

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: https://portal-pki-prod-uk.nmvs.eu/NMVS_PORTAL_PKI
 - 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

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National Medicines Verification System

Release: 1.02.002

This area is for registered users only. Please log in with your personal login data.

| PRODUCTION ENVIRONMENT (PROD) | |
|-------------------------------|------------------|
| User name | PHARUK/ [masked] |
| Password | [masked] |

Reset password Login

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

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Download certificate

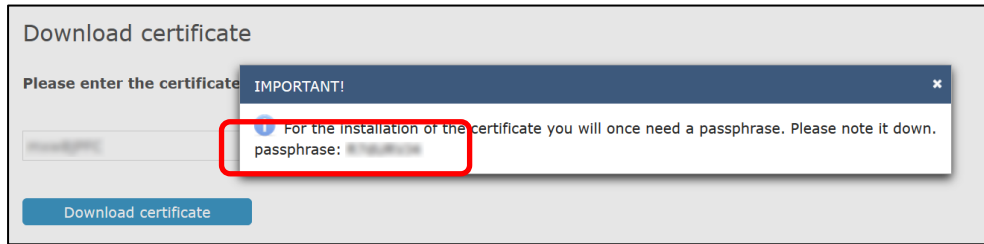
Please enter the certificate TAN sent to you:

Download certificate

Upon confirmation of the installation, the certificate is marked as installed in the NMVS. This information can be recognized by your responsible administrator, so that he is informed about the successful installation of your certificate.

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.

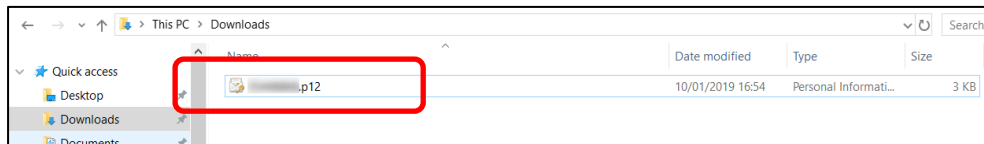


- c. Logout of Certificate Server

4. Certificate Installation Process

Once downloaded, locate the file (in your downloads folder)

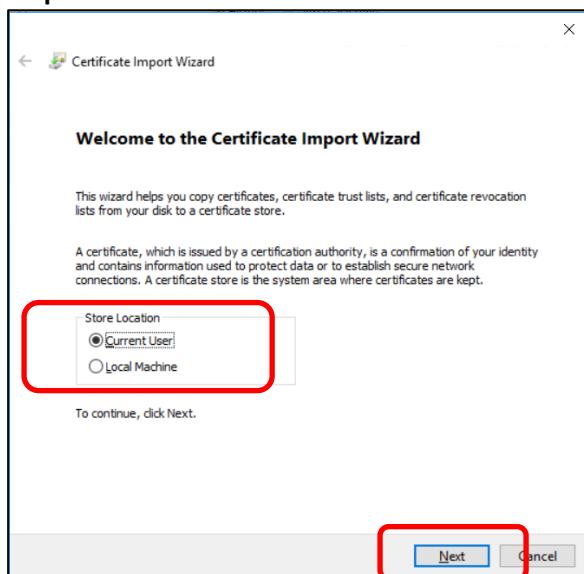
Note: The file will have an extension of **.p12**



4.1 Windows Installation

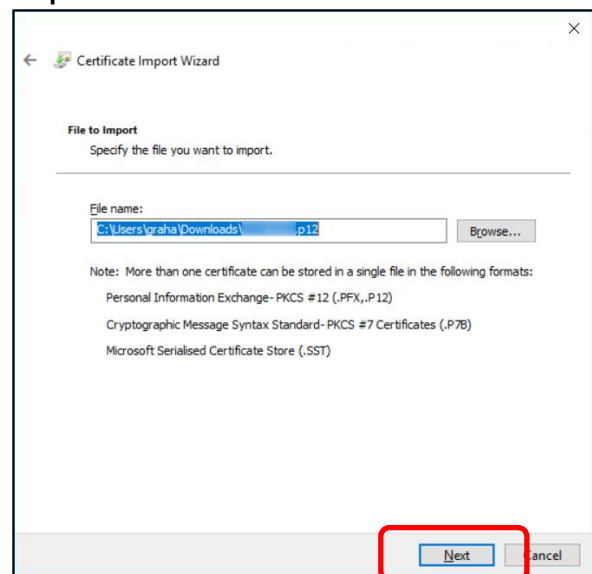
1. Double click the file to install on your computer
 - a. Use the default install settings, ensure to install to Current User
 - b. Enter the Passphrase recorded in the download certificate step above

Step 1



Ensure Current User is selected
Click Next

Step 2



Leave as default
Click Next

Step 3

← 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 Cancel

Enter Passphrase

You can Display Password to ensure it is entered correctly if required

Click Next

Step 4

← Certificate Import Wizard

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
- Place all certificates in the following store

Certificate store: Browse...

Next Cancel

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 | C:\Users\graha\Downloads\...p12 |

Finish Cancel

Click Finish

Step 6 - Install Complete

Certificate Import Wizard

The import was successful.

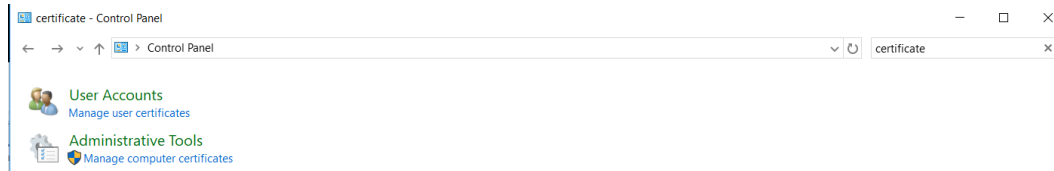
OK

Click OK

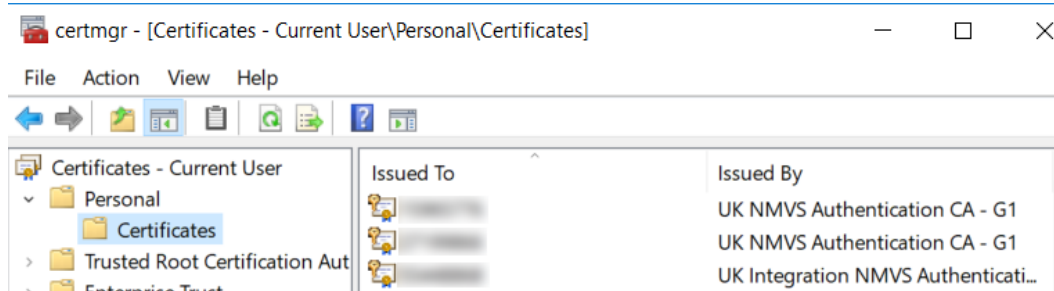
2. If you wish, you can confirm the Certificate is installed correctly in the Windows Certificate Manager, which can be found as follows:

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'



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



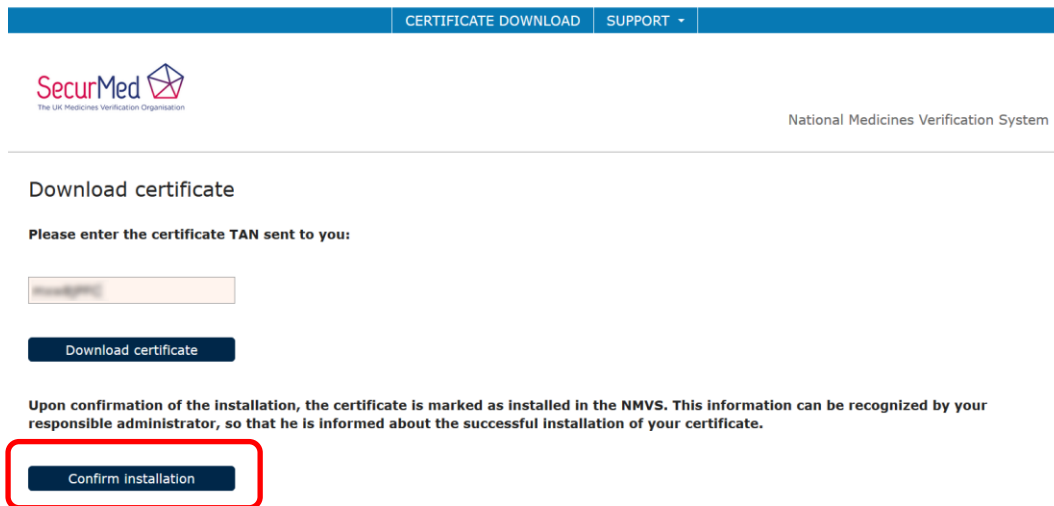
In this screenshot you can see that more than one certificate has been installed.

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
2. Click on Confirm Installation and the Certificate Server will confirm the Certificate is installed

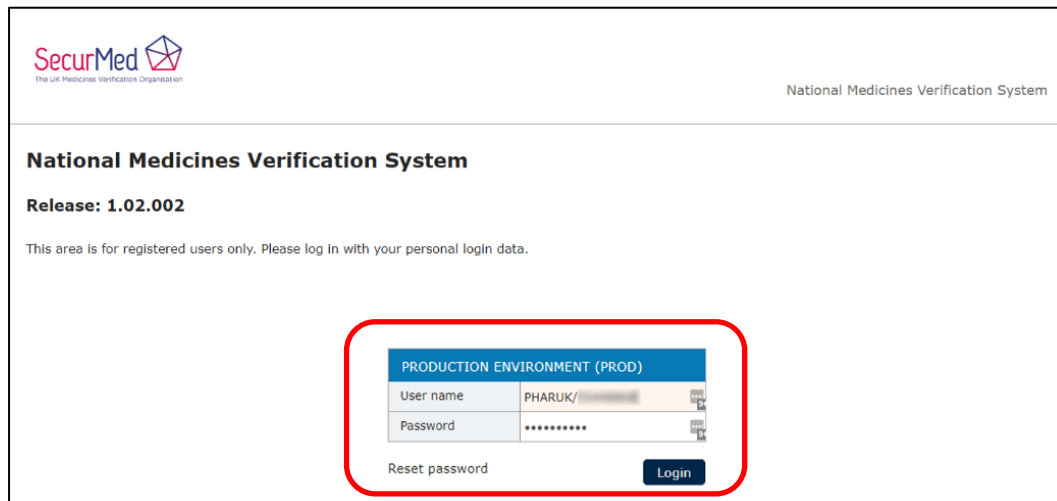
Note: This also allows SecurMed to know that you have installed the certificate correctly and helps to diagnose any future issues you might have.



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



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This area is for registered users only. Please log in with your personal login data.

PRODUCTION ENVIRONMENT (PROD)

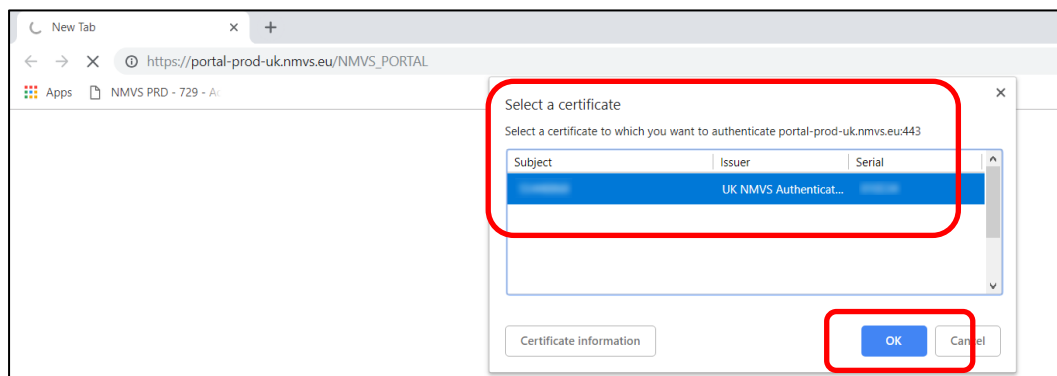
User name PHARUK/ [masked]

Password [masked]

Reset password Login

5.1 Windows Certificate Selection

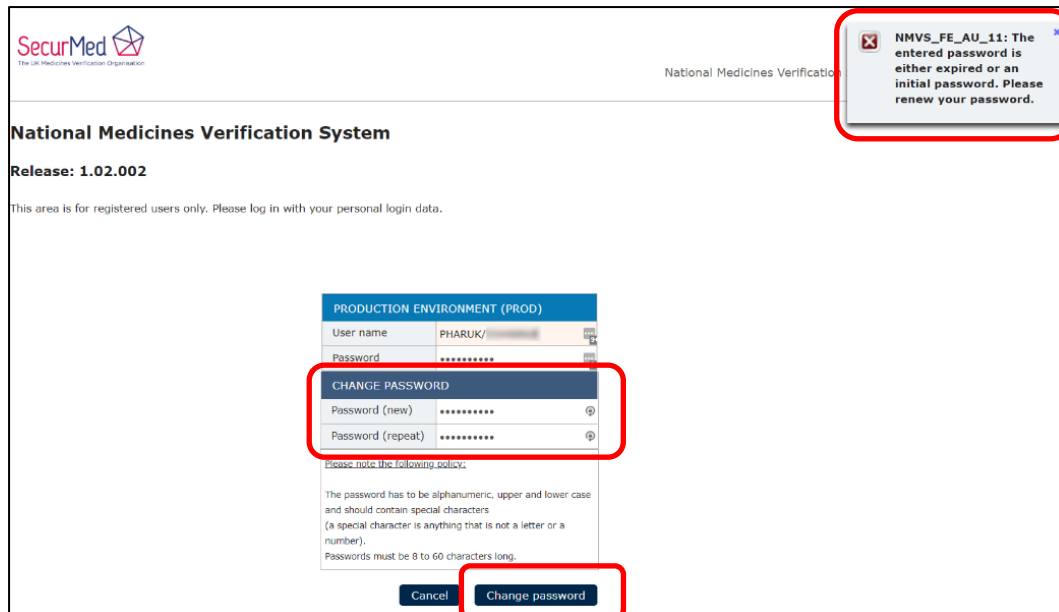
1. You will be asked to choose the certificate you have just installed. It should show up in a drop down window in your browser when you go to the link above
2. Select the Certificate and Click OK



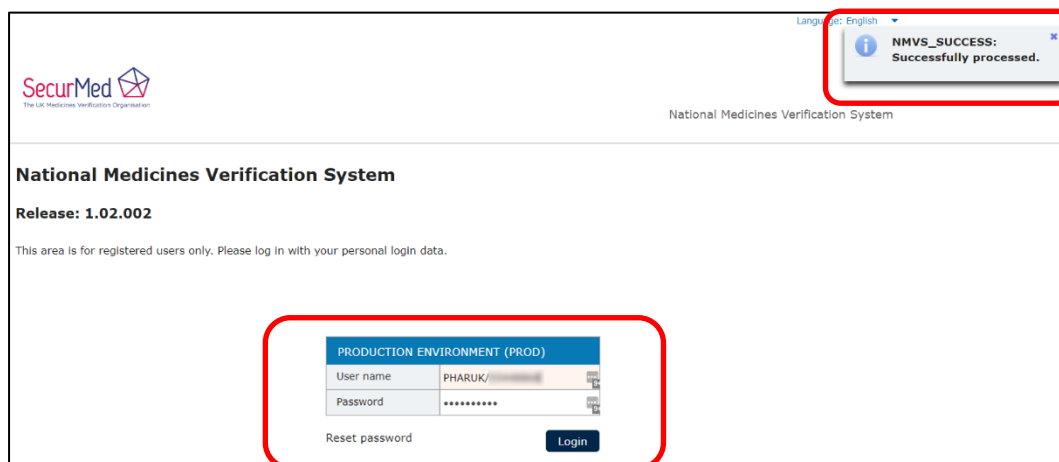
For Apple Mac Certificate Selection Instructions Refer to Section 6.2

5.2 Change Initial Password

1. 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



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

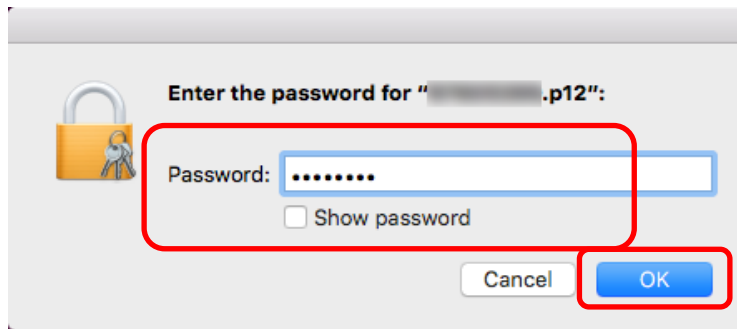


As noted previously, the GUI interface should only be used when your software solution is unavailable as it cannot be used with a bar-code scanner, so everything needs to be manually entered and is prone to input errors.

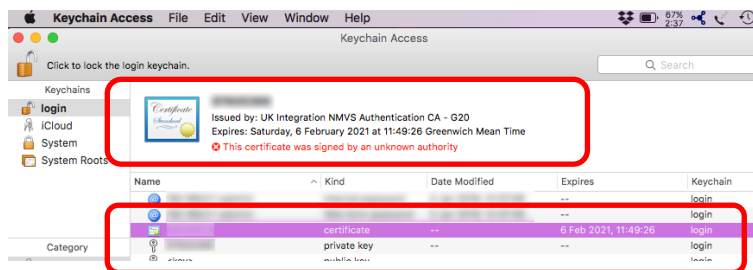
6. Apple Mac Set-Up

6.1 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

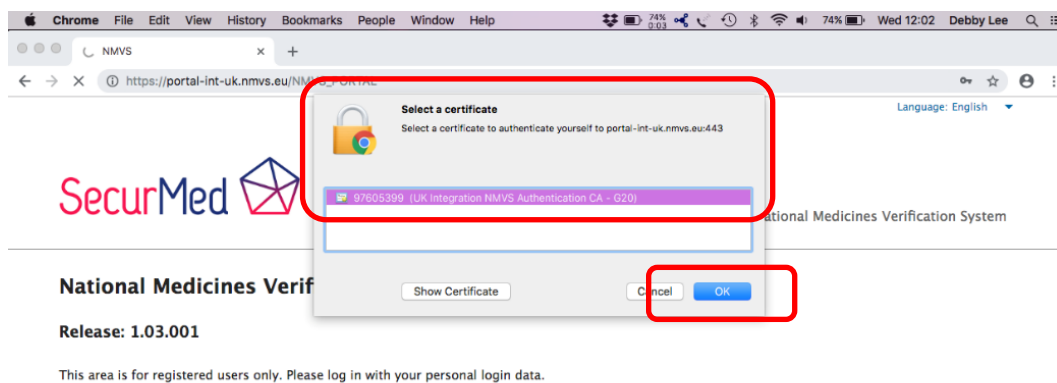


2. The Certificate will be installed into you Keychain Access, which will open upon successful installation
3. There will be two entries for the Certificate
 - a. The Certificate highlighted in pink
 - b. A Private Key for the Certificate (below the Certificate)
4. Quit Keychain Access to close.

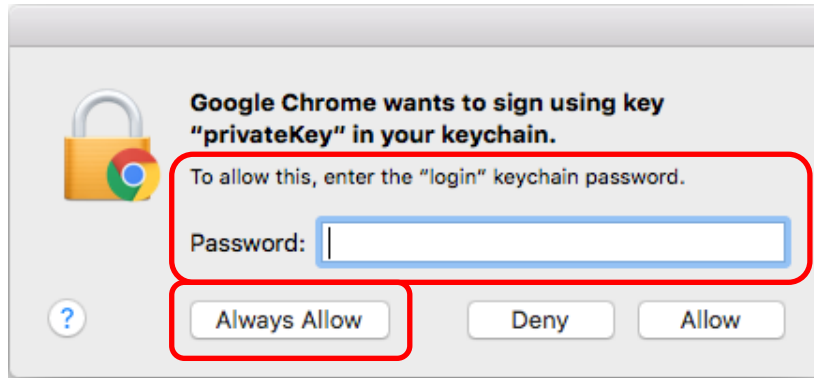


6.2 Apple Mac Certificate Selection

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



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



7. Resetting or Changing Passwords

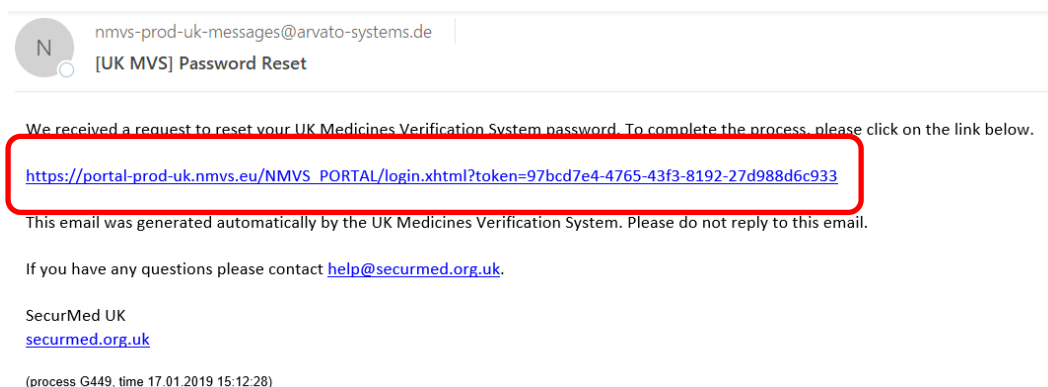
SecurMed cannot reset or change your Password. These actions have to be completed by the End User.

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.

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



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

- k. Press [Return]
- l. The Enter a New Password dialog should now be shown

| PRODUCTION ENVIRONMENT (PROD) | |
|-------------------------------|--------------------|
| User name | PHARUK/ [REDACTED] |
| Password | ***** |
| CHANGE PASSWORD | |
| Password (new) | ***** |
| Password (repeat) | ***** |

Please note the following policy:

The password has to be alphanumeric, upper and lower case and should contain special characters (a special character is anything that is not a letter or a number).
 Passwords must be 8 to 60 characters long.

- 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

The screenshot shows the top navigation bar with 'REPORTS', 'ADMINISTRATION', and 'SUPPORT' menus. The 'ADMINISTRATION' menu is expanded, showing 'Role', 'User', and 'Change password' options. The 'Change password' option is highlighted with a red box. Below the navigation bar is the SecurMed logo and the text 'National Medicines Verification System'.

Reset password

| RESET PASSWORD | |
|-------------------|------------|
| Old password | [REDACTED] |
| Password | ***** |
| Password (repeat) | ***** |

Please note the following policy:

The password has to be alphanumeric, upper and lower case and should contain special characters (a special character is anything that is not a letter or a number).
 Passwords must be 10 to 60 characters long.

- 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.