

User Guide PAP101: How to access the PBS Approved Suppliers Portal



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#### Purpose

This user guide provides instructions on how to:

- Access the PBS Approved Suppliers Portal (the Portal) using myGovID.
- Access the Portal using your AUSkey credentials.
- Link additional entities to your myGovID in the Portal.

#### **Key Information**

Use myGovID and Relationship Authorisation Manager (RAM) to access the Portal.

myGovID is the Australian Government's digital identity provider that allows you to prove who you are online. It is different to your myGov account.

RAM is an authorisation service that allows you to act on behalf of a business online when linked with your myGovID. You will use your myGovID to log into RAM.

Up until 27 March 2020, both myGovID and AUSkey can be used to login to the Portal. After 27 March 2020, AUSkey will be decommissioned and myGovID and RAM will be required to login.

For all information on obtaining your **myGovID**, required identity documents, setting it up, what you can use it for, security and general help please visit: https://www.mygovid.gov.au/how-do-i-get-set-up

If you have an existing AUSkey, please transfer your credentials to myGovID. This will enable a seamless first-time login experience, avoiding the need to contact online services to re-establish access. For a step by step guide on migrating into this new authorisation service please review the <u>Australian Taxation Office website</u>.

#### Access the PBS Approved Suppliers Portal using myGovID.

1. Select the top right 'sign in' option, the Green 'sign in' button will then display.

Ц.	Australian Government Department of Health	PBS Ap	proved	d Supplie	ers Portal			Sign in
Home	Surrounding Pharma	cy Comments	Contact Us	FAQ				
Sign in	Register Redee	em invitation						
First time user Taxation Office	s of the PBS Approved S website.	uppliers Portal are	e required to re	egister with a valio	I myGovID. For informa	ition on how to set up	your myGovID, plea	ase visit the <u>Australian</u>
By clicking the	"Sign in" button below, I	agree to abide by	the Terms of U	l <u>se</u> of the PBS Ap	proved Suppliers Porta	al.		
Sign in								
About he About Us	aith		Using th Accessibility Copyright Disclaimer	nis website		Help us i We are always Provide fe	mprove looking for ways to edback	improve our website.
© Commonweal	<u>अर्थिक</u> इन्हेल्ल th of Australia		Privacy					

2. If you have a <u>myGovID e-mail</u> select the myGovID option.

If you do not have a myGovID, visit the Australian Taxation Office (ATO) website to get set up:

https://www.mygovid.gov.au/how-do-i-get-set-up

The option to log in to the Portal using your AUSkey credential will remain available until 27 March 2020.

hich credential would you like to use?	
USKey	myGovID
You can continue to use your existing AUSKey to access Health services until end of March 2020.	Try myGovID, a new way to login. myGovID is different to myGov. Using myGovID and <u>Relationship Authorisation Manager (RAM)</u> together is a simpler and more secure way to log in. Login with Orgon Composition

#### 3. Log in with your myGovID e-mail.

Asstralian Government	<b>/ID</b>			
Get the myGovID a Prove who you are and get Download the app now to g	app t a code to login with the myGovID app. get started.			
(D)	What's next? 1. Download the app 2. Prove who you are 3. Come back and login			
Already have the r Login with your myGovID e	nyGovID app? email to continue.	$\bigvee$		
myGovID email	myGovID email			
Remember me		Cancel		

4. Select a displayed entity or business from the list and click continue.

**Note**: You can select 1 business name only from the displayed list.

BETA	Help ♂ 요Ruben Hellstrom
Australian Government	Relationship Authorisation Manager
Businesses I can act for	
Select a business from the list to continue. If your business is not listed, you can	add a business.
Search by ABN or name	X Q
Entity name	ABN 🗢
Hi Health Pty Ltd	ABC 123456
Best Health Pty Ltd	XYZ456789
A Page 1 of 1 >	Results per page 50 V
$\langle \rangle$	

5. Create a user profile to link to your myGovID for that business, which is the e-mail displayed in your profile details.

Once you have entered all field details click on the 'Update' button.

Home	My Dashboard	Apply for Approval	Upload Document(s)	Surrounding Pharmacy Comments	Contact Us	FAQ	
Home > Pro	file						
Profile							
				N=			
Fitle *			~	E-mail plum.sinlog@sintest.gov.au			
First Name *				Last Name *			
Terms				Jones			×

**Note**: The 'Profile' screen will only be displayed if the myGovID email does not exist in the Portal under the entity selected. Once a user profile is created it cannot be changed again in the Portal. If

you need to change the profile details you can do so by contacting the department by e-mail on <u>pbsapprovedsuppliers@health.gov.au</u>.

Once a user profile has been created and linked to that myGovID, all standard portal functionality is available to the user (dashboard view, apply for approval, upload documents, surrounding Pharmacy Comments).

Australian Government Department of Health PBS Approved Suppliers Portal						Tom Jones + Profile
Home	My Dashboard	Apply for Approval	Upload Document(s)	Surrounding Pharmacy Comments	Contact Us	FAC Sign out
PBS Approved Suppliers Portal						
In this s Apply for Surrour	ection or Approval Iding Pharmacy Con	nments				
Help The PBS Approved Suppliers Portal allows applicants to lodge applications for approval to supply pharmaceutical benefits and update their details online.						

**Note**: If your business name is not displayed in RAM, visit the ATO website for information on how you can add a business to your myGovID. <u>How to link your business in RAM.</u>

#### Access the PBS Approved Suppliers Portal using your AUSkey credentials.

Access to the PBS approved Suppliers Portal using your existing AUSkey credentials will be available until 27 March 2020.

1. Select the top right 'sign in' option, the Green 'sign in' button will then display.



2. Select 'Login with AUSkey'.



#### Which credential would you like to use?

AUSKey	myGovID
You can continue to use your existing AUSKey to access Health services until end of March 2020. Log in or register using your existing <u>AUSKey</u> .	Try myGovID, a new way to login. myGovID is different to myGov. Using <u>myGovID</u> and <u>Relationship Authorisation Manager (RAM)</u> together is a simpler and more secure way to log in. Login with @@@@D
Department of Health	

The PBS Approved Suppliers Portal authentication screen will display as follows:

	Australian Government	Authentication Service
	AUSkey and Manage ABN Connections are being repl By the end of March 2020 you will be required to use an alternative credential to acce about what you need to do, visit https://www.abr.gov.au/mynewkey	aced sss government online services on behalf of a business. For detailed information
Departmen	t of Health	
This service rec The information Please select y	eveneted with overlimiter, FutureIncland CelfMee. uires that you identify yourself using your Credential. on your Credential will be returned to the Agency with which you are doing business. our Credential and enter your password.	
Select:	Please select a credential from the list	
	Can't see your AUSkey details? Click here	CANCEL 🕺
Accessibility	Copyright Disclaimer Security and Privacy	Glossary Help

3. Select your AUSkey from the dropdown list. In the Password field that displays, enter your AUSkey password and select



A

4. Select your AUSkey from the dropdown list.

If you don't see your AUSkey credentials, click on the 'click here' link

Can't see your AUSkey details? Click here...

Once logged in successfully you will be taken to the homepage of the Portal.

#### Link additional entities to your myGovID in the Portal.

In instances where there are multiple Entities displayed and there is a requirement to link the myGovID to another displayed Entity name in the Portal, an invitation code will need to be supplied to the user by the PBS Approved Suppliers Team. If you are unsure whether you have an existing profile, you may receive the following error message when attempting to login with the selected entity.

Australian Gover	Australian Government Department of Health Sign in						
Home Surrounding Pharmacy Comments Contact Us FAQ							
Pegister your external account  The email "plum.sinlog@sintest.gov.au" is already taken.							
Email	plum.sinlog@sintest.gov.au						
	Provide an email address to complete the external account registration.           Register						
About health	Using this website	Help us improve					
<u>About Us</u>	<u>Accessibility</u> <u>Copyright</u> <u>Disclaimer</u> <u>Privacy</u>	We are always looking for ways to improve our website. Provide feedback					
C Commonwealth of Australia							

To obtain an invitation code, you will need to contact the department by e-mailing:

PBSapprovedsuppliers@health.gov.au

Provide your myGovID and business name to be linked and request a 'unique invitation code'.

You will be provided the code by email. Once you have received the code follow these steps:

- 1) Access the Portal using the link https://pbsapprovedsuppliers.health.gov.au/Register?returnUrl=%2F
- 2) Enter the unique invitation code provided in the email
- 3) Check the "I have an existing account" box
- 4) Click 'Register'

Australian Government Department of Health Sign in						
Home Surrounding Pharmacy	Comments Contact Us FAQ					
Sign in Register Redeem	invitation	<u></u>				
Sign up with an invitation code		<b>v</b>				
	e an existing account					
About health About Us	Using this website Accessibility Copyright Disclaimer Privacy	Help us improve We are always looking for ways to improve our website. Provide feedback				
© Commonwealth of Australia						

5. Once you have successfully redeemed your invitation code, you will be redirected to the Sign In page. Click 'Sign In'.

<u>Home</u>	Surrounding Pharmacy Comments	Contact Us	FAQ
<b>→</b> Sign in	Register Redeem invitation		
First time users	s of the PBS Approved Suppliers Portal a	re required to re	egister with a valid AUSkey. AUSkeys can be obtained from the <u>Australian Business Register</u> website.
By clicking the	"Sign in" button below, I agree to abide b	y the <u>Terms of U</u>	Jse of the PBS Approved Suppliers Portal.
Redeeming ohDf-1B6A4	code: r18GhcFi8XD6TEjk2b2kCWQQ8j 4nsLjpUuGmF03G4HahgaqaN0twGBL	UeNxQXiDhcfdi 4yuKcN4IvA-AIC	InIcAi-Msm9bg-a15Istz5IMWvuhChf9vN3YA3kR1- OLJgJ4WYbktBVpFsPnuvq2-LO6P8ZMaDwe3IDOhPc-
Sign in			

6. Sign in to the Portal with your myGovID and select the additional entity you wish to link to your existing Portal profile.



Once selected, you will be able to access the Portal as normal under the selected entity.

**Note:** You will only be able to view applications made under the selected entity. For example, if you started an application for Company A, and you login with Company B, you will not see the application initiated for Company A.