**Pharmacy Programs Administrator**

# LOCATING YOUR PPA SERVICE PROVIDER ID – USER GUIDE

January 2022

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



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*



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