Australian Government

Comcare

GUIDE TO USING THE CERTIFICATE OF CAPACITY IN GENIE

Download the new certificate (ACT Option) via the **Forms** tab of the **Software Updates** window (**Special > Software Updates**)

For the correct certificate to be used by Genie, there is a particular User Preference that must be enabled. To set this preference:

1. From the **File** menu, open **All User Preferences**

2. Double-click on the appropriate user (i.e. the billing provider) and navigate to the **General** tab

3. Ensure the following checkbox is **ticked**: *Use Custom Forms Workcover Certificates*

4. Use the **Save** button to close the User Preferences.