



**Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive**

Primary Care Reimbursement Service

Security Certificate Installation Guide – IE 11

To install Sha2 certs using Internet Explorer 11

1. Install root certificate:

Go to www.sspcrs.ie/sha2

Click on 'yes' on the Web access Confirmation window.

Ensure it says 'Browser: IE 11' on left hand corner.

Click on 'PCRS Root certificate download'

Click 'Save'

Click 'Open'

Click 'Install Certificate'

Click 'Next'

Select 'Place all certificates in the following store'

Click 'Browse'

Highlight 'Trusted Root Certification Authorities'

Click 'OK'

Click 'Next'

Click 'Finish'

Click 'OK'

Click 'OK'

3. Install personal cert using the codes provided.

Go to www.sspcrs.ie/sha2

Enter reference number

Enter authorisation code

CSP type – leave as RSA Full

CSP – leave as MICROSOFT ENHANCED CRYPTOGRAPHIC PROVIDER

Click 'Submit Request'

Click 'Yes' or 'Ok' until you see screen that says the certificate has been installed successfully

***If it says Microsoft Base do the following**

- 1. Go to Tools 'click alt on keyboard, and T >
2. Internet Options
3. Security
4. Internet
5. Custom Level
6. Re-set to medium
7. Click 'Reset'
8. Click 'Yes'
9. Click 'OK'
10. Click 'Apply'
11. Click 'OK'
12. Close out of Internet Explorer or refresh the address to get the Web Access Confirmation Box again the option should now be changed to Microsoft Enhanced

Use the codes issued

Click 'Submit Request'

Click 'Yes' or 'Ok' until you see screen that says the certificate has been installed successfully

IF YOU HAVE AN OLD CERT ON THE MACHINE YOU CAN REMOVE FOLLOWING THE INSTRUCTIONS BELOW

1. Open Internet Explorer 11
2. Hold down the 'Alt' and 'T' keys together; this will reveal the Tools menu
3. Click on 'Internet Options'
4. Click on the 'Content' tab along the top
5. Click on the 'Certificates' button
6. In the 'Issued To' column, you will see the Old Certificate
7. Click remove and click yes

Go to www.pcrs.ie and click in to online services to visit the online section