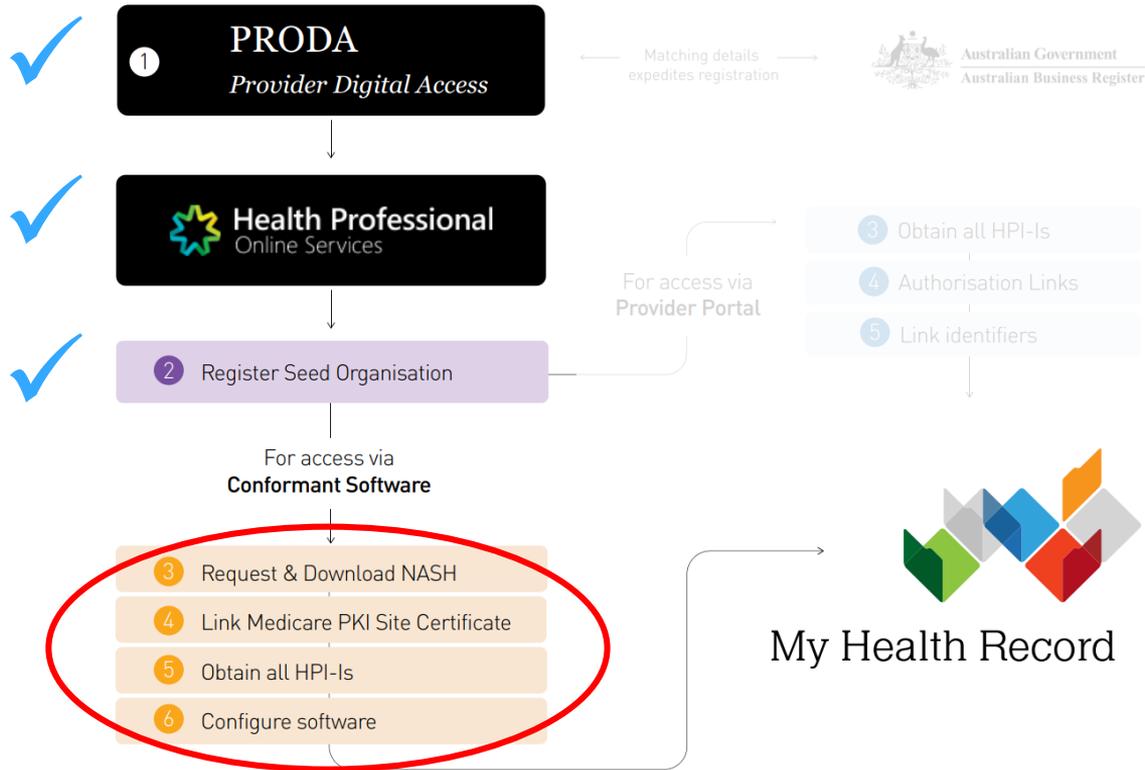


# Remaining steps for those using Conformant Software



# Request and download a NASH PKI certificate

## Pre-requisites

- Your registration must first be approved (check your [HPOS Messages](#))
- If you have previously registered via a non-HPOS method your RO/ OMO identifier will need to be linked to your HPOS account (Step '1j').

**Ask your software vendor if your software is a CSP** and, if so, you won't need to request a NASH PKI certificate. They will provide you with a CSP number. Follow the instructions listed when you scroll down to 'CSP Links Tab' [here](#). Also, insert the CSP number into the Authorisation Links section ('My Programs' > 'My Health Record System – Organisation Registration' > 'Manage Authorisation Links' > 'Add/Update Links').

**Those using Aquarius** require a NASH and to also link Medisecure as a CSP as per above instructions.



# HPOS: Get started



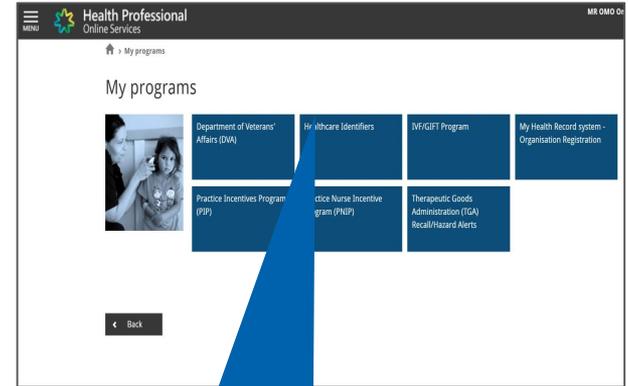
3a

HPOS tile



3b

'My programs'

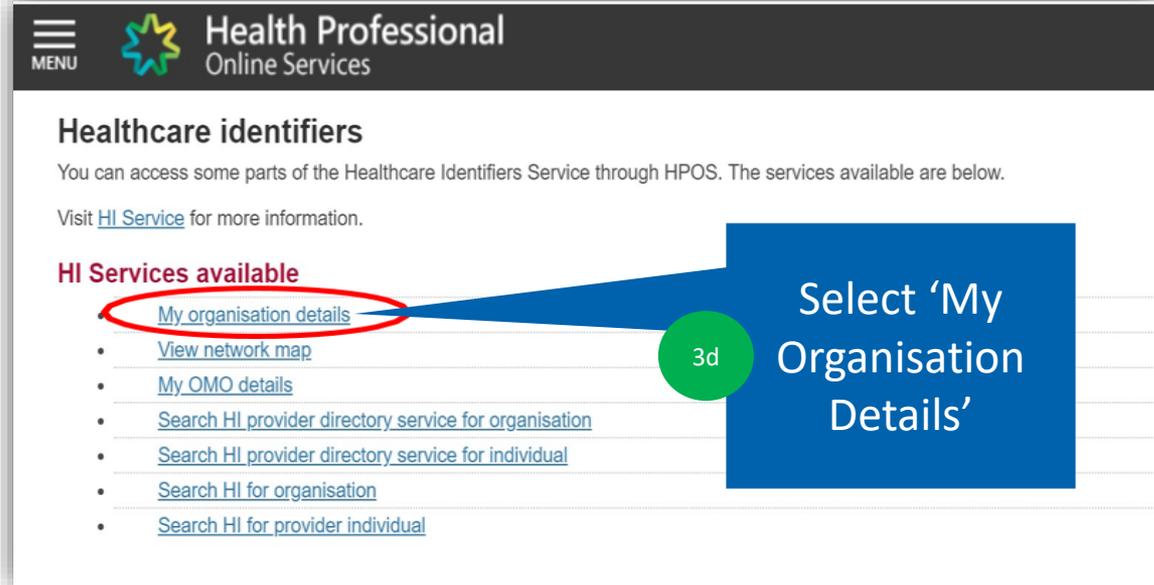


3c

'Healthcare Identifiers'



# 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](#)
- [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](#)

3d

Select 'My Organisation Details'

# Request NASH 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
<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"/>										

Go to  
'Certificates'  
tab

3e

Select 'Request a NASH PKI site certificate'



# 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-L Links	HPD	CSP Links	Certificates
<b>Certificate details</b>										
<b>Certificate Type</b>	<b>Distinguished Name</b>	<b>RA Number</b>	<b>Certificate Expiry Date</b>	<b>Status</b>						
There are no certificates for this organisation.										
<b>NASH PKI Certificate for Organisation request details</b>										
<b>Status</b>		<b>Mobile Number</b>		<b>Action</b>						
Validation complete - ready to submit request.		0422883800		Delete						
<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>										

Click on  
'Submit'

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



# SMS message when certificate is ready for download

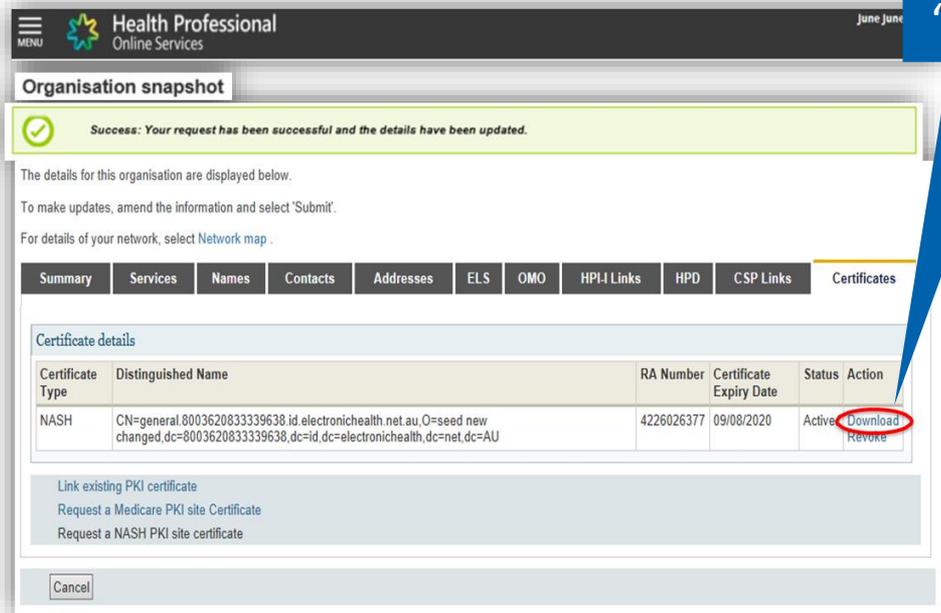
SMS text message sent to specified number.

*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



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/L 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

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.