

# Prescriber certificate checklist

## How to check your Smartcard is valid before enabling EPS Release 2

Registration Authority (RA) leads and/ or GP practice prescribers should follow the steps below to check Smartcards do not contain duplicate certificates that could lead to invalid electronic signatures being applied to prescriptions. This check should be completed four weeks prior to go live to ensure any issues are identified and resolved in a timely manner.

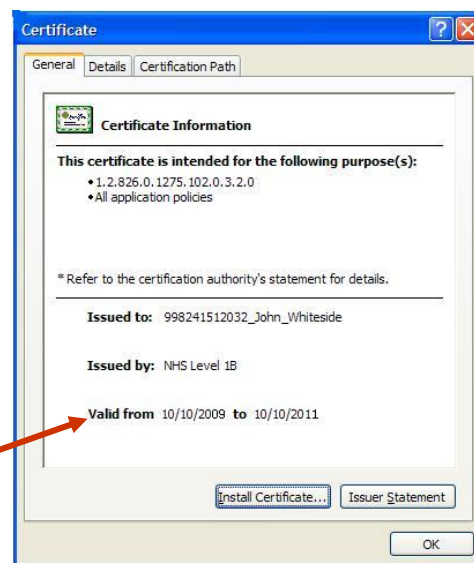
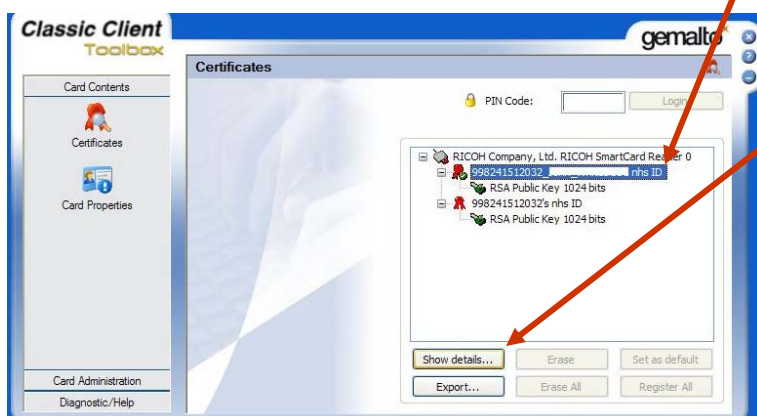
1) On your desktop, click 

2) Go to the folder named "Gemalto" > "Classic Client Toolbox".

3) Insert your Smartcard into the reader > "dismiss" the IA client so that the Smartcard PIN is not required in order to proceed.

4) Select  in the top left corner of the Classic Client Toolbox screen.

5) In the window shown below, select the first certificate > "Show details...".



6) The certificate information window will show the "Valid from" and "to" dates. The date on which you check your certificate must lie between this date range. For example, if the date is 27/10/2011, the certificate shown on the right has expired.

7) If your certificate has expired, capture a screen shot of this window and of the window shown in (5).

8) If your certificate has not yet expired but is due to expire before May 2012, repeat the steps on this checklist once your certificate has been renewed.



To do this, press the "Print Screen" function key then right click to paste the captured screen into the desired document.

9) Where there is one or more expired certificate, repeat steps (5), (6) and (7) so that you have a screen shot for each certificate, whether it has expired or not. This will provide evidence to reach a resolution.

10) Please do not use EPS Release 2 if an expired certificate is found as this could lead to an invalid signature being applied to a prescription. The screen shots you have captured should be sent to your RA lead who will assist in resolving the issue. Screen shots should also be sent to your EPS lead and [cfh.eps@nhs.net](mailto:cfh.eps@nhs.net).