Go to SYSTEM SETTINGS



Go to CERTIFICATE UPLOAD

Contracts & Codes	User Accounts	System Settings
Enabled Contracts	All Users	Business Details
Setup Contracts	CMS System Users	Certificate Upload
	Account Review	Help Centre
		Task Templates: View List
		Task Templates: Import
		BCI Settings
		BCI Settings

You will then see CHOOSE FILE

	This system requires setup, click here to setup.
Management	ACC Certificate
Add a Client	Certificate Information
Clients	Certificate settings
Claims	Certificate *
Purchase Orders	Choose File No file chosen
Case Managers	A certificate has never been uploaded.
Client Documents	Certificate Password *
Folders	
Notes	When adding or replacing a certificate, you must also enter the corresponding certificate password at the same time.
Provider Access	Save configuration
Providers	

Go to MY COMPUTER

Go to the Disk Drive and double click on the Healthlink disk you have inserted prior to starting this process. Double click on the name of the certificate holder – this will have the file extension .pfx

Upload

Add in your password, SAVE CONFIGURATION