



Pharmacy Programs
Administrator

LOCATING YOUR PPA SERVICE PROVIDER ID – USER GUIDE

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The following user guide assists users with locating their PPA Service Provider ID.

Locating your PPA Service Provider ID

- 1) Locate the Pharmacy Programs Administrator Portal directly via www.app.ppaonline.com.au or by selecting the Portal option at the top of the page via www.ppaonline.com.au
- 2) From the portal log-in page enter your log-in details and select **Log-In**.
- 3) The Portal landing screen will display all Service Providers that your user account is linked to. Depending upon your role that is linked to the Service Provider, select the **Update Details** or **View Details** option located directly under the Service Provider name

BLUE GREEN PHARMACY			Service
View Remittance Advices + Register for New Program Update Details View Summary Reports			
PROGRAM NAME	STATUS	ACTION	
Take Home Naloxone Pilot	Granted	View	
Home Medicines Review	Granted	View	
Administration Activity	Granted	View	
COVID-19 Home Medicines Service	Granted	View	

- 4) Scroll down the page to the **Pharmacy/Business Details** section on this page. Your Service Provider ID is located in the **PPA Service Provider ID** field*

PHARMACY / BUSINESS DETAILS

Type of Pharmacy / Business

Section 90 Pharmacy – Community Pharmacy

PPA Service Provider ID

5555

Name

Blue Green Pharmacy

**If this is not visible when you first select the page, please press ctrl+f5 together to refresh.*