

| Process for assisting Agency/Service eReferral Registration | | | | | |
|--------------------------------------------------------------------|----------------------------------|--------------|------------|------------|--------------|
| | | Tel | Mob | Fax | Email |
| Name | <i>Key Contact: Liaison/Team</i> | | | | |
| Name | <i>Key Contact: Manager</i> | | | | |
| Name | <i>Key Contact: IT</i> | | | | |
| | Date | Notes | | | |
| Letter to Agency sent | | | | | |
| 1st contact/letter acceptance & confirmation | | | | | |
| Briefing Booked | | | | | |
| Briefing | | | | | |
| HIC/PKI Cert associated with new email (go to Load) | | | | | |
| HIC online Rego (simple) | | | | | |
| HIC online Rego (assisted) | | | | | |
| HIC Rego documentation sent | | | | | |
| Registered PIC Letter Received | | | | | |
| Respond to HeSA by Fax/Mail | | | | | |
| Location Cert/CD & floppy Rec at Agency Received | | | | | |
| Load keys | | | | | |
| PKI public cert loaded into CC webserver | | | | | |
| Add PKI email address to CC agency/ service listing | | | | | |
| Test system | | | | | |
| Group Training | | | | | |

| | | |
|-------------------------------------------------------------|--|----------|
| Intake Training | | |
| | | |
| Issues Reported | | |
| | | |
| | | |
| Revocation Briefing | | Due Date |
| HIC/PKI Cert associated with new email (go to Load) | | |
| HIC online Rego (simple) | | |
| HIC online Rego (assisted) | | |
| HIC Rego documentation sent | | |
| Registered PIC Letter Received | | |
| Respond to HeSA by Fax/Mail | | |
| Location Cert/CD & floppy Rec at Agency Received | | |
| Load new keys | | |
| PKI public cert loaded into CC webserver | | |
| Add PKI email address to CC agency/ service listing | | |
| | | |