eMedNYX509 SOAP Certificate Request and Management User Guide v2.0 A Guide to Requesting a SOAP Certificate for use with eMedNY SOAP FTS

eMedNy



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The eMedNY system is available 24 x 7 for submissions. If you experience issues with submission, you may contact the eMedNY Call Center at (800) 343 9000.

1 Introduction

Simple Object Access Protocol (SOAP) is an XML based protocol which enables applications to exchange information over Hyper Text Transfer Protocol (HTTP) and other protocols. Primarily, SOAP provides a way to communicate between applications running on different operating systems, with different technologies and programming languages. Simply stated, SOAP is a protocol for accessing a Web Service. At this time only one web service utilizes the user certificate in this guide, it is the following system:

• <u>eMedNY SOAP FTS (File Transfer Service)</u>

The above link is to the main eMedNY SOAP FTS (File Transfer Service) User Guide, found on our <u>www.emedny.org</u> website. This is a separate guide from this document. Please assure you obtain and review this user guide for information and details about the service, including sample SOAP requests and responses.

Providers and Vendors/Trading Partners may use SOAP FTS, and the underlying Service Oriented Architecture (SOA) to exchange information with eMedNY. Users of the eMedNY web services architecture will be required to attest to the eMedNY SOAP Certificate Policy. In order to guarantee the privacy of the exchanged information as well as the authenticity of the partners involved in the exchange, users of the eMedNY Web Service applications will be required to implement security practices based on X509 Certificates. This process is initiated by your ETIN's Primary ePACES System Administrator, who can request, receive, and revoke eMedNY issued SOAP User/Client Certificates, as a user's SOAP Certificate Administrator. The certificates will be deployed on client systems communicating with eMedNY web services in order to implement any user Authentication and Message Level Encryption as required by individual web service applications.

The number of active certificates per user Certificate Administrator is limited to one. The user certificate will have a **six month life span**.

The purpose of this User Guide is to assist the user in requesting and obtaining a SOAP certificate using eMedNY's ePACES Web Application.

Important Note: It is the sole responsibility of the submitter or user, who wishes to utilize the eMedNY SOAP FTS submission architecture, to develop or create their own SOAP compliant application or client. eMedNY will in no way support the end-user SOAP Application/Client, therefore it is strongly recommended that the Provider or Vendor/Trading Partner take appropriate action to have technical support available to assist or troubleshoot.

2 Requirements to Obtain a Certificate

In order to request a SOAP User certificate from eMedNY, you will need the following:

- Have an active billing ETIN
- Verify that the ETIN is enrolled in ePACES
- Assure your NPI/MMIS Provider ID is actively certified/linked to your ETIN enrolled in ePACES
- Access to your ETIN's Primary ePACES Administrator account

PLEASE NOTE: If you have questions or need assistance with confirming or verifying any ETIN or ePACES Enrollment info above, please contact the eMedNY Call Center at 1-800-343-9000.

3 eMedNY SOAP Certificate Request

SOAP Certificate Request is a process comprised of three parts. All these parts must be completed in order to activate an eMedNY SOAP Certificate.

3.1 Part I: Enrollment for SOAP Certificate Request

In order to begin the SOAP Certificate Request Process, you must have a SOAP Administrator Access Credential (User ID/Password). This access key is available for request through the eMedNY Website.

Following is a step-by-step process to obtain a SOAP Administrator Access Credential.

1. Go to the following link on the eMedNY website. Note the "https" prefix:

https://www.eMedNY.org/cert

Important Note: Enrollment for a SOAP Certificate Admin must be completed by your ETIN's Primary ePACES Administrator. If unsure of your ETIN's ePACES enrollment status, or to locate your ETIN's Primary ePACES Administrator, please contact the eMedNY Call Center at 1-800-343-9000.

2. If you are the ETIN's Primary ePACES Administrator,

Enter your ePACES User ID in capital letters and your ePACES Password; Read the Certificate Policy Statement and agree to it by clicking the appropriate checkbox; Click Submit.



Please note that unlike ePACES itself, this particular system is case-sensitive. The Username must be entered in all capital letters.

3. If the entered User ID & Password are accepted, the following page will be displayed:

eMedNy		Home
	SOAP Certificate Enrollment Thank you for verifying your account with effective. To complete the Certificate Enrollment Process, please provide your TSN, Provider Number, and SOAP Administrator's contact information below. Provider Information Provider Number: * TSN: * SOAP Administrator Information First Name: * Last Name: * Confirm Email Address: * Confirm Email Address: *	
	* Phone Number:	Ha

Enter in this information. Note: the TSN is the ETIN. If all entered information is accepted, the following message will be displayed:

"Thank you for enrolling in the Certificate Request Process. An e-mail with further instructions has been dispatched with additional information that will be required for the ePACES Primary Administrator to request a certificate for SOAP transactions."



Please allow up to 15 minutes for the SOAP Certificate Enrollment confirmation email, which also contains the SOAP Administrator Access Credential (User ID/Password). (An e-mail sample is available on the following page)

Important Note:

During the SOAP Certificate Enrollment process, if the Provider or Vendor/Trading Partner is unaware of their ePACES enrollment and an ePACES Account does exist, then the e-mail with the SOAP Administrator Access Credential will be sent to the ETIN's ePACES Primary Administrator, instead of the e-mail address provided on the previous SOAP enrollment page.

	SOAPEnrollment@eMedNY.org> 04/24/2009 10.52 AM	To	JackBauer@enail.com	
		Subject	Thank you for Enrolling!	
	Dear Jack Bauer, Thank you for enrolling in the SOAP Certificate Request Process. 1	Jow that vo	u have been fully enrolled you may now request your SOAP Certificate at any time.	
	The Certificate Request Page is located within ePACES. Being that ePACES. Your information is as follows:	you have ju	ust enrolled in the Certificate Request Process, you now have a username and password to access	
	Username: JBAUER1			
)	Password: yoUrPa6s			(
	Below are the steps you must take to access the Certificate Request	Page.		
	 Go to <u>http://www.emedny.org/</u>. Click on the "Login ePACES" button located on the right hand si Juling the login information above login. (You may be asked to a 	de of the sc	reen. This will open up a new window.	
	 Once logged in you will be presented with the Request Certificate Certificate. 	link on the	left hand side. Click this link to open up the Certificate Request Page and request your SOAP	
	As you are now newly enrolled within ePACES, you are set up as th	e Primary /	Administrator and the SOAP Administrator.	
	Thank you very much,			
	eMedNY.org		2	

If you do not receive the confirmation e-mail within an hour of completing the SOAP Certificate Request enrollment, it is possible that the ETIN used for this enrollment may have already be associated with an existing ePACES Account, resulting in the confirmation e-mail to be sent to the ETIN's Primary ePACES Administrator. To confirm the existence of an ePACES Account and/or obtain information on who your ETIN's Primary ePACES Administrator is, please contact the eMedNY Call Center at 1-800-343-9000.

3.2 Part II: SOAP Certificate Request

3.2.1 Create the Private Key and the Certificate Signing Request (CSR)

Now that you have a SOAP Administrator Access Credential, you can generate a Certificate Signing Request (.csr file) and the eMedNY SOAP Certificate (.cer or .pem file). The following is example methodology using OpenSSL:

Execute the following command. Use default values for all entries except Common Name (i.e. username) as shown below.

\$ openssl req -new -newkey rsa:2048 -nodes -keyout priv.key -out request.csr Generating a 2048 bit RSA private key writing new private key to 'priv.key' ____ You are about to be asked to enter information that will be incorporated into your certificate request. What you are about to enter is what is called a Distinguished Name or a DN. There are quite a few fields but you can leave some blank For some fields there will be a default value, If you enter '.', the field will be left blank. ____ Country Name (2 letter code) [XX]: State or Province Name (full name) []: Locality Name (eg, city) [Default City]: Organization Name (eg, company) [Default Company Ltd]: Organizational Unit Name (eq, section) []: Common Name (eq, your name or your server's hostname) []:TESTUSER Email Address []: Please enter the following 'extra' attributes to be sent with your certificate request A challenge password []: An optional company name []:

Use the generated request.csr file to obtain an eMedNY-signed Client Certificate file.

3.2.2 Upload the Certificate Signing Request (CSR)

Once you have established an eMedNY SOAP Administrator, a new page will be added to ePACES that only Administrators can access for User Certificates Administration.

The following pages contain step-by-step instructions to request and obtain the SOAP Client Certificate via ePACES.

1. Log into ePACES with your SOAP Administrator Access key provided in the SOAP Certificate Enrollment confirmation email:



(This Access Key will be the ETINs' Primary ePACES Administrator User ID and Password.)



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2. After login, the SOAP Certificate Administrator should have the following option active on the left side of the ePACES Main Page as show in the screenshot below:

Certificate Admin ***<u>Certificate Request</u>



3. A Certificate Signing Request (.csr file) must be created and included in this form. Copy and paste the .csr file information into the Certificate Signing Request text field of this page. When renewing the certificate after it has expired, the same Certificate Signing Request as the initial request can be used in this field.

neuri)	ePACES		***		
ficate Admin rtificate Request	•• Certificate R	equest re, pending and in	active certificate	5.	
	Date	Status	Енр. Date	Certificate	Revoke .
	* Certificate Sig	ning Request:			I
	- 51				-
	50AP Administ	nd I agree to the rator's First Nam	Certificate Policy	Statement	
	SOAP Administ BALER SOAP Administ	rator's Last Nam rator's E-Mail Ad	e: dress:	_	

4. Navigate to the directory where you saved the .csr file earlier, and open the .csr file in a text editor, such as NotePad. It should look something like this:

Ď JDOE.csr - Notepad	
<u>File E</u> dit F <u>o</u> rmat <u>V</u> iew <u>H</u> elp	
BEGIN NEW CERTIFICATE REQUEST MIIBODCCAQkCAQAWYDELMAkGA1UEBhMCVVMxCzAJBgNVBAgTAk5ZMRAwDgYDVQQHEwdBbnl0 MRMwEQYDVQQKEwpKb2huRG9lSW5jMQswCQYELQQVDwJJVDEQMA4GA1UEAxMHSm9obkRvZTCB BgkqhkiG9w0BAQEFAAOBjQAwgYkCgYEAos6mmhfMJQopfDUqjZqs67gQMh7B15kfGiYkU02t IyoB2cG9QychiYMjiH1VIv+8+pg9f2eBQU90yMQbfOMqIM1s3dbZAmjKEaVutJvGS39joqZI Zg1NzQdleOEwRalZJMuQ8p0ySpRxh/KAWT3uvRdkg2SiSjFCyPMCAwEAAaAAMA0GCSqGSIb3 BQUAA4GBAE+02FXys6sAZ4JtaqnC/A7wv76+bE82JqM1BPyu/pjoCiQa7ZNM3GvDX9N37Ecr cwSCOULgCw8uJo/q79sz30PVouaycU+Y7Ummb+osAmjaNdFohd7QwcsAywfUrAPfeTDN+U61 01muT5LKp40LkGgjTZR3yDKynXG4 END NEW CERTIFICATE REQUEST	b3du nzAN Lg83 Ru0e DQEB Gqgh XVp2

5. Copy this information and paste the text into the Certificate Signing Request field, as shown below:

MedNY	PACES				
		S	*	C2	
ificate Admin entificate Request	• Certificate R	equest e, pending and in	active certificate	s.	
	Date	Status	Exp. Date	Certificate	Revoke -
	MIICOTCCAYAC DGJhbnkx DDAKBgNVBAOT IJANBgkq hkiG9w0BAQEF 6DGTadgo FB/oeCdavMDd FB/oeCdavMDd	AQAWXDELHARGA A2N:Y:EOMA4GA AAOCAQ8AHIIBO t/EdwyiSh/B4G nd I agree to the rator's First Nam	IUEBhHCdXHxCsAJ IUECxHHY29abGlu gKCAQEA4ELx7shh SalsYCD83X/ONLU certificate Policy we:	BgNVB&gT&mSSHQ8+ c=EPH&OG&1UE&xH N9=SLJT0J8xB0ni/ OffBFL+71wdoN14b Statement.	dQYDVQQHEwzh ‰WFnZ211HIIB /8r×YZY2∨EHBJ /8gHF+Hw1ZTR:▼
	SOAP Administ	rator's Last Nam rator's E-Mail Ad MAL COM rator's Phone No	e: Idress:	_	
	51855512	12			O Salarat

6. Once all required fields (*) are populated, click 'Submit' button. Status of the request will change to 'Requested' on this page.

tificate Admin Certificate Request	•• Certificate Re	quest			
	Date	Status	Exp. Date	Certificate	Revoke •
	History for ce	rtificate requested o	n 04/24/09		
	04/24/09	Requested			
	Complete the form be	cione dalla circe ser	mile of generate	a new certancate i	request.
	* Certificate Signi	ng Request:	and to generate	a new certaincate)	request.
	Complete the form be	ng Request:		a new certaincate i	request.

- Once your request is processed, please send an e-mail to <u>emednyproviderservices@gdit.com</u> for approval. You must notify eMedNY of your request, as we will not receive notification from the system.
 Failure to notify eMedNY at the above e-mail address will delay the process until we are notified.
- 8. eMedNY will either approve or reject your SOAP Certificate Request. Upon that determination, an email will be sent from <u>emednyproviderservices@gdit.com</u> to the SOAP Administrator with the current status of your request.
- 9. Once the request has been approved and processed, <u>emednyproviderservices@gdit.com</u> will send an e-mail notifying you that the certificate is available for download.

This entire process can take up to two business days.

3.3 Part III: Download eMedNY SOAP Certificate

3.3.1 **Retrieving the Certificate Response**

1. Upon receiving the Certificate Request Status e-mail, log back into ePACES using your SOAP Administrator Access Credential, and access the Certificate Request Page.

If the certificate is approved by eMedNY, status will change from 'Requested' to 'Available':

ficate Admin entificate Request	Current list of active,	pending and inac	tive certificates			
	Date	Status	Exp. Date	Certificate	Revoke	
	History for cer	tificate requested o	n 04/24/09			1
	04/24/09	Requested	10/24/09			
	04/24/09	Available	10/24/09	Download Now		
	Complete the form be Certificate Signin	low and click sul	omit to generate	a new certificate re	equest.	
						-

The SOAP Client Certificate should now be available for Download. Click on the link for 'Download Now' for the Available (Status) Certificate.

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2. Upon clicking on 'Download Now' link, the following screen will be displayed:

	%	-387.			
Certificate Re	quest				
Current list of active	nonding and ina	ctivo cortificatos			
current inst or active,	pending and ma	cave certaineutes			
Date	Status	Exp. Date	Certificate	Revoke •	
History for cei	Requested	10/24/09			
04/24/09	Available	10/24/09	Download Now		
Here's your Certifica	e. Please cut an	d paste it to a filo	9.		
eMedNY SDAP Cert	ificate:				
EwplTWVRTlktU ZJJOCZEONA4GA AQoCGgEBADEGS 3bfxHcMokofwe utmeVLcyZeIgz ScJNeRDOY/P55 SMmU+HzyLzofI Gh/117/3oc71A BPAwEwTDVR01B DEANBGNVBAOTB DAANBGNVBAOTB DJAMHSDTALB ODA4M19QS01TZ HmkvgdJW145++ CGGG51b302BB yUDgcW6FMNzeb pTNG3KDOOR9ux MIICZ2CCAGGA TIkxIZANBGNVB NzA1MDAWHF0XD VQQLExptU2101 AAOBJQAwgYkCG dFOOCVVOFJYC C2+hSqZ59r6hJ AAOBHDCBGTA/B GSBTZJZZXIGZ AFSEBTADAQH/M SwGBAQUFAADEG pJOTHSWAQDAJ ObaO2h/7/HUpy END CERT	<pre>blufesup of the set of the s</pre>	LLE #21UGF j2XMX LE #21UGF j2XMX ENDCAS I #DQYJ KNDCAS I #DQYJ KNDCAS I #DQYJ KNDCAS I #2000 KNDCAS I #20000 KNDCAS I #20000 KNDCAS I #20000 KNDCAS I	FTATBQNVBASTDOVQJ KoZINVCNAQEBBQAD¢ KoZINVCNAQEBBQAD¢ KoZINVCNAQEBBQAD¢ KUSUGUSATSAUUO¢ VVKR/eV80kfTSAQs¢ UHSUSQJ6GbJ0XTJ 72tUQptLPDoNT4r+1 /jCB+2A0BQNVH08B MUSDI2CB1DBNCEUg5 dCBDZXJ0aWZpYZF02 HA6Ly9WK49WG4WG4W HQYDVROOBBYEFB+F1 NxqapnmOKX0uq7Vf1 q1w+cQ5Feh3N91 eKV6twSVC2C4KG bD0eSPmOTLJIyJVJ bA2M08wDQYDVQ0K LD0eSPmOTLJIyJVJ bA2M08wDQYDVQUK1ZSZ aUC6JAGHAUTKTa1 ETCDn2ANBgkqhk160 VZ9gqTZDphn6nFTE3 dOVKIJJS1HR0ZSBT 04EJ/wQEAJB3JAF j116LqU1XzS7NzANI OUYOCMXY/o52ap6 H12821Q52TX2Vgm F/8hBYjC11V8SDuL0	UWILCYBD UGEPADCC HGGWTAA OCTXQGC/ DrauMrNB JV900WXG GCPKWKX GCPKWKX GCPKWKX GCPKWKX GCPCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF MCCGF M	

- 3. Copy and paste the Certificate in its entirety into a text editor (ex. Notepad)
- 4. Save the file, with extension '.cer' or '.pem' (e.g. nameFirst.pem), into the same directory as your Keystore:

	medny.org/epaces/Certificates/Ad	dviewCertsP50.aspx				🚬 🔁 Go	Sna Sna
	04/24/09	Requested	10/24/09				
	04/24/09	Available	10/24/09	Download Now			
	Here's your Certificat	e. Please cut and	l paste it to a file.				
	eMedNY SOAP Certi BEGIN CEF MIIGKQYJKoZIhv jzCCAvigAwIBAc	ficate: RTIFICATE /cNAQcCoIIGGjC /IBDTANBqkqhki	CBhYCAQExADALBg G9w0BAQUFADA2MC	kqhkiG9w0BBwGgggX+MIID 8wDQYDVQQKEwZlTWVkTlkx			
<u>)</u> Untitled -	Notepad						_
File Edit Fo	rmat View Help			-			
ZX30CZEQM AQoCggEBA 3bfxHcMok utmeVLcyZ SCJNeRD0Y 5MmII+MZVI	A4GALUEAXMHRDA3NjIOND OBC8e84YTfboSyU9CfMQT ofwe8t2pc2ag/I1/zjSlD eIgzuPgqyk05wA6ca5u+D /P95MV/xPVSa/+003hxmw zoGINfho8f5x39/zAwqH0	CCASIWDQYJKOZI p4v/K8wGwNrxBw n3wRS/u9cHaDde PcnEaToXw7YvKF SPLgA3cBjltw+S K34c5uutxu7ztL	:hvcNAQEBBQADggi /segxk2nyKBQF6Hi /sG00Bxfh8JwU0c0 //ev80knT5AQsQr. /su5Qxj6GbDx7A/ QptLPDoNT4r+fGi H+zAQBgN/H08Bafi	Recent			
6h/l1T/30 BPAwEwrDV DZANBGNVB b3JpdHkxD ODA4M19QS HmkvgdJwl CSqGSIb3D yUDgcw8FM pTNq3kD00 MIICZ2CCA TlkxIzAhB NzAIMDAWM VQQLExptU AAOBjQAwg	cTLAEjnxATYUIWUU2GICW RCIBAWCGYIKWYBBQUHAW AAOTBMVNZWROWTEJMCEGAL ALBGNVBAWTBENSTDEWN6 01TZX32L2NNY2VydHMVQI 45+t2+IBBGALUdIWQYMB QEBBQUAA4GBAE/XBHMecy MzebLaoIfDyrttKzQTr R9uX3x6FBSTCEd18WB63m (dgAwIBAGIBADANBG\chi BuxDIXMDAGUTK1OV 210IEN1cnRpZm]jYxR1Ic	CLAWERAGUB / INGZMGALUGHWSE INGZMGALUGHWSE ALDOCGMWhOdHAG JMMS5jcmwwHQVC AAFMVTKdoNhxga PIpZEkoT+4 qglW 32zXqGJPPFeGKV XcnBBhpVBftboo 1Gmw0hBQUFADA 1Gmw0hAQUFADA 1Gmw0hAQUFADA 00mPuJBFHAQGALUE	st zCB1DBNOEUgSal JCX20aWZpY2F02SJ LySyMC4XMT- VX 00BBYEFB+Ff0 pmmoKxoug7VFpn + cQ3BFeh3N91uni f6twSvC2C54KGRp SsmotL32J3BVJG SsmotL32J3BVJG MQ8WDQYDVQQEkw JSMG4ZtV12E52MSr inzANBgk qhk 169w JAGHdTKK tal dw	Desktop My Documents My Computer			

- 5. Log out of the ePACES Certificate Request page and close the web browser. The certificate is ready for use. Please Note: The link to download the certificate will only be available for one week. Failure to download the SOAP Certificate before it expires, will result a new request needing to be submitted.
- 6. When the certificate is in an "Available" or "Active" status, ePACES will not allow you to request a new SOAP Certificate. If for whatever reason you need eMedNY to revoke a certificate, please send an e-mail to <u>emednyproviderservices@gdit.com</u>. Similarly, when the certificate is nearing its expiration date, please email <u>emednyproviderservices@gdit.com</u> to request that the certificate be set "expired" in ePACES so you can request a new certificate. The status in ePACES is independent of the certificate. The certificate will be active up until its actual expiration date. This status is also not automated so after the expiration date you may not be able to request a new certificate without reaching out to the above email. It is recommend to contact us at <u>emednyproviderservices@gdit.com</u> a week or two in advance of the expiration date to avoid any down time.

3.3.2 Obtaining the Signed Client Certificate

Use the generated request.csr file to obtain an eMedNY-signed Client Certificate file. This certificate is used to establish a secure connection, the following example uses Keystore Explorer and SOAPUI 5.7.0.

The returned file contains the certificate chain. Open the file in KeyStore Explorer and select the certificate that has the same name as the username. Then export the signed client certificate as shown.

Certificate Details for	File 'request.csr.signed'	\times
Certificate Hierarchy:		
♥ OU=rPrd Certifica 	te Authority,O=eMedNY	
Version:	3	
Subject:	CN=TESTUSER,OU=ePaces Certs,OU=ePaces,OU=eMedNY-PROD	
Issuer:	OU=rPrd Certificate Authority,O=eMedNY	
Serial Number:	0x4C1	
Valid From:	10/31/2023 12:00:00 AM EDT	
Valid Until:	5/2/2026 11:59:59 PM EDT	
Public Key:	RSA 2048 bits	
Signature Algorithm:	SHA256WITHRSA	
Fingerprint:	SHA-1 V	
	Import Export Extensions PEM ASN.1	
	ОК	

Export Certificate	e from entry	'TESTUSER'				×		
Export Format:	€ X.509	O PKCS #7	O PKI Path					
PEM:								
Export File:	C:\Users\te	C: \Users \testuser \Desktop \TESTUSER.cer						
				Export	Cancel			

3.3.3 Convert the PEM Key and Certificate into the PKCS#12 Format

Execute the following command to combine the private key and signed certificate into a single p12 file.

```
$ openssl pkcs12 -export -in TESTUSER.cer -inkey priv.key -name testuser -out fts-testuser.p12
Enter Export Password:
Verifying - Enter Export Password:
$
```

3.3.4 SoapUI Setup

Copy the java keystore file and the provided FTS WSDL file to a new folder. Create a new SOAP project in SoapUI.



Check the Relative Paths box and click the Browse button.

New SOAP Pr	oject	×
New SOAP Proje Creates a WSDL/	ct SOAP based Project in this workspace	5
Project Name:		
Initial WSDL:	Brows	e
Create Requests:	Create sample requests for all operations?	
Create TestSuite:	Creates a TestSuite for the imported WSDL	
Relative Paths:	Stores all file paths in project relatively to project file (requires save)	
	٥	K Cancel

Locate the WSDL file and click on Open.

🔞 Open		×
Look <u>I</u> n: 🗀	soapui 🗸	
FileTransfe	rService.wsdl r.p12	
File <u>N</u> ame:	FileTransferService.wsdl	
Files of <u>T</u> ype:	All Files	•
		Open Cancel

Click on OK and then save the project file.

Double-click on the FileTransferService project folder, select the WS-Security Configurations tab, select the KeyStores tab, select green plus (add keystore), select the p12 file and click on Open.

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	Select Key Material Look [n: soapui Image: Soapui-project.xml FileTransferService-soapui-project.xml fts-testuser.p12 File Name: fts-testuser.p12 File Sof Type: Image: Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soapui-Soap											
		-	~		_						Open	Cancel
	Project	Properties	Cust	tom Propert Value	ies -							
	Name		FileTra	ansferServic								

Enter keystore password and click on OK.

Add Key	Material X
?	Specify password for [fts-testuser.p12]
	OK Cancel

3.3.5 Submit the Request

Here is an example on how to submit a request. Please note that the system will only accept a properly configured SOAP envelope as per the guide, with an x12 compliant payload. When running in production, please ensure that the eMedNY root CA has been added to the trust store.

Expand getFileNames and double-click on Request 1. Populate userName and passWord for the FTS service. Select fts-keystore.jks from the SSL Keystore dropdown menu in the lower left request properties. Then click on the green triangle to send the request.

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A 200 OK response indicates a successful connection.

4 Additional Tools & Information

4.1 Requirements for CORE Compliance

http://www.caqh.org/benefits.php

<u>Note:</u> Providers and Vendors/Trading Partners who are currently not enrolled in ePACES, must successfully enroll in order to obtain a SOAP Administrator User ID & Password.

4.2 ePACES Access Information & FAQ

http://www.emedny.org/selfhelp/

http://www.emedny.org/selfhelp/epaces/faq.aspx

5 Change Log

Date	Ver	Modification
2/16/2013	1.1	Initial Version
11/192024	2.0	The supplemental "Keytool and Certificate Management Guide" was removed and more current
		information was added to this guide. Removed all references to FTP and Meds History Service.



eMedNY is the name of the electronic Medicaid of New York system. The eMedNY system allows New York Medicaid providers to submit claims and receive payments for Medicaid-covered services provided to eligible members.

eMedNY offers several innovative technical and architectural features, facilitating the adjudication and payment of claims and providing extensive support and convenience for its users.

More information about eMedNY can be found at <u>www.emedny.org</u>.