UK Medicines Verification System (UK MVS)

Initial System Setup for Production Environment

1. Before you start:

Please make sure to read this complete document before proceeding so that you understand the process before starting.

You will need three Credential elements as follows:

- Username and Password Sent via Postal Mail to your Location or if you have agreed, sent to your Software Supplier.
 - The Password will need to be changed when you first login into the UK MVS.
- Certificate TAN Code Sent via email to the Requestor email or if you have agreed, sent to your Software Supplier.

The TAN Code is required to download the certificate file, which needs to be installed to your computer and will be used every time you connect to the UK MVS.

Do NOT start initial system setup until you have received all three elements.

We have noted that some browsers do not function well during the initial certificate setup (Internet Explorer, Firefox). Please use another browser to complete this process, **Edge** or **Chrome** appear to work best. Once initial setup is complete then others appear to work OK. Ensure you are using the most up to date versions of any browser.

2. Software Suppliers

It is recommended that you check with your Software Supplier before proceeding with this procedure, as they may already have a process within their software solution which automatically completes all or some of the steps to download and install the certificate and change the initial password. Your Software solution will connect to the UK MVS using a different interface to the GUI interface described within this document, but will use the same End User Credentials.

Your Software Supplier may also need all or some of the User Credentials noted above. Providing that you are happy to share any of your credentials with your Software Supplier, you can forward them as required.

Note: If your Software Supplier sets up your software for you and changes the initial password, you will need to know the new password they have set to enable you to use the GUI interface as detailed below.

The GUI interface should only be used when your software solution is unavailable as it cannot be used with a bar-code scanner, so everything needs to be manually entered and is prone to input errors.

3. Certificate Download Process

- 1. Login to the certificate server here: <u>https://portal-pki-prod-uk.nmvs.eu/NMVS_PORTAL_PKI</u>
 - a. Username: <User-ID> As shown on the letter you have received or from your Software Supplier if they were sent to them
 - b. Password: As shown on the letter you have received or from your Software Supplier if they were sent to them

SecurMed			
National Medicines Verification S	ystem		
Release: 1.02.002			
This area is for registered users only. Please log in with your	personal login data.		
C	PRODUCTION EN	VIRONMENT (PROD)	
	User name	PHARUK/	••••) 9+
	Password	•••••	••••1 94
	Reset password	L	ogin

You User name will start with one of the following, followed by an 8 digit number: PHARUK/ HOSPUK/

- WHOLUK/
- 2. Once you have logged in successfully, Download the Certificate
 - a. Enter TAN code from the email you have received or from your Software Supplier if they were sent to them

	CERTIFICATE DOWNLOAD	SUPPORT -	
SecurMed 🛠			
The UK Medicines Verification Organisation			National Medicines Verification System
Download certificate			
Please enter the certificate TAN sent to you:			
man (gen)			
Download certificate			
responses the installation, the certification is the set of the installation of the informed	ate is marked as installed in a about the successful installa	the NMVS. This tion of your ce	s information can be recognized by your ertificate.
Confirm installation			

b. Ensure to make a record of the Passphrase displayed in the popup window. You will need this later to install the certificate.

Download certificate	2
Please enter the certificate	IMPORTANT! ×
	• For the installation of the certificate you will once need a passphrase. Please note it down. passphrase:
Download certificate	

c. Logout of Certificate Server

4. Certificate Installation Process

Once downloaded, locate the file (in your downloads folder) Note: The file will have an extension of .p12

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Desktop	*	🤪 .p12		10/01/2019 16:54	Personal Informati		3 KB
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4.1 Windows Installation

- 1. Double click the file to install on your computer
 - a. Use the default install settings, ensure to install to Current User
 - b. Enter the Passphrase recorded in the download certificate step above

Step 1	Step 2
×	
Welcome to the Certificate Import Wizard	File to Import Specify the file you want to import.
This wizard helps you copy certificates, certificate trust lists, and certificate revocation lists from your disk to a certificate store. A certificate, which is issued by a certification authority, is a confirmation of your identity and contains information used to protect data or to establish secure network connections. A certificate store is the system area where certificates are kept. Store Location © Current User Cuccal Machine To continue, dick Next.	Elle name:
Next Cancel	<u>N</u> ext ancel
Ensure Current User is selected	Leave as default
Click Next	Click Next

Step 3 X 🗧 🐓 Certificate Import Wizard Private key protection To maintain security, the private key was protected with a password. Type the password for the private key. Password: Display Password Import options: Enable strong private key protection. You will be prompted every time the private key is used by an application if you enable this option. Mark this key as exportable. This will allow you to back up or transport your keys at a later time. Protect private key using virtualised-based security (Non-exportable) Include all extended properties. Next cel

You can Display Password to ensure it is entered

Certificate Store Certificate stores are system areas where certificates are kept. Windows can automatically select a certificate store, or you can specify a location for the certificate. Automatically select the certificate store based on the type of certificate O Place all certificates in the following store Certificate store: Browse... <u>N</u>ext ancel

×

Leave as default **Click Next**

Step 5 × 🗧 🛃 Certificate Import Wizard **Completing the Certificate Import Wizard** The certificate will be imported after you click Finish. You have specified the following settings: Certificate Store Selected Automatically determined by the wizard Content PFX File Name Finish ancel

 \times The import was successful. OK

Click Finish

Click OK

2. If you wish, you can confirm the Certificate is installed correctly in the Windows Certificate Manager, which can be found as follows:

Note: These steps are not necessary other than for your own peace of mind!

- a. Open Control Panel
- b. Search for 'certificate
- c. In the resulting found items window, Click on' Manage user certificates'

Step 4

←

🐓 Certificate Import Wizard

Step 6 - Install Complete Certificate Import Wizard



Enter Passphrase

Click Next

correctly if required



d. Your installed certificate should be displayed under Personal/Certificates



In this screenshot you can see that more than one certificate has been installed.

For Apple Mac Installation Instructions Refer to Section 6.1

4.2 Confirm Successful Certificate Installation

- 1. You can check to see if you have successfully installed your certificate on the Certificate Download page
- Click on Confirm Installation and the Certificate Server will confirm the Certificate is installed Note: This also allows SecurMed to know that you have installed the certificate correctly and helps to diagnose any future issues you might have.



5. Logon to UK MVS Production System

- 1. Once installed you should then be able to login to the UK MVS (GUI interface) here: https://portal-prod-uk.nmvs.eu/NMVS_PORTAL
 - a. Username: <User-ID> As shown on the letter you have received or from your Software Supplier if they were sent to them
 - b. Password: As shown on the letter you have received or from your Software Supplier if they were sent to them

Note: This is the same Username and Password you used to login to the Certificate Server



5.1 Windows Certificate Selection

- 1. You will be asked to choose the certificate you have just installed. It should show up in a drop down window in your browser when you go to the link above
- 2. Select the Certificate and Click OK

C New Tab	× +	
\leftarrow \rightarrow X (I) https://	s://portal-prod-uk.nmvs.eu/NMVS_PORTAI	L
Apps 🗋 NMVS PRD	- 729 - Ac	Select a certificate × Select a certificate to which you want to authenticate portal-prod-uk.nmvs.eu:443
		Subject Issuer Serial UK NMVS Authenticat
		, v
		Certificate information OK Can el

For Apple Mac Certificate Selection Instructions Refer to Section 6.2

5.2 Change Initial Password

- On first login you will be required to change the password. Ensure to choose a strong password containing upper and lower case letter, numbers and special characters !"£\$%^&*()_@~#. Your chosen password should also be a minimum of 10 characters long.
- 2. Enter your New Password twice and Click Change Password

			National Medicines Verificatio	×	NMVS_FE_AU_11: The entered password is either expired or an initial password. Please renew your password.
National Medicines Verification	System				
Release: 1.02.002					
This area is for registered users only. Please log in with t	vour personal login dat	a.			
The area to to register as add o only i house log in mith	your personal login dae	54 F			
	PRODUCTION ENV	IRONMENT (PROD)			
	User name	PHARUK/			
	Password				
	CHANGE PASSWO	RD			
	Password (new)	•••••			
	Password (repeat)	•••••			
	Please note the following	Lpolicy:			
	The password has to be	alphanumeric, upper and lower case			
	and should contain speci	al characters			
	(a special character is an	ything that is not a letter or a			
	number). Resewords must be 8 to 1	60 characters long			
	r usewords must be 8 to	oo charactera long.			
	Can	cel Change password			

- 3. A pop-up will display Successfully processed
- 4. Now Login using your Username and new Password

SecurMed				Lan	guige: English	NMVS_SUCCESS: X Successfully processed.
The UK Medicines Verification Organisation				National Medicines Verific	cation Syste	m
National Medicines Verification	System					
Release: 1.02.002						
This area is for registered users only. Please log in with y	our personal login dat	a.				
			_			
	PRODUCTION ENV	IRONMENT (PROD)				
	User name	PHARUK/	2			
	Password	•••••	9			
	Reset password		Login	J		

As noted previously, the GUI interface should only be used when your software solution is unavailable as it cannot be used with a bar-code scanner, so everything needs to be manually entered and is prone to input errors.

6. Apple Mac Set-Up6.1 Apple Mac Certificate Installation

- 0.1 Apple Mac Certificate installation
- 1. Double click the file to install on your computer
 - a. When requested enter the Passphrase recorded in the download certificate step above You can Show password to ensure it is entered correctly if required
 - b. Click OK

Password:	\bigcirc	Enter the p	bassword for "	.p12	:":
Show password	R	Password:	•••••		
			Show password		

- 2. The Certificate will be installed into you Keychain Access, which will open upon successful installation
- 3. There will be two entries for the Certificate
 - a. The Certificate highlighted in pink
 - b. A Private Key for the Certificate (below the Certificate)
- 4. Quit Keychain Access to close.

🗯 Keychain A	ccess File	Edit	View	Window	v Help		🐺 🗩 🗄	87% 📲 🏹 🕈
					Keychain A	cess		
Click to lock the	e login keychain.						Q S	
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6.2 Apple Mac Certificate Selection

- 1. You will be asked to choose the certificate you have just installed. It should show up in a drop down window in your browser when you go to the link above
- 2. Select the Certificate and Click OK

🗯 Chrome	File Edit View	History	Bookmarks	People	Window	Help		.	74% 0:03	≪ ₹	•	* *	(î) 🖷	74% 🔳	Wed 12:02	Debby Lee	Q	Ξ
000 C N	IMVS	×	+															
$\epsilon \rightarrow x$	https://portal-int	t-uk.nmvs.e	/NM10_F0	RTAL												07 🟠	θ	:
Se	<mark>cur</mark> Mec			97605399	Select a cert Select a certi	tificate ficate to aut ation NMVS	henticate your	rself to porta ion CA - G2I	il-lint-uk.n	mvs.eu:4	43	a	tional	Medicine	Languag s Verificati	e: English 👻		
Natio Releas	onal Medici se: 1.03.001	users only.	Please log	in with y	Show Ce	rtificate	data.	(Cince		ОК		כ					

- 3. You will be asked to enter your **Computer Login Password** to confirm that you want to allow the Certificate to be used
- 4. Enter Login Password and Click **Always Allow**, so that you do not need to enter your Login Password every time you select this Certificate

	Google Chrome wants to sign using key "privateKey" in your keychain.
	To allow this, enter the "login" keychain password.
	Password:
?	Always Allow Deny Allow

7. Resetting or Changing Passwords

SecurMed cannot reset or change your Password. These actions have to be completed by the End User.

7.1 Reset Password

The **Reset Password** button shown on the **UK MVS Login page** should only be used to reset a forgotten password.

Note: Reset Password **CANNOT** be used to reset the **Initial Password** shown on the letter you have received or from your Software Supplier if it were sent to them. The **Initial Password** can **ONLY** be changed when you first attempt to logon to the UK MVS, as per the process above.

- a. Open the UK MVS Login page: https://portal-prod-uk.nmvs.eu/NMVS_PORTAL
- b. Select the Certificate when prompted
- c. Enter your Username: <User-ID> As shown on the letter you have received or from your Software Supplier if they were sent to them
- d. Click Reset Password
- e. An email will be sent to the System (MVS) Contact email, allowing the Password to be reset.
- f. When the email is received, do NOT click the link it contains, as this will result in a 403 Forbidden error being displayed

N nmvs-prod-uk-messages@arvato-systems.de [UK MVS] Password Reset
We received a request to reset your UK Medicines Verification System password. To complete the process, please click on the link below.
https://portal-prod-uk.nmvs.eu/NMVS_PORTAL/login.xhtml?token=97bcd7e4-4765-43f3-8192-27d988d6c933
Inis email was generated automatically by the UK Medicines Verification system. Please do not reply to this email.
SecurMed UK
securmed.org.uk
(process 0443, write 11.01.2015 13.12.20)

- g. Open the UK MVS Login page again: <u>https://portal-prod-uk.nmvs.eu/NMVS_PORTAL</u>
- h. Select the Certificate when prompted
- i. Enter your Username: <User-ID>
- j. Copy the link in the email and enter into the URL bar on the open UK MVS Login page

k. Press [Return]

I. The Enter a New Password dialog should now be shown



- m. Enter a new password in both fields and click Change Password
- n. Your password has now been reset

7.2 Change Password

The UK MVS Password will expire after 365 days and you will receive reminders for 30 days prior to the expiry date. When you receive these email notifications you should change your password at your earliest convenience as follows:

- a. Login to the UK MVS using your existing password
- b. Under the Administration menu, Select Change Password

	REPORTS - ADMINIST	RATION • SUP ORT •	
SecurMed 🔗	Kole Liser Change pass	word National Medicines Verification	n System
Reset password		Please note the following policy:	
RESET PASSWORD			
Old password	8-	The password has to be alphanumeric, upper and lower case and should contain spec (a special character is anything that is not a letter or a number).	ial characters
Password	P	Passwords must be 10 to 60 characters long.	
Password (repeat)	P		
execute			

- c. Enter your Old Password (existing password)
- d. Enter your New Password twice
- e. Click Execute
- f. Your password has now been changed

Note: For both Reset and Change Password processes, the Old Password will **remain active for 5 days** to allow the New Password to be changed on all your terminals in your Location, if you have more than a single terminal. Your New Password should be used during this period to prevent any issues with successful login.