



## HOW TO GUIDE

# Update Pharmacy Services via myGuild

## What is myGuild?

myGuild is The Pharmacy Guild of Australia’s website portal, allowing members to use their individualised username and passwords to access a range of Guild services. Non-member’s can access this portal also and have a myGuild account, but some resources may be restricted to Member only.

The myGuild sidebar shows quick links to all the important information you need to remain connected to the resources available from the Guild. This includes quick links to member-only tools and services, such as wage rates, PBS Price Changes and the latest copies of news and events.

myGuild also allows you to update your personal and pharmacy information, such as trading hours and pharmacy services, to be displayed on the Find a Pharmacy website.

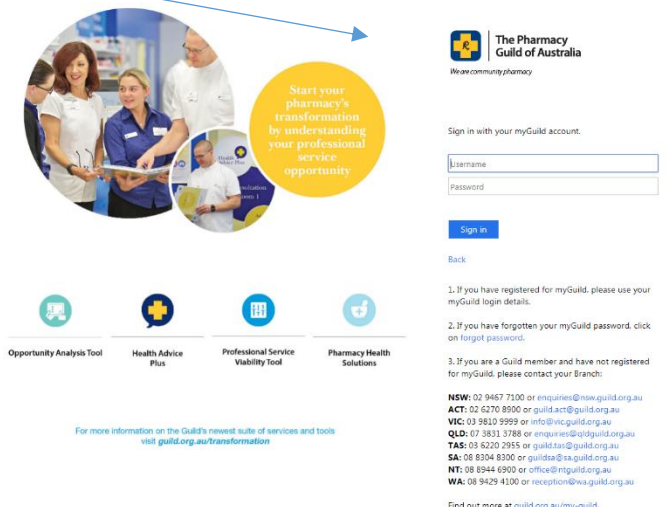
## Step 1 – Log Into My Guild

1. Go to [www.guild.org.au](http://www.guild.org.au) and click on the yellow **myGuild SIGN IN** button on the top right-hand side of the screen.



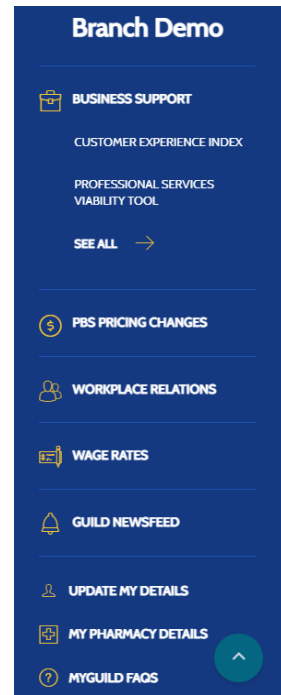
2. Enter your **Username and Password** and then select Sign in.

*Note - If you are unable to remember your **username** please contact your State Branch  
If you **cannot remember your password**, please click on the ‘forgot password’ link.  
The link will ask you to confirm your username and then will send an email to your nominated email address which will allow you to reset your password.*



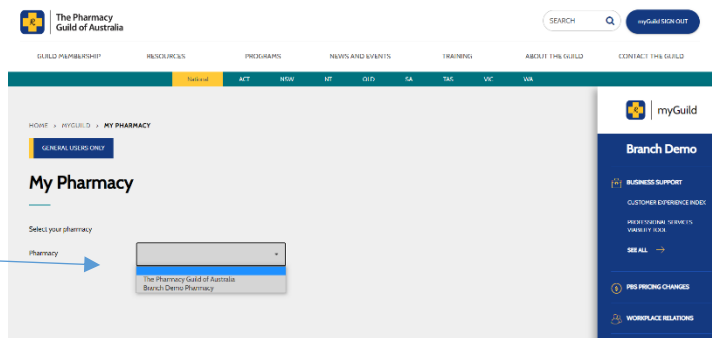
## Step 2 – Select My Pharmacy Details

Navigate to your Pharmacies information by scrolling down and selecting the **My Pharmacy Details** option on your personalised menu located on the right had side of your screen.



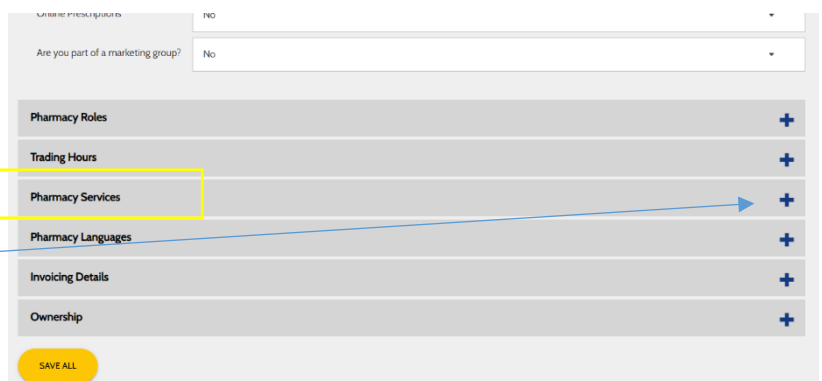
## Step 3 – Select the Pharmacy

Click on the drop-down box next to the Pharmacy field to select the pharmacy that you would like to update the information on.



## Step 4 – Expand the Pharmacy Services menu

Expand the tab called **Pharmacy Services** by clicking on the + sign.



## Step 5 – Find the Pharmacy Service

You will then see a list of all the available Pharmacy Services. Scroll through to the service you are updating. Eg Concessional Access RAT.

**Pharmacy Services**

To ensure the Guild is able to appropriately advocate on your behalf, it is important that we know which services are offered in your pharmacy. We also publish information about your pharmacy on the Find A Pharmacy website, to help connect customers and patients with the services they seek.

Please list the services offered in your pharmacy. Note that "Provided" indicates that you offer the service in your pharmacy, and "Published" indicates whether it should be published on the Find A Pharmacy website. If you have a service which you offer, but would not like it to be listed on the Find A Pharmacy website, please ensure you have selected No as your Publish option.

To save your changes, use the **Save All** button at the bottom of the page.

Services	Provided	Published	Description
Aboriginal and Torres Strait Islander Quality Use of Medicines (QUM) support	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	Delivering a range of primary health care services to support QUM for Aboriginal and Torres Strait Islander people
Absence from Work Certificates	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	Pharmacist provision of absence from work certificates as proof of legitimate absence from work
Concessional access RAT	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	Part of the concessional access to the RAT program

## Step 6 – Select Provided and Publish Options

Select **Provided - Yes** to record in the Guild data that you are providing this service  
Select **Publish - Yes** to have the information published on the Find a Pharmacy website  
If you don't want this information published on the website, select **No**.

***\*Please note that the Find a Pharmacy website does not publish changes in real-time and this may take up to 12 hours to take effect.***

Services	Provided	Published	Description
Concessional access RAT	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	Part of the concessional access to the RAT program

## Step 7 – Scroll to the bottom and SAVE ALL

If you require any further support, please contact your local Branch or email [myguild.support@guild.org.au](mailto:myguild.support@guild.org.au)