

How to access iExpense on personal Mac

For Medical Officers

On your phone:

If you haven't already, follow the *Remote Access – VPN – Personally Owned Device* for [Android](#) (phone) or [Apple](#) (phone) to setup a One Time Password (OTP), also known as a 'token' or 'passcode', that regenerates every ~20 seconds on your phone in the Citrix SSO app.

On your Mac:

Download and install **Citrix SSO** from the App Store.

In Citrix SSO on your Mac:

Home > Connection > New Connection

In URL field type: **sahextaccess.sahealth.sa.gov.au**

The specific content of the Name field is flexible (it is your reference), but you could call it 'SA Health', for example.

Select **Save**.

Select the connection you just created in Home > Connection.

Open **Citrix SSO** on your **mobile** device and select the **Password Tokens** tab.

Type the six-digit number that appears above an ever-decreasing green bar into the **Passcode** field in **Citrix SSO** on your **home computer**.

Use your **HAD details** in the Username and Password fields, ensuring your phone is **not** simultaneously connected to the VPN.

Once the VPN connection is established:

Mac users only:

1. In Safari, go to Preferences > Advanced
2. Check "Show Develop menu in menu bar"
3. Develop > User Agent > Internet Explorer 11*

*If 'Internet Explorer 11' isn't an option, go to **Develop > Other...** and copy/type in: **Mozilla/5.0 (Windows NT 6.1; Trident/7.0; rv:11.0) like Gecko**

Type <https://erp.had.sa.gov.au/> into the **Safari** browser and use your **HAD details** to **login**.

For more information

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