



**Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive**

Primary Care Reimbursement Service

Security Certificate Installation Guide

Step 1

- A. Go to the link provided in the email – Click on the link – if you cannot open the link copy it in to a browser page.
- B. Click Next

Verify and update enrollment details

Verify and update your enrollment details to ensure accuracy.



- C. Click Next

Verify certificate information

Verify certificate details to ensure accuracy.

Requestor email

[Redacted]

Common name

[Redacted]

Authentication method

Enrollment code




- D. Copy Password - Click the copy icon 

Install certificate

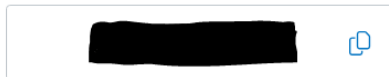
Install your certificate securely to complete the enrollment process.

Ensure your device is ready and follow the on-screen instructions.

 Do not close this window until you complete the installation process.

1. Copy your password.

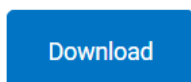
You will not see this password again. It is required to install your certificate.



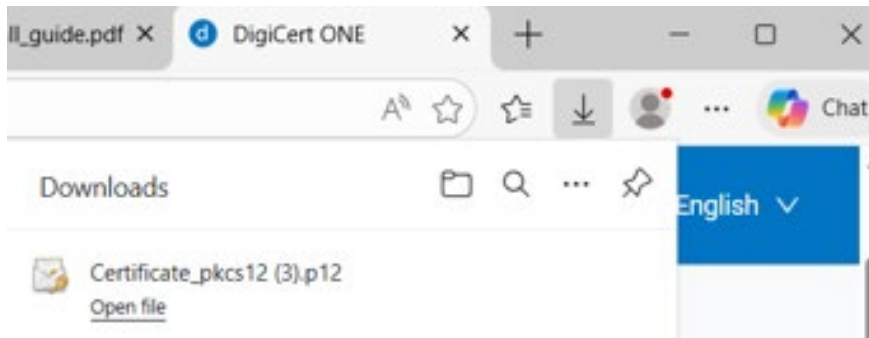
- E. Click Download

2. Download and save the certificate to your computer.

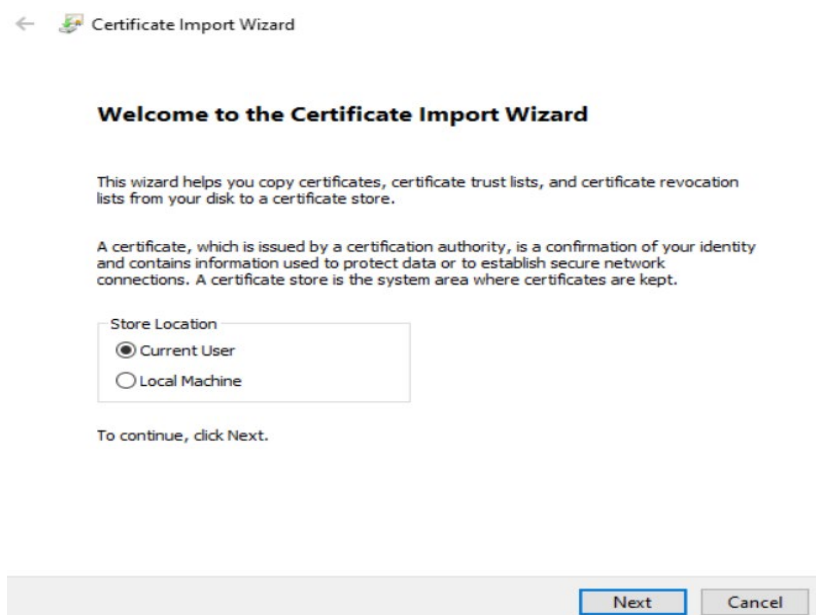
Note: You can only download the certificate once. Save your certificate immediately after downloading to avoid losing it.



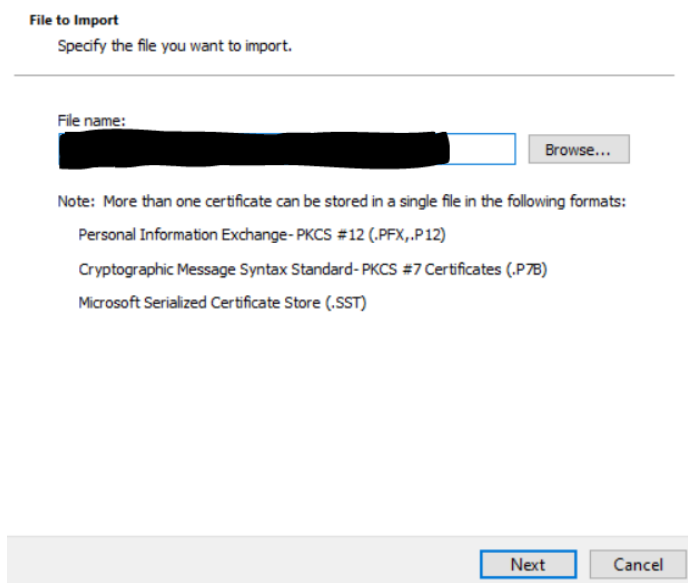
F. Your cert should pop up to the right-hand corner of your screen – click open file



G. You will be brought to the Import Wizard page, make no changes - Click next



H. Specify Filename – file will already be listed, make no changes – Click next



I. Copy Password and click next – ensure the red box highlighted below is UNTICKED

Type the password for the private key.

Password:

 Display Password

J.

Import options:

- Enable strong private key protection. You will be prompted every time the private key is used by an application if you enable this option.
- Mark this key as exportable. This will allow you to back up or transport your keys at a later time.
- Protect private key using virtualized-based security(Non-exportable)
- Include all extended properties.

K. Click next

Certificate Store
Certificate stores are system areas where certificates are kept.

Windows can automatically select a certificate store, or you can specify a location for the certificate.


Automatically select the certificate store based on the type of certificate

Place all certificates in the following store

Certificate store:

Finish - OK

Certificate Import Wizard

 The import was successful.