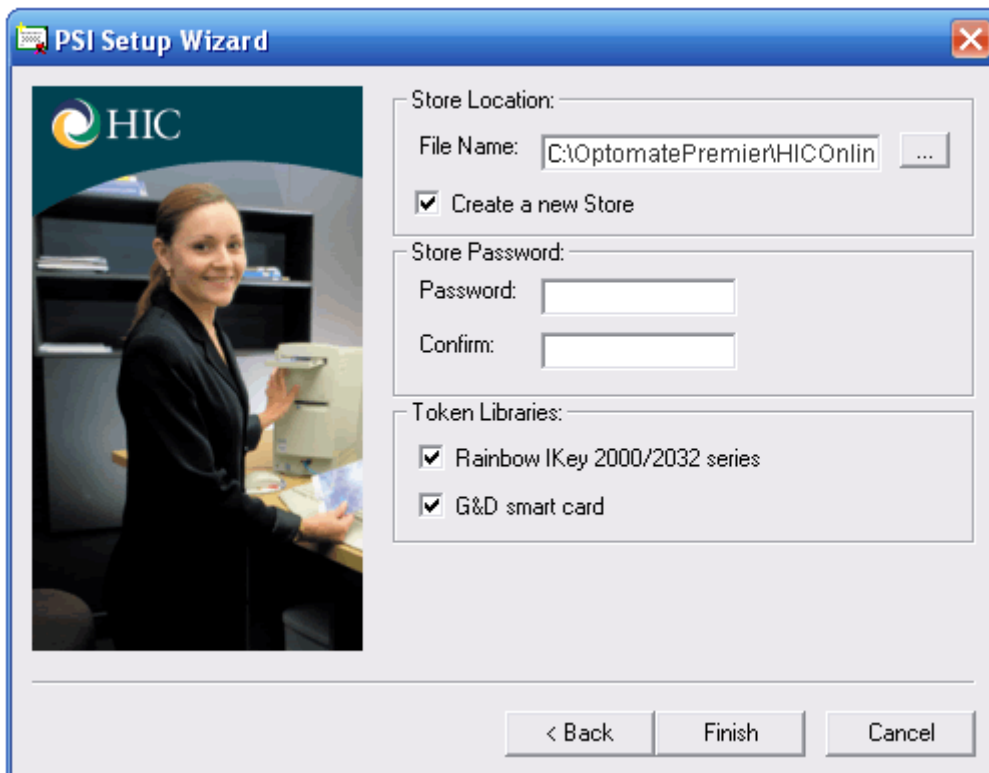


## Updating your Online Claiming Certificate

How to update your Online Claiming Certificate when you receive a new disk and password from Hesa.

### Exit Optomate before proceeding

1. Go into: 'My Computer' then into ' C:\Program Files\HICOnline\Bin'
2. Double click 'PSISetup.exe' and click [Next] to proceed
3. Tick the 'Yes, I accept the agreement' option and click [Next]
4. Select the 'Do you have a diskette to load?' option and click [Next]
5. Insert the Location disk supplied by HESA (Floppy disk or CD)  
If you have a CD - you will need to browse for the location of the Encryption and Signing files:  
**Encryption** - click on the browse folder button [...] and select the CD/DVD Drive and select the file 'fac\_encrypt.P12'  
**Signing** - click on the browse folder button [...] and select the CD/DVD Drive and select the file 'file fac\_sign.P12'
6. Enter the in the P12 Pin password (Location Passphrase) and click [Next]
7. To change the Store Location File Name click on the [...] button and browse into:  
**C:\OptomatePremier\HICOnline.**  
The file name should read: 'C:\OptomatePremier\HICOnline\hic.psi'
8. Tick 'Create a new Store'



9. Enter your Store Password (P12 PIN Location Passphrase) then re-enter to Confirm.
10. Click [Finish] to complete the installation.

11. Open Optomate Premier and go to:  
**File ► System Settings**  
Click on the Online Claiming heading.
12. Enter your New HCL Passprase (Store Location)
13. Check that the Online Claiming Working Directory is set to:  
**C:\OptomatePremier\HICOnline**
14. Save and Close System Settings.