



Pharmacy Programs
Administrator

PORTAL USER GUIDE – RURAL CONTINUING PROFESSIONAL EDUCATION ALLOWANCE

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PHARMACY PROGRAMS ADMINISTRATOR PORTAL USER GUIDE – RURAL CONTINUING PROFESSIONAL EDUCATION ALLOWANCE

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INTRODUCTION

This Pharmacy Programs Administrator Portal User Guide provides a step by step process for Pharmacists and Professional Educators claiming for the Rural Continuing Professional Education (CPE) Allowance Program. It describes the following processes:

- Portal Registration and Role Registration
- Rural CPE Allowance Program Registration
- Rural CPE Allowance Claim.

For best performance, we recommend the most recent version of the **Chrome** browser is used. Whilst you can successfully submit your registration and make claims using other browsers, they may not have all the features required to provide you with the best user experience.

If you require further assistance with using the Pharmacy Programs Administrator Portal, please do not hesitate to contact the Pharmacy Programs Administrator Support Centre on 1800 951 285 or email support@ppaonline.com.au.

PORTAL REGISTRATION AND ROLE REGISTRATION

If you would like to start claiming for the Rural Continuing Professional Education Allowance, you will need to first create a user account and register as a Registered Pharmacist or Accredited Pharmacist on the Pharmacy Programs Administrator Portal. All claims submitted under the Rural CPE Allowance must be via an individual pharmacist's account (sole trader). The Rural CPE Allowance **cannot** be claimed by business entities such as community pharmacies.

The following steps describe what you will need to do to get started on the Portal.

Set up your user account for the Portal

1) Navigate to the Portal via the website <https://app.ppaonline.com.au>. The Pharmacy Programs Administrator Portal Login page will display. Click on the **Register as a New User** link

Pharmacy Programs Administrator Registration and Claiming Portal

Email

Password

Remember me?

By logging in to the PPA Portal you agree to be bound by the [Pharmacy Programs Administrator General Terms and Conditions](#), which changed on 1 July 2020 due to the commencement of the 7CPA. Please ensure you have read the updated General Terms and Conditions and agree to these before you log in to the Portal.

[Forgot your password?](#)

[Register as a new user](#)

2) The New User Registration Form will display

NEW USER REGISTRATION FORM

Given Name(s)

Family Name

3) Complete the fields as required and click Register. A confirmation email will be sent to your email address for verification.



Hi /

This email has been sent to you to confirm your email address. If you didn't provide this email address to the Pharmacy Programs Administrator then please ignore this email.

[Verify your email address](#)

Please click the link below to confirm your email address to the Pharmacy Programs Administrator.

[Please click here.](#)

Kind regards,

4) Once you have verified your email, you will be able to log in.

Confirm email

Thank you for confirming your email. [Please click here to log in.](#)

Register a Registered Pharmacist or Accredited Pharmacist Role

1) Navigate to the Portal via the website <https://app.ppaonline.com.au>. The login page will display. Enter your account details and click on the **Log In** button.

Pharmacy Programs Administrator Registration and Claiming Portal

Email

Password

Remember me?

By logging in to the PPA Portal you agree to be bound by the [Pharmacy Programs Administrator General Terms and Conditions](#), which changed on 1 July 2020 due to the commencement of the 7CPA. Please ensure you have read the updated General Terms and Conditions and agree to these before you log in to the Portal.

[Forgot your password?](#)

[Register as a new user](#)

2) The following will display. Click on the **register for a role** link.

Welcome to the Pharmacy Programs Administrator portal. To begin please register for a role.

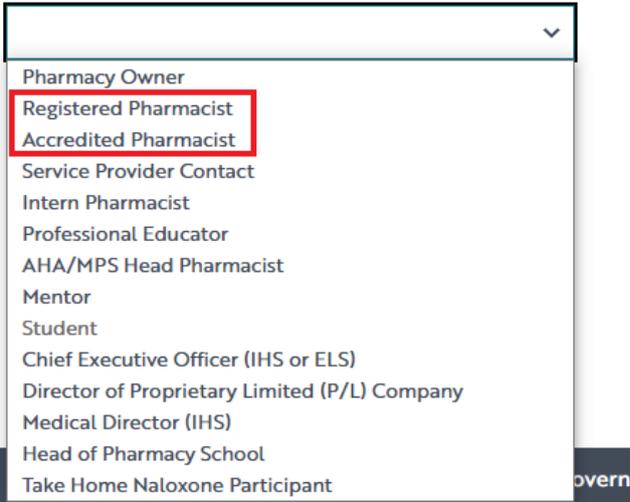
3) You will be prompted to select a role type. For the purposes of this User Guide, select the applicable role type Registered or Accredited Pharmacist (Pharmacy Owner role types cannot register for the CPE program).

Pharmacy Programs Administrator Portal User Guide – Rural CPE Allowance

NEW ROLE REGISTRATIONS

If the role you require is not approved or pending in link to a current Service Provider or register a new or

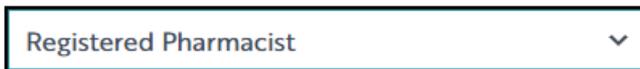
Select a role type to register for



A dropdown menu with a downward arrow on the right. The menu is open, showing a list of role types. The first three items, 'Registered Pharmacist' and 'Accredited Pharmacist', are highlighted with a red rectangular box. The list includes: Pharmacy Owner, Registered Pharmacist, Accredited Pharmacist, Service Provider Contact, Intern Pharmacist, Professional Educator, AHA/MPS Head Pharmacist, Mentor, Student, Chief Executive Officer (IHS or ELS), Director of Proprietary Limited (P/L) Company, Medical Director (IHS), Head of Pharmacy School, and Take Home Naloxone Participant.

4) You will be asked to provide your AHPRA number if you select Registered Pharmacist role.

Select a role type to register for



A dropdown menu with a downward arrow on the right. The text 'Registered Pharmacist' is displayed inside the menu.

AHPRA Number

 Submit

You will be asked to provide your Accreditation Number and upload your Accreditation Certificate. To do this click the **Browse** button. Once you have selected a file click the **Upload File** button.

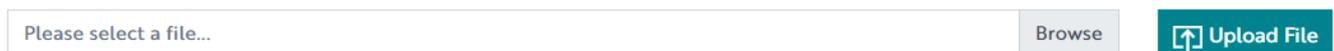
Select a role type to register for



A dropdown menu with a downward arrow on the right. The text 'Accredited Pharmacist' is displayed inside the menu.

Medication Review Number (MRN) or SHPA Accreditation Number

Accreditation Certificate



A file selection interface consisting of a text input field with the placeholder text 'Please select a file...', a 'Browse' button, and an 'Upload File' button with an upward arrow icon.

Pharmacy Programs Administrator Portal User Guide – Rural CPE Allowance

5) Once fields are complete click the Submit button. A confirmation message will appear. It may take up to 24 hours for your registration to be reviewed and approved or rejected by an Operator.

6) Once your Role Registration has been submitted, the Portal will show the Business Registration Details page. Select **Can't find your Service Provider? Register a New One.**

Registration Progress

SELECTED ROLE - REGISTERED PHARMACIST

BUSINESS REGISTRATION DETAILS

No entries found

Search Business Name or ABN



Can't find your Service Provider? [Register a new one.](#)

7) Scroll down to select Sole Trader (Accredited Pharmacist/Registered Pharmacist) as Type of Pharmacy/Business. Complete all business details and Submit your Sole Trader registration. This registration will be reviewed and approved or rejected by an Operator.

Can't find your Service Provider? [Register a new one.](#)

As the individual registering a new Service Provider (e.g. pharmacy or business), you agree that you are authorised to bind this Service Provider on behalf of all owners. You will become the Main Authorised Person for the Service Provider. The Main Authorised Person is the only person who can:

- Approve other individuals to act on behalf of the Service Provider in terms of registering for programs or submitting claims.
- Update information relating to the Service Provider including Bank Account details, Address details (physical and postal), and Contact details.

PHARMACY / BUSINESS DETAILS

Type of Pharmacy / Business

Name

ABN

GST Registered

Yes

No

The following sections should be completed with the address, contact, and bank account details for the Service Provider itself (i.e. the business details). You will be able to provide your individual contact details as they relate to the Service Provider separately.

RURAL CPE ALLOWANCE PROGRAM REGISTRATION

This section details how to complete a Rural CPE Allowance Program Registration through the Pharmacy Programs Administrator Portal.

- 1) Click on the **Home** page button
- 2) To register for the Rural CPE Allowance Program, click the **Register for New Program** link

[\\$ View Remittance Advices](#)
[+ Register for New Program](#)
[✎ Update Details](#)
[📄 View Summary Reports](#)

PROGRAM NAME	STATUS	ACTION
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- 3) The Program Registration screen will display a list of all programs you may register for. Use the drop-down list to select **Rural Continuing Professional Education Allowance**

Program Registration

Rural Continuing Professional Education Allowance

Rural Intern Training Allowance

- 4) The Rural CPE Allowance Program Registration details will display (part of screen shown below)

Program Registration

Rural Continuing Professional Education Allowance

Are you an Australian Citizen or Permanent Resident?

- Yes
 No

Please upload proof of Australian Citizenship or Permanent Residency

[Certified documents demonstrating proof of Australian Citizenship or Permanent Residency]

- 5) Complete all details and click on **Submit Registration**. Please note, you must provide **certified** documents to demonstrate proof of Australian Citizenship or Permanent Residency
- 6) Once submitted a confirmation message will appear. Please allow up to 24 hours for the program registration to be reviewed and approved by an Operator. You will be notified via email once your program registration has been approved.

RURAL CPE ALLOWANCE CLAIM

This section details how to submit a Rural CPE Allowance Claim through the Pharmacy Programs Administrator Portal.

- 1) In order to submit a Rural CPE Allowance Claim you must first register for the program and be approved
- 2) Once logged into the Pharmacy Programs Administrator portal, navigate to the appropriate Service Provider and click the **View** button next to the Rural CPE Allowance Program

KATIE'S SOLE TRADER Service Provider Status: **Granted** ▾

[\\$ View Remittance Advices](#)
[+ Register for New Program](#)
[📄 Update Details](#)

PROGRAM NAME	STATUS	ACTION
Rural Continuing Professional Education Allowance	Granted	📄 View

- 3) Once you have clicked on **View**, the following screen will display. Click on the **New Record** tab

RURAL CPE ALLOWANCE - KATIE'S SOLE TRADER

[Show All](#)
[New Record](#)

- 4) A Rural CPE Allowance Claim form will display (part of form shown below)

RURAL CPE ALLOWANCE - KATIE'S SOLE TRADER

[Show All](#)
[New Record](#)

Please tick the appropriate box below

I am applying as a pharmacist (intern, registered or accredited) who attended a CPD event
 I am applying as, or on behalf of, a professional educator who delivered a CPD event

PHARMACIST DETAILS (IF PRACTICING)

Work Address

- 5) Complete the fields in the Rural CPE Allowance Claim. If you need to return to the claim at another time, scroll down and click the **Save** button. You can then continue the saved claim by clicking the **Show All** tab and then the **Continue Submission** button
- 6) Once finished, click the **Submit** button to submit the Rural CPE Allowance Claim. The claim will be sent to the PPA for review, and if approved, payment will be made to your registered bank account
- 7) To see a list of all submitted and/or saved claims, click on the **Show All** tab.