



# Request and Download of NASH Organisation PKI Certificates in HPOS

September 2018

# NASH Organisation PKI Certificate Request


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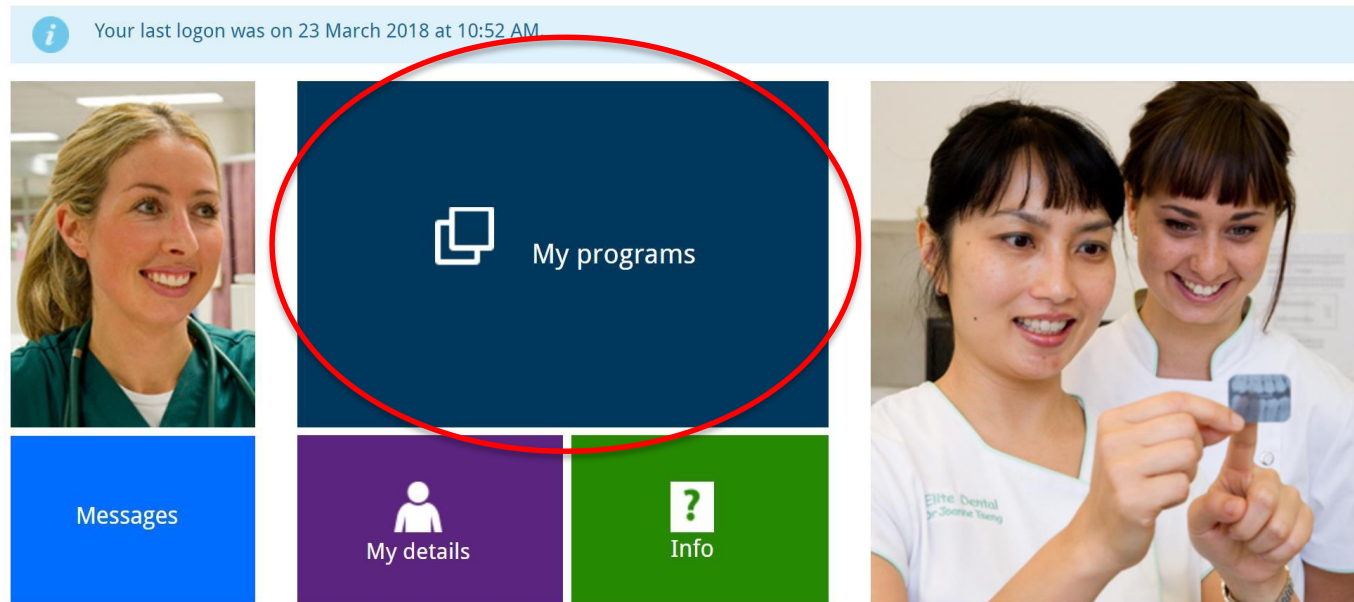
Authorised user with PRODA account has linked their identifier in HPOS. Then in HPOS they:

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

Hello MR OMO One Automation BM

 Your last logon was on 23 March 2018 at 10:52 AM



The screenshot shows a dashboard with several tiles. A red circle highlights the 'My programs' tile, which is dark blue with a white icon of two overlapping squares and the text 'My programs'. Other tiles include 'Messages' (blue), 'My details' (purple with a person icon), and 'Info' (green with a question mark icon). There are also profile pictures of a woman in scrubs and two women in white lab coats.

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

# Select 'Healthcare Identifiers' tile

The screenshot shows the 'My programs' page in the Health Professional Online Services interface. The page features a grid of program tiles. The 'Healthcare Identifiers' tile is highlighted with a red circle. A 'Back' button is visible at the bottom left.

**Health Professional Online Services** MR OMO One Automation BM **LOG OUT**

Home > My programs

## My programs

	Department of Veterans' Affairs (DVA)	<b>Healthcare Identifiers</b>	IVF/GIFT Program	My Health Record system - Organisation Registration
	Practice Incentives Program (PIP)	Practice Nurse Incentive Program (PNIP)	Therapeutic Goods Administration (TGA) Recall/Hazard Alerts	

Back

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# Select 'My organisation details'

## 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](#)
- [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](#)

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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](#) .

The screenshot shows a web interface with a navigation bar at the top containing tabs: Summary, Services, Names, Contacts, Addresses, ELS, OMO, HPI-I Links, HPD, CSP Links, and Certificates. The Certificates tab is active. Below the navigation bar is a section titled 'Certificate details' with a table header: Certificate Type, Distinguished Name, RA Number, Certificate Expiry Date, and Status. The table content is empty, displaying the message 'There are no certificates for this organisation.' Below the table is a list of actions: 'Link existing PKI certificate', 'Request a Medicare PKI site Certificate', and 'Request a NASH PKI site certificate'. The last option is circled in red. At the bottom left is a 'Cancel' button.

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

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

## 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
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### 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.				

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# '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 Service 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](http://humanservices.gov.au/privacy) or by requesting a copy from the department.

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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  
XXXXXXXXXX. 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



## 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	<a href="#">Download</a> <a href="#">Revoke</a>

[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