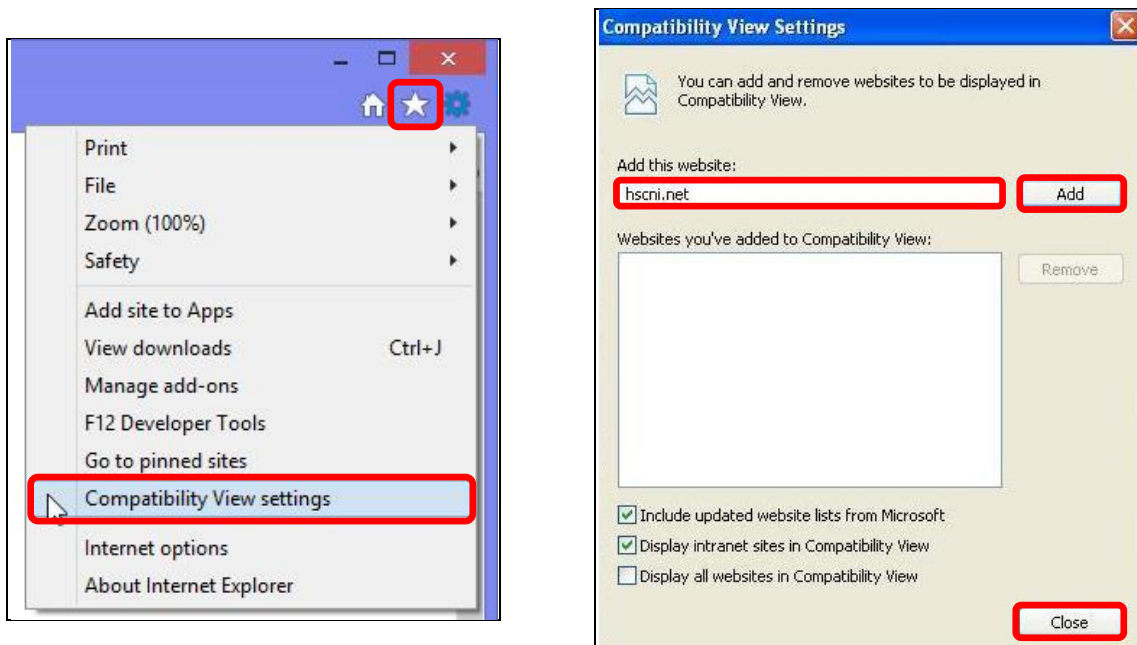


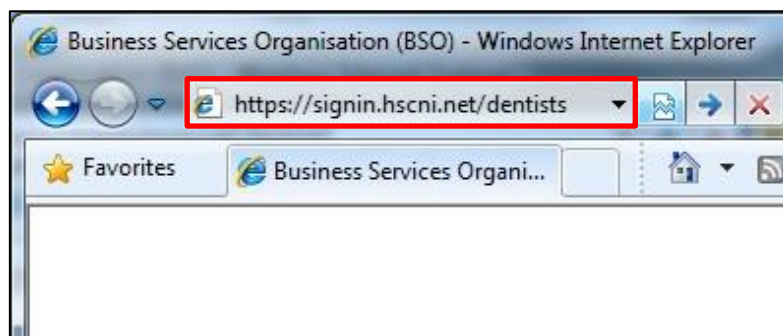
Guide to setting up the FPPS Dental Portal for the first time (V1.1)

Please note – it is advisable to follow the instructions in the “Guide to Adding FPPS Dental Portal to Favorites in Internet Explorer” before following the instructions in this guide. You will then be able to quickly go to the <https://signin.hscni.net/dentists> address by clicking on the FPPS Dental Portal link in your Favorites.

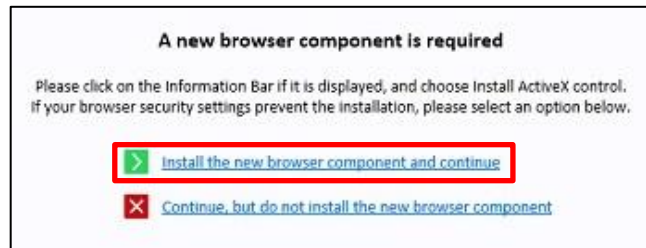
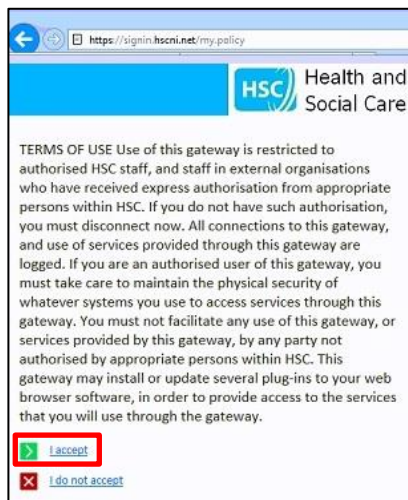
1. Open **Internet Explorer**. Click on **Tools** icon, then **Compatibility View settings**. Once in Compatibility View settings, type **hscni.net** in the **Add this website** field. Click **Add** then click **Close**.



2. Enter the URL <https://signin.hscni.net/dentists> in the address bar then press the **Enter** key on your keyboard. Alternatively, if you have added the link to your Favorites as advised above, click on the **FPPS Dental Portal** link.



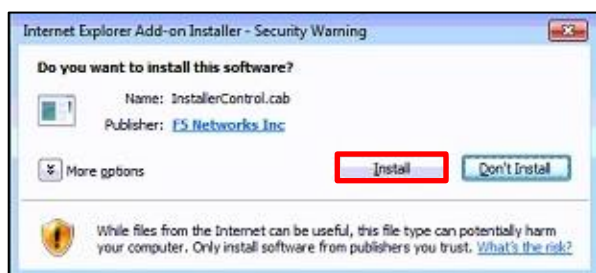
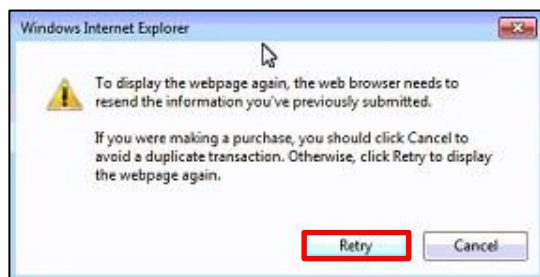
3. The Terms of Use will appear. Click on **I agree** to continue. Upon first time connection, the browser will prompt you to download the required security component. Click **Install the new browser component and continue**.



4. An installation message will appear at the bottom of the screen. Click **Install**.



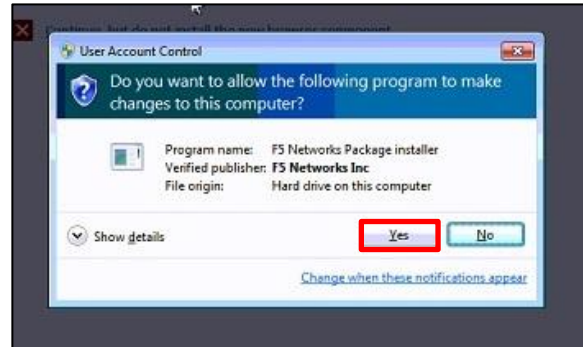
5. The message below left may appear. If so, click **Retry** to reload the page. The message below right will then appear on screen. Click **Install** to continue.



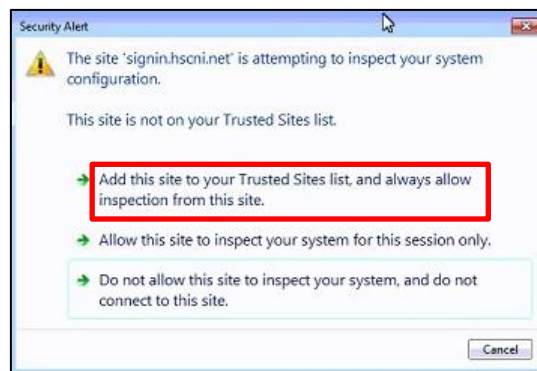
6. This message will appear. Click **Run** to continue. You may have to click **Save** first if the option to Run is not initially shown.



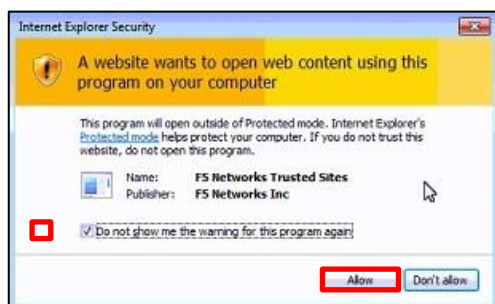
7. When the message below left appears, click **Continue**. When the message below right appears, click **Yes**.



8. When the following message appears, click **Add this site to your Trusted Sites list, and always allow inspection from this site**.



9. If the message below left appears, tick the **Do not show me the warning for the program again** button, then click **Allow**. The checking client screen will appear.

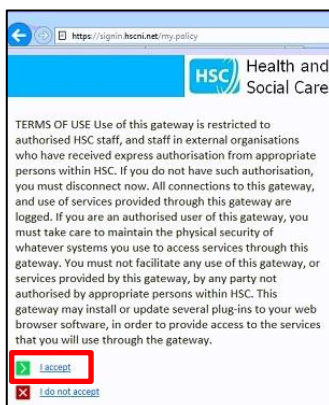


10. The first time you install the plugin, the message below left will appear. Close Internet Explorer clicking the X in the top right hand corner of the Internet Explorer window.



11. Re-open **Internet Explorer**. Enter the URL <https://signin.hscni.net/dentists> in the address bar again then press the **Enter** key or click **FPPS Dental Portal** if saved in your Favorites.

12. The Terms of Use will appear. Click on **I agree** to continue. The **Checking client** message will appear. At this stage, the client you have installed will check your PC to ensure it meets the security requirements to connect, i.e. an updated, current version of Windows, a firewall is active, an accepted antivirus program has been correctly installed and updated etc. If these requirements are not met, you will receive an error message and should contact the eBusiness helpdesk for further advice on meeting the minimum requirements to connect to the portal.



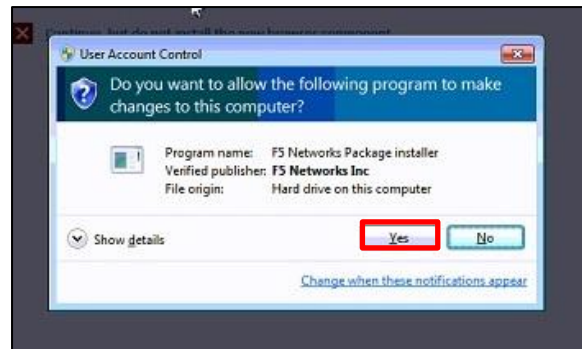
13. Provided all requirements on the PC are met, the portal login screen will appear. Enter your **Username** and **Passcode** and click **Logon**. The default PIN is 1212. You will be prompted to choose your own PIN on your first login.



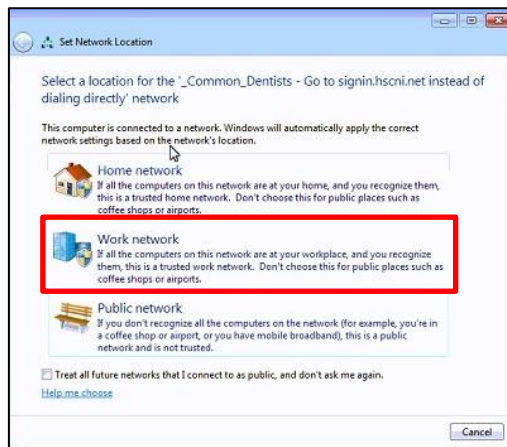
Username is your GDC Number

Passcode is your **4 digit PIN** immediately followed by the **6 digit** generated by the Cryptotoken keyfob (1212 is default PIN)

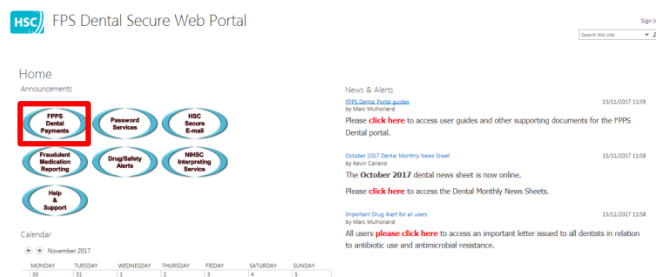
14. The screen below left will appear. If the message below right appears, click **Yes**.



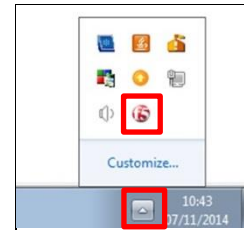
15. If the following message appears, click **Work Network** then **Close**.



16. The FPS Dental Secure Web Portal will appear. FPS Dental Payments can be accessed from this page. Click on **FPS Dental Payments** to proceed.



17. The F5 icon will appear in the notification area at the bottom right corner of your screen to indicate the secure connection to the FPPS Dental Portal is open. If you do not see this, you may have to click the **Show hidden icons** arrow. Users are advised to left click and drag the icon onto the notification area for easier future access.



18. The FPPS Dental Payments login screen will be shown. Enter your **Username** and **Password** from the letter you will receive from BSO after returning all the required FPPS documentation. Click **Login**.

FPPS Dental

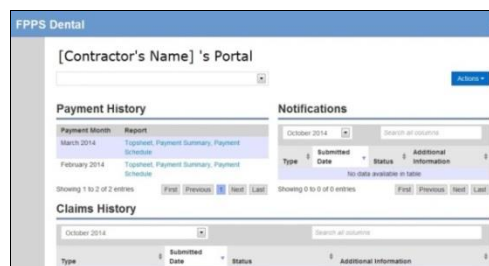
Please Log In

Username

Password

Login

19. You will now be directed to the FPPS Dental Payments home page. The FPPS Dental Payments User Manual explains how to use the site in detail.



20. When you have finished using the portal, log out of and close all tabs in Internet Explorer. Right click on the F5 icon, and click on **Terminate Connections**. A screen will appear confirming the secure connection has been terminated.

