Request and Download of NASH Organisation PKI Certificates in HPOS

September 2018

NASH Organisation PKI Certificate Request
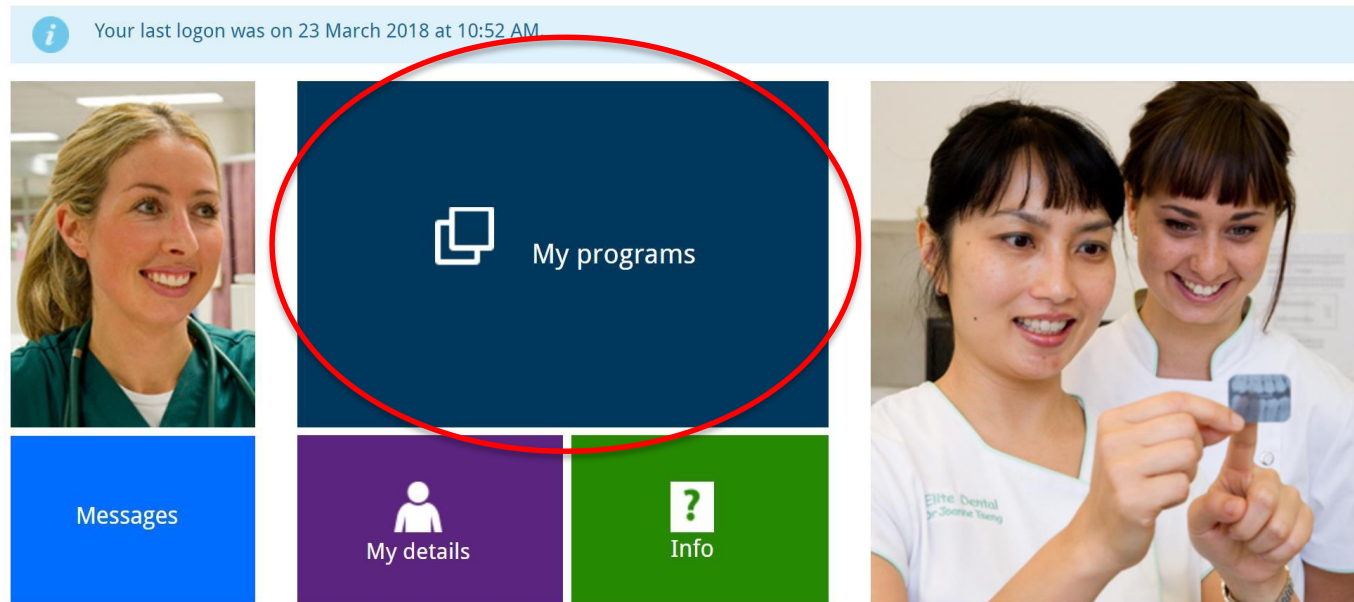
Authorised user with PRODA account has linked their identifier in HPOS. Then in HPOS they:

1. Select **'My Programs'** then **'Healthcare Identifiers'** tile
2. Select organisation (if representing more than one)
3. Select **'Organisation details'** then selects **'Certificates'** tab
4. Select **'Request a NASH PKI site certificate'**
5. Specify a mobile phone number and accepts T&Cs
6. **'Save Changes'** then **'Submit'** request
7. Receives SMS notification with PIC stating certificate available
8. Downloads certificate from **'Certificates'** tab in HPOS

Select 'My Programs' tile

The sample images in this document are for internal training use only.

Select 'Healthcare Identifiers' tile

The sample images in this document are for internal training use only.

Select 'My organisation details'

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Go to 'Certificates' tab; and
Select 'Request a NASH PKI site 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

Cancel

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Specify a mobile phone number;
Accept Terms and Conditions; and
'Save Changes'

Health Professional
Online Services

MENU

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) [dropdown]

New Mobile Number [field]

*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

[Save changes] [Reset] [Cancel changes]

Certificate details

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

[Cancel]

'Submit' Request

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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. Do not reply by SMS

Note: while any authorised user for the organisation will now be able to download the certificate in HPOS, the PIC that is required for installation of the certificate is only sent to the number provided in the original request. To obtain or recover the PIC contact the HPOS Help Desk.

Download Certificate

Health Professional
Online Services

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-I 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

Cancel

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Support Changes

- – In addition to existing support arrangements, support staff will be able to request and renew certificate on behalf of Providers via EHP.
- – Staff initiated requests will make certificate available for download for Provider in HPOS

Support Services

- – PRODA Help Desk 1800 700 199
- – HPOS Help Desk 1800 723 471
- – Contact the eBusiness Service Centre on 1800 700 199 for any questions relating to the progress of your NASH PKI Certification request.
- – Online Technical Support – for Software Vendors
- – Healthcare Identifier Service Help Desk 1300 361 457