



**Pharmacy Programs
Administrator**

PORTAL USER GUIDE – AUTHORISED PERSONS

1 February 2019

Authorised Persons are individuals who are authorised to claim on behalf of another person’s pharmacy or business. This Authorised Persons Guide details how a user can request to be linked to an existing Service Provider and claim on behalf of that Service Provider.

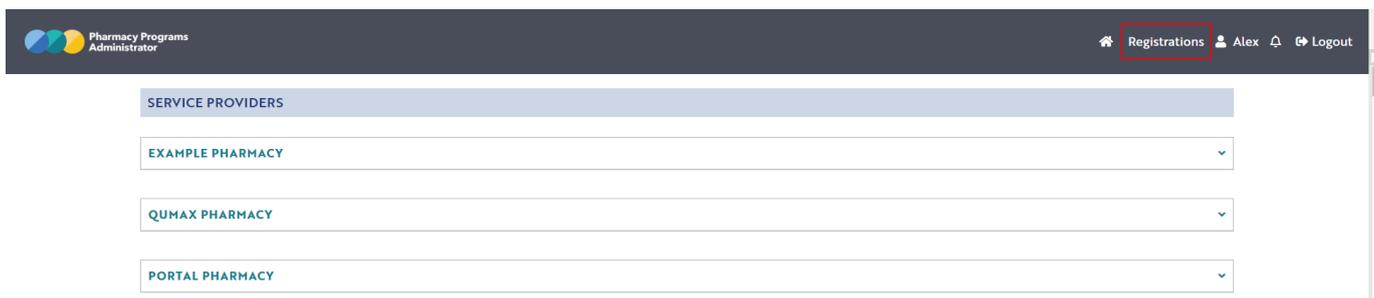
AUTHORISED PERSONS

Registered Service Providers (e.g. a Pharmacy) have one Main Authorised Person, responsible for maintaining the Service Provider details within the system. A Service Provider may have multiple additional Authorised Persons, who can claim on behalf of the Service Provider.

Please note

To become an authorised person for a Service Provider you must be registered in the system and have an appropriate role for the Service Provider you wish to represent. Then follow this process to request to become an Authorised Person for a Service Provider.

- 1) Login to the **PPA Portal**. The **PPA Portal Homepage** will display. Click on the **Registrations** button.



- 2) The following screen will display (part of screen shown). A list of your roles will be shown, or you can register a new role using the **Select a role type** drop-down list. In this example, the user will click the **Select Role** button for the **Service Provider Contact**, as the user wishes to link this Role to an existing Service Provider as the **Authorised Person**.



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- 3) The following screen will be displayed. Type in the search bar a query for the Service Provider you wish to link your Role to. A list of potential matches will be returned. **Select** the Service Provider you wish to link to.

Registration Progress

Selected Role: Service Provider Contact

BUSINESS REGISTRATION DETAILS

Selected Service Providers 

ID	BUSINESS NAME	ABN	TYPE	POSTCODE	
102	Portal Pharmacy	33051775556	Section 90 Pharmacy	3000	 Select Service Provider

First « 1 » Last Show 10 entries

Total number of entries: 1



- 4) A list of potential matches will be returned. **Select** the Service Provider you wish to link to.



#	BUSINESS NAME	ABN	TYPE	CREATED ON	
4	Example Pharmacy		Section90Pharmacy	25/01/2019	Select

First « 1 » Last Show 10 entries

Total number of entries: 1

- 5) You will then be asked for your contact details for acting in this Role. Enter your preferred contact details and click on the **Submit** button.
- 6) For you to be able to start claiming on behalf of the Service Provider, the **Main Authorised Person** who originally registered the Service Provider will need to approve your link request. Once approved, the Service Provider will appear on your Portal home screen.