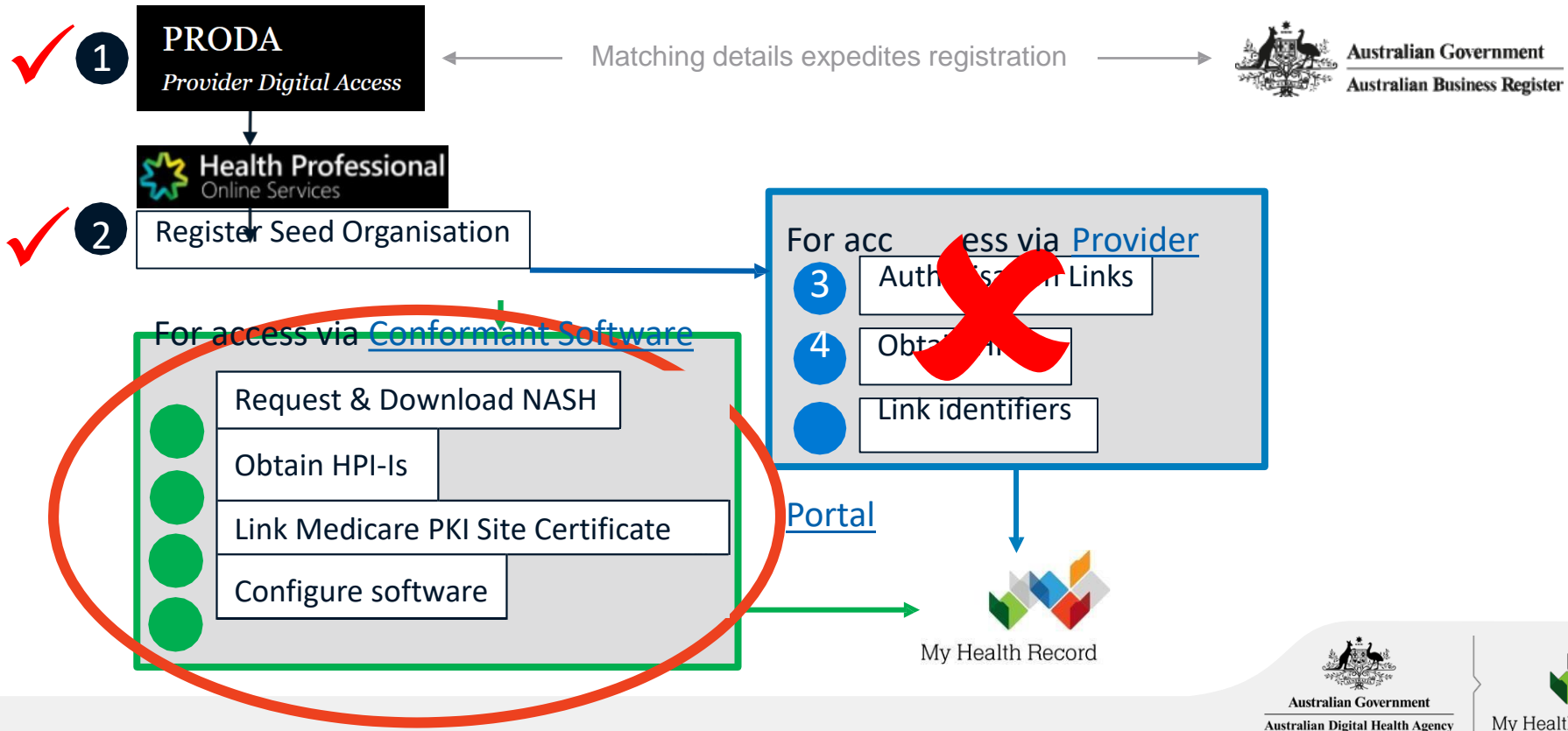


1

Request & Download NASH PKI Organisation Certificate

Overview of Steps



Overview: Request & Download NASH Organisation PKI

Pre-requisites

- Your registration must first be approved (Check your HPOS Mailbox)
- Your RO/ OMO identifier will need to be linked to your HPOS account (Step '1j').

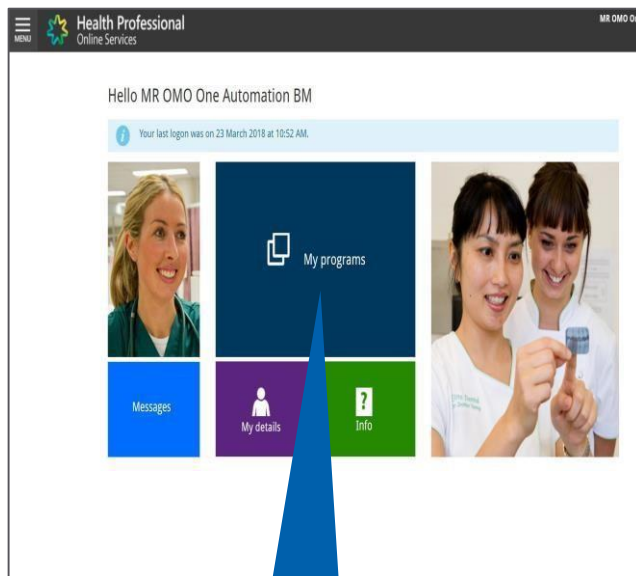


HPOS: Get started



1a

HPOS tile



1b

'My programs'



1c

'Healthcare Identifiers and My Health Record'

Healthcare Identifiers and My Health Record

Healthcare Identifiers - Register Allied Health Professional

Healthcare Identifiers - Register Seed Organisation

My Health Record - Register Organisation



Healthcare Identifiers - Manage existing Records



Click on this tile

Select 'My organisation details'



Health Professional
Online Services

Healthcare identifiers

You can access some parts of the Healthcare Identifiers Service through HPOS. The services available are below.

Visit [HI Service](#) for more information.

HI Services available

[My organisation details](#)

1d

• [View network map](#)

• [My OMO details](#)

• [Search HI provider directory service for organisation](#)

• [Search HI provider directory service for individual](#)

• [Search HI for organisation](#)

• [Search HI for provider individual](#)



Australian Government
Australian Digital Health Agency



My Health Record

Request PKI certificate

Organisation snapshot

The details for this organisation are displayed below.

To make updates, amend the information and select 'Submit'.

For details of your network, select [Network map](#).

Summary	Services	Names	Contacts	Addresses	ELS	OMO	HPI-I Links	HPD	CSP Links	Certificates
Certificate details										
Certificate Type	Distinguished Name	RA Number	Certificate Expiry Date	Status						
There are no certificates for this organisation.										
Link existing PKI certificate										
Request a Medicare PKI site Certificate										
Request a NASH PKI site certificate										
<input type="button" value="Cancel"/>										

1e

Provide Mobile number and Accept Terms & Conditions

☰ **Health Professional**
 Online Services

Organisation snapshot

The details for this organisation are displayed below.

To make updates, amend the information and select 'Submit'.

For details of your network, select Network map.

Summary
Services
Names
Contacts
Addresses
ELS
OMO
HPI-I Links
HPD
CSP Links
Certificates

Request NASH PKI Site Certificate

You need to make sure you understand your organisation's obligations, including agreeing to the Terms and Conditions.

All required fields are marked with an asterisk *.

*Mobile Number (we will SMS your Personal Identification Code (PIC) to this number)

New Mobile Number

*If you have an existing NASH certificate, please confirm that you agree for us to revoke it within the next 2 months.

*Terms and Conditions

By checking the box and clicking the "Save Changes" button on this page, you acknowledge and agree that:

- you are duly authorised to legally bind the Organisation's legal entity; and
- the Organisation's legal entity agrees to be legally bound by:
 - the Terms and Conditions of Use;
 - the Relying Party Agreement (if applicable); and
 - the Certificate Policy.

To view Certificate policy documents click here

Certificate details

Certificate Type	Distinguished Name	RA Number	Certificate Expiry Date	Status
There are no certificates for this organisation.				

Specify a mobile phone number

Tick the required checkboxes

Click 'Save changes'



Submit Request



Organisation snapshot

The details for this organisation are displayed below.

To make updates, amend the information and select 'Submit'.

For details of your network, select [Network map](#).

Summary	Services	Names	Contacts	Addresses	ELS	OMO	HPI-I Links	HPD	CSP Links	Certificates
Certificate details										
Certificate Type	Distinguished Name	RA Number	Certificate Expiry Date	Status						
There are no certificates for this organisation.										
NASH PKI Certificate for Organisation request details										
Status						Mobile Number			Action	
Validation complete - ready to submit request.						0422863800			Delete	
Link existing PKI certificate Request a Medicare PKI site Certificate Request a NASH PKI site certificate										

Privacy Note

Your personal information is protected by law, including the [Privacy Act 1988](#), and is collected by the Australian Government Department of Human Services for purposes relating to the provision of healthcare, including the administration and operation of PKI, the HI Services and the My Health Record system.

Your information may be used by the department or given to other parties for the purposes of research, investigation or where you have agreed or it is required or authorised by law.

You can get more information about the way in which the Department of Human Services will manage your personal information, including our privacy policy at humanservices.gov.au/privacy or by requesting a copy from the department.

Click on
'Submit'



SMS message when certificate is ready for download

SMS text message sent to specified number.

Your NASH certificate for HPI-O XXXXXX is ready to download through HPOS. It is available for 30 days. Your PIC is XXXXXXXX.

To recover the PIC contact the HPOS Help Desk: 1800 723 471



HPOS: Download Certificate

Organisation snapshot



Success: Your request has been successful and the details have been updated.

The details for this organisation are displayed below.

To make updates, amend the information and select 'Submit'.

For details of your network, select [Network map](#).

Summary	Services	Names	Contacts	Addresses	ELS	OMO	HPI Links	HPD	CSP Links	Certificates
Certificate details										
Certificate Type	Distinguished Name	RA Number	Certificate Expiry Date	Status	Action					
NASH	CN=general.8003620833339638.id.electronichealth.net.au,O=seed new changed,dc=8003620833339638,dc=id,dc=electronichealth,dc=net,dc=AU	4226026377	09/08/2020	Active	Download Revoke					
Link existing PKI certificate Request a Medicare PKI site Certificate Request a NASH PKI site certificate										
<input type="button" value="Cancel"/>										

Click
'Download'

When the NASH file is downloaded, the certificate is called 'Site'.

Contact the *eBusiness Service Centre* on 1800 700 199 for help relating to progress of a NASH PKI Certification request.



Installation of NASH PKI Site Certificate

Contact your software vendor and they will organise to install the NASH PKI Site Certificate.