



**Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive**

Primary Care Reimbursement Service

Security Certificate Installation Guide

To install / renew certificates using Google Chrome

Step 1

- A. Go to www.sspcrs.ie/sha2
- B. Enter your Reference Number
- C. Enter your Authorization Code
- D. Click "Generate PKCS12" (you may need to click this button twice)

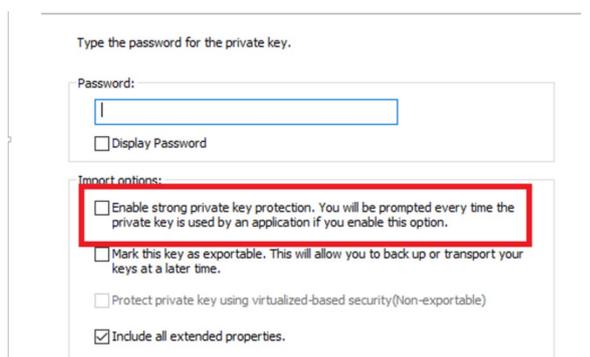
Step 2

- A. On the next screen,
- B. Enter in the **secure password** in both fields (email sent separately from Cert.info@hse.ie)
- C. Click "Generate PKCS12"

Step 3

- A. A small box will appear at the bottom of the screen
- B. At the bottom left corner, click the file symbol
- C. The "Certificate Import Wizard" will appear on the screen. Make sure current user is ticked
- D. Click "Next"
- E. Click "Next"
- F. Enter in the **secure password** you used earlier - (in the 2nd email from Cert.info@hse.ie)
- G. Make sure the box outlined below in red is **unticked**

(Should be the same as example below)



Type the password for the private key.

Password:

 Display Password

- H. Click "Next"
- I. Click "Next"
- J. Click "Finish"
- K. Click "OK"

Accessing the Suite

Once you have successfully installed your certificate, you can access the Dental / GP / Optical / Pharmacy Application Suite by following these steps:

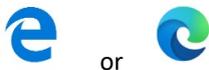
- A. Go to www.pcrs.ie
- B. Click "Online Services" (on the menu on the left)
- C. If you are a **dentist** (or work in a dental surgery):
 - Scroll down to the section "Services for Dental Practitioners only"
 - Click "Dental Application Suite"
 - Find the sentence "If you have completed the registration process and have downloaded your certificate from PCRS". Click on that sentence
 - A box should appear asking you to choose a certificate. Click on the correct certificate. Click "OK"
 - A box should appear asking you to "Grant or Deny this application permission to use this key". Click "Grant permission". Click "OK".
- D. If you are a **GP** (or work in a GP surgery):
 - Scroll down to the section "Services for General Practitioners only"
 - Click "GP Application Suite"
 - Find the sentence "If you have completed the registration process and have downloaded your certificate from PCRS please click here". Click "click here"
 - A box should appear asking you to choose a certificate. Click on the correct certificate. Click "OK"
 - A box should appear asking you to "Grant or Deny this application permission to use this key". Click "Grant permission". Click "OK".
- E. If you are an **optician** (or work in an optician's shop):
 - Scroll down to the section "Services for Optometrists/Ophthalmologists Only"
 - Click "Optical Application Suite"
 - A box should appear asking you to choose a certificate. Click on the correct certificate. Click "OK"

- A box should appear asking you to “Grant or Deny this application permission to use this key”. Click “Grant permission”. Click “OK”.
- F. If you are a **pharmacist** (or work in a pharmacy):
- Scroll down to the section “Services for Pharmacists only”
 - Click “Pharmacy Application Suite”
 - A box should appear asking you to choose a certificate. Click on the correct certificate. Click “OK”
 - You will be straight into the Pharmacy Suite

Security Certificate Installation Guide For Microsoft Edge

To install / renew certificates using Microsoft Edge

Ensure you are using Microsoft Edge. The symbols for MS Edge are:



or

Step 1

- E. Go to www.sspcrs.ie/sha2
- F. Enter your Reference Number
- G. Enter your Authorization Code
- H. Click “Generate PKCS12” (you may need to click this button twice)

Step 2

- D. On the next screen, enter in the **secure password** (email sent separately from Cert.info@hse.ie) in both fields
- E. Click “Generate PKCS12”

Step 3

- L. A small box will appear at the bottom left of the screen (this may take 10 seconds or so)
- M. Click “Open File”
- N. The “Certificate Import Wizard” will appear on the screen
- O. Click “Current User” and “Next”
- P. Click “Next”

Q. Enter the password you used earlier – (the **secure password** emailed separately from Cert.info@hse.ie)

R. Make sure the box outlined below in red is unticked

(Should be the same as example below)

Type the password for the private key.

Password:

Display Password

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.

S. Click “Next”

T. Click “Next”

U. Click “Finish”

V. Click “Yes” and/or “OK”

Accessing the Suite

Once you have successfully installed your certificate, you can access the Dental / GP / Optical / Pharmacy Application Suite by following these steps:

G. Go to www.pcrs.ie

H. Click “Online Services” (on the menu on the left)

I. If you are a **dentist** (or work in a dental surgery):

- Scroll down to the section “Services for Dental Practitioners only”
- Click “Dental Application Suite”
- Find the sentence “If you have completed the registration process and have downloaded your certificate from PCRS”. Click on that sentence
- A box should appear asking you to choose a certificate. Click on the correct certificate. Click “OK”
- A box should appear asking you to “Grant or Deny this application permission to use this key”. Click “Grant permission”. Click “OK”.

J. If you are a **GP** (or work in a GP surgery):

- Scroll down to the section “Services for General Practitioners only”
- Click “GP Application Suite”
- Find the sentence “If you have completed the registration process and have downloaded your certificate from PCRS please [click here](#)”. Click “[click here](#)”
- A box should appear asking you to choose a certificate. Click on the correct certificate. Click “OK”
- A box should appear asking you to “Grant or Deny this application permission to use this key”. Click “Grant permission”. Click “OK”.

K. If you are an **optician** (or work in an optician’s shop):

- Scroll down to the section “Services for Optometrists/Ophthalmologists Only”
- Click “Optical Application Suite”
- A box should appear asking you to choose a certificate. Click on the correct certificate. Click “OK”
- A box should appear asking you to “Grant or Deny this application permission to use this key”. Click “Grant permission”. Click “OK”.

L. If you are a **pharmacist** (or work in a pharmacy):

- Scroll down to the section “Services for Pharmacists only”
- Click “Pharmacy Application Suite”
- A box should appear asking you to choose a certificate. Click on the correct certificate. Click “OK”
- A box should appear asking you to “Grant or Deny this application permission to use this key”. Click “Grant permission”. Click “OK”

Security Certificate Installation Guide For Mozilla Firefox

To install / renew certificates using Mozilla Firefox

Step 1

- I. Go to www.sspcrs.ie/sha2
- J. Enter your Reference Number
- K. Enter your Authorization Code
- L. Click "Generate PKCS12" (you may need to click this button twice)

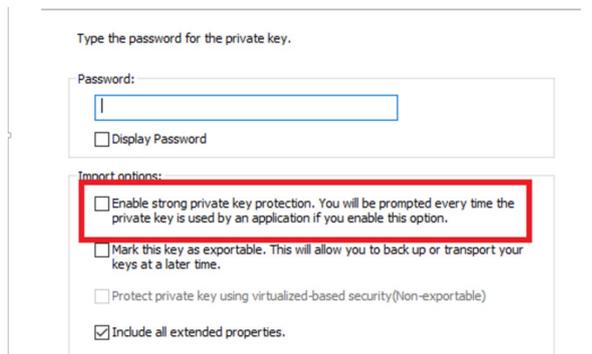
Step 2

- F. On the next screen, you will be asked for a password.
- G. Enter in the **secure password** in both fields (email sent separately from Cert.info@hse.ie)
- H. Click "Generate PKCS12"

Step 3

- W. A small box will appear at the top of the screen
- X. Click on the file symbol
- Y. The "Certificate Import Wizard" will appear on the screen. Click Current User and Next.
- Z. Click "Next"
- AA. Enter in the **secure password** you used earlier (in the 2nd email from Cert.info@hse.ie)
- BB. Make sure the box outlined below in red is **unticked**

(Should be the same as example below)



Type the password for the private key.

Password:

Display Password

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.

- CC. Click "Next"
- DD. Click "Next"
- EE. Click "Finish"

FF. Click “OK”

Accessing the Suite

Once you have successfully installed your certificate, you can access the Dental / GP / Optical / Pharmacy Application Suite by following these steps:

M. Go to www.pcrs.ie

N. Click “Online Services” (on the menu on the left)

O. If you are a **dentist** (or work in a dental surgery):

- Scroll down to the section “Services for Dental Practitioners only”
- Click “Dental Application Suite”
- Find the sentence “If you have completed the registration process and have downloaded your certificate from PCRS”. Click on that sentence
- A box should appear asking you to choose a certificate. Click on the correct certificate. Click “OK”
- A box should appear asking you to “Grant or Deny this application permission to use this key”. Click “Grant permission”. Click “OK”.

P. If you are a **GP** (or work in a GP surgery):

- Scroll down to the section “Services for General Practitioners only”
- Click “GP Application Suite”
- Find the sentence “If you have completed the registration process and have downloaded your certificate from PCRS please click here”. Click “click here”
- A box should appear asking you to choose a certificate. Click on the correct certificate. Click “OK”
- A box should appear asking you to “Grant or Deny this application permission to use this key”. Click “Grant permission”. Click “OK”.

Q. If you are an **optician** (or work in an optician’s shop):

- Scroll down to the section “Services for Optometrists/Ophthalmologists Only”
- Click “Optical Application Suite”

- A box should appear asking you to choose a certificate. Click on the correct certificate. Click “OK”
- A box should appear asking you to “Grant or Deny this application permission to use this key”. Click “Grant permission”. Click “OK”.

R. If you are a **pharmacist** (or work in a pharmacy):

- Scroll down to the section “Services for Pharmacists only”
- Click “Pharmacy Application Suite”
- A box should appear asking you to choose a certificate. Click on the correct certificate. Click “OK”
- You will be straight into the Pharmacy Suite