

DONGLE QUICK RENEWAL GUIDE

STOP!

BEFORE PROCEEDING,
HAVE YOUR

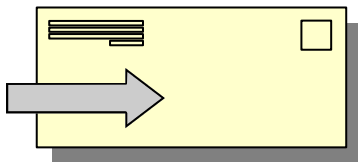
**NAME,
ORGANISATION
or EMAIL CHANGED?**

IF **YES**, YOU WILL BE SENT A NEW CERTIFICATE and DONGLE, YOU **DO NOT HAVE TO PROCEED** WITH THE STEPS BELOW.

PLEASE RETURN YOUR OLD DONGLE TO: Health-Link Ltd, PO Box 8273, Auckland

IF **NO**, PLEASE GO TO STEP 1

Step 1: Renewal email received



Once you have notified the Registration Authority that you would like your dongle certificate to be renewed for another year, Health-Link will send an email instructing you on how to pick up your renewal.

*No notification?
No email?*

Check with the RA.....

0800 117 590.

Step 2: Install File



Ensure the **On-SiteMSI.msi** file has been installed on the PC you are renewing on.

No File?

Talk to your system administrator or phone:

This file is on the original dongle software installation CD.

0800 288 887

Step 3: Dongle required



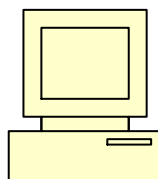
Plug your **existing** Dongle into the USB port

Dongle not available?

(You need your existing dongle certificate to verify your identity when renewing)

**Call:
0800 288 887**

Step 4: Pre-renewal Checklist

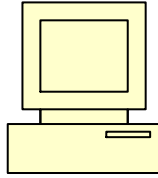


- ✓ Email accessed
- ✓ Existing certificate still valid
- Allow 7- 14 days
- ✓ Existing dongle in USB port
- ✓ **OnSiteMSI.msi** file installed
- ✓ Internet Explorer available
- ✓ Full install instructions available if required

All OK?
...Go on to step 5

Questions/Problems?
Ph 0800 288 887

**Step 5:
Renew
certificate**



Open your email and follow the steps

Open browser
<https://healthgoldcert.healthlink.net/digitalidCenter.htm>
Renew link
Select certificate
for renewal
Renew button
(Popup window closes)
Enter Token password
(Popup window closes)
Check CSP field =
'Datakey RSA CSP'
Renew button
Yes (to Potential Scripting Violation
message)
OK (to Cryptographic Service Provider
message)
Await renewal confirmation
Yes (to Potential Scripting Violation message)
Congratulations! (window displays)
Close browser

**Full details and
screen shots are
available—refer
Section 5
Steps 1-15 in
the
Install Guide**

**Problems?
0800 288 887**

**Step 6:
Renewal check**



R) click dongle icon

Certificate Information

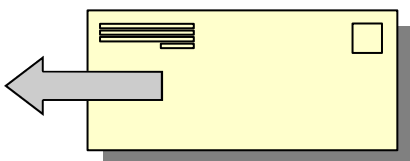
View certificate

Check expiry of new cer-
tificate

Need help?

**Refer Section 5
Steps 16-18 in
the
Install Guide**

**Step 7:
Public Key to HealthPAC**



To ensure continued
browser access to the
Special Authorities (SA)
website, please send a
copy of your new public
key to the SA helpdesk.

Need help?

**Phone the SA
Helpdesk**

**0800 243 666
Opt 1**

Dongle renewal is now complete