



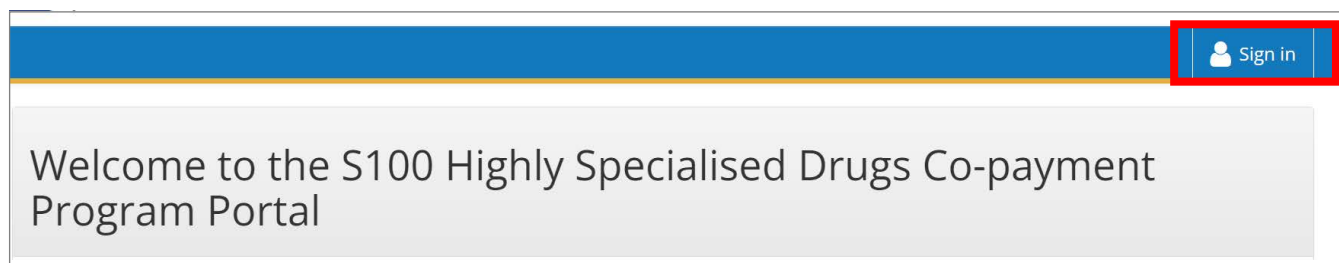
The Pharmacy
Guild of Australia

Section 100 (s100) HSD Co-payment Program

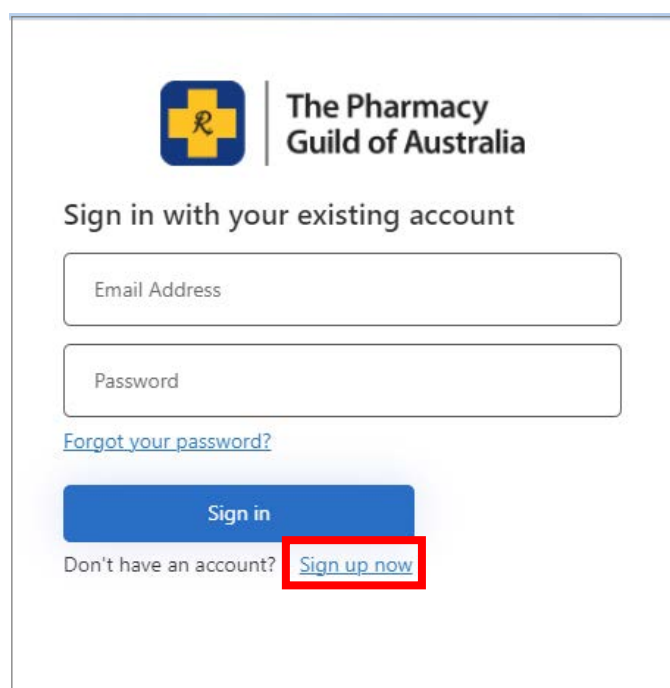
User guide: How to create a user account in the portal


The purpose of this user guide is to explain how to create a user account within the S100 HSD Co-payment Program Portal (the Portal). To submit a claim in the Portal, you will need to create a portal user account. There can be multiple user accounts associated with a pharmacy.

1. Go to the [S100 HSD Co-payment Program Portal](#). Click Sign in located on the top right-hand corner.



2. Click **Sign up now**.



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Sign in with your existing account

Email Address

Password

[Forgot your password?](#)

Sign in

Don't have an account? [Sign up now](#)

3. Enter your pharmacy's email address and click **Send verification code**.

A 6-digit verification code will be sent to your pharmacy's email address. Please check your Spam or Junk folders.

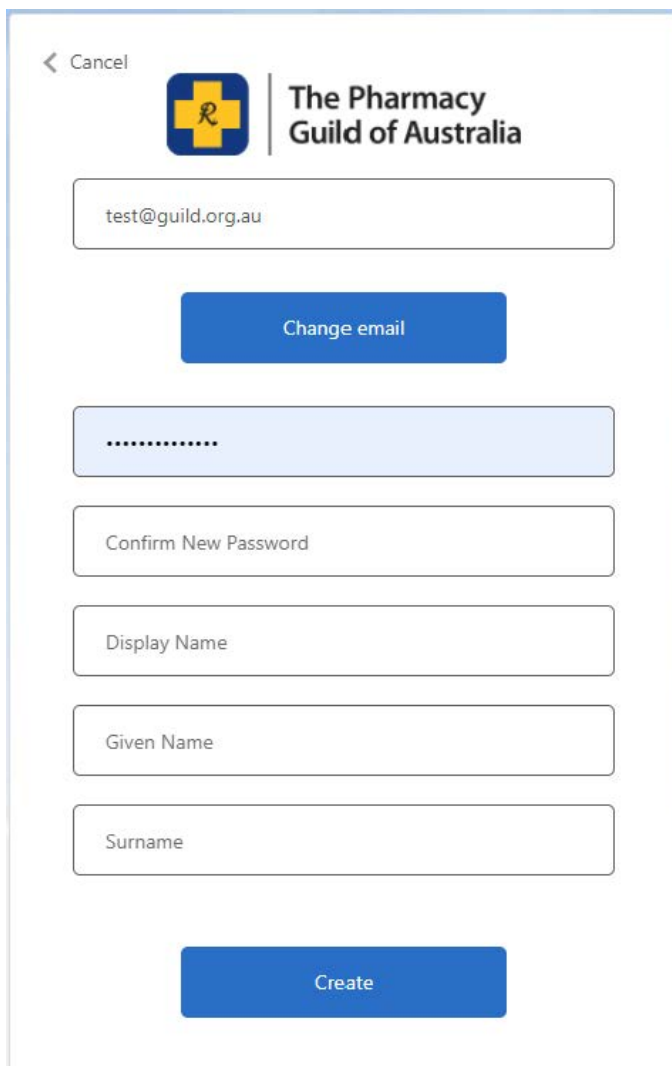
- ! Please note, an email address can only be used once. For pharmacies with multiple users a different email address will be required.



The screenshot shows the 'The Pharmacy Guild of Australia' logo at the top left. Below it, the text 'Verification is necessary. Please click Send button.' is displayed. A text input field contains a redacted email address followed by '@outlook.com'. Below the input field is a blue button labeled 'Send verification code', which is highlighted with a red rectangular border.

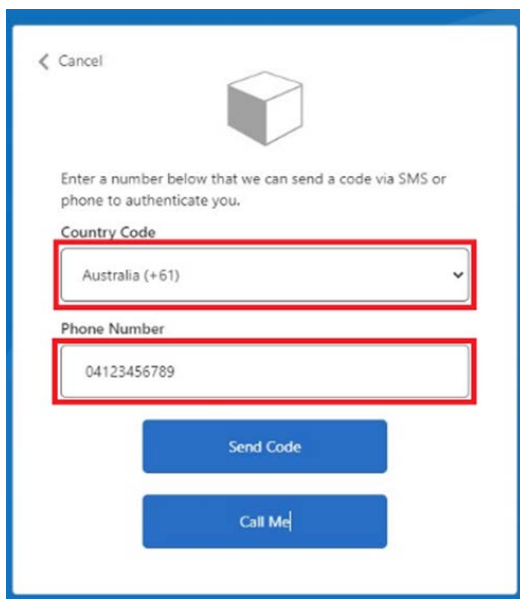
4. Follow the prompts to enter the verification code and click **Verify code**. Create and confirm new password, enter the username and click **Create**.

- ! The password must have at least 8 characters with at least one capital letter, at least one lower case letter and at least one number or special character.

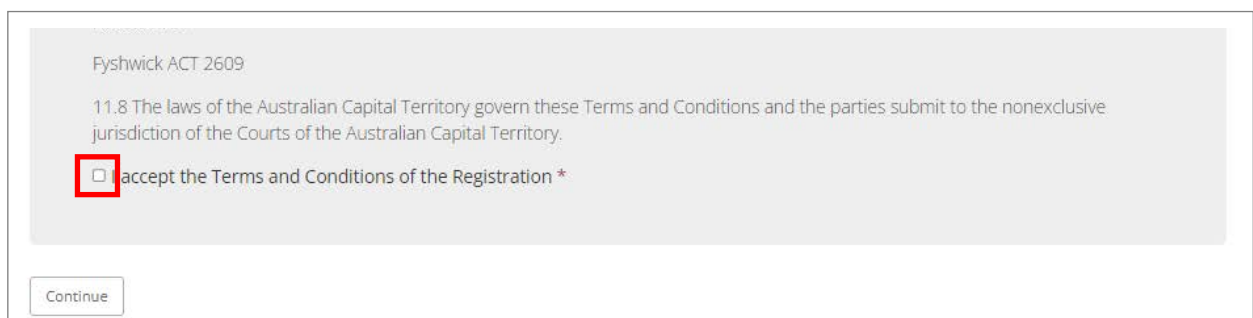


The screenshot shows the account creation screen. At the top left is a '< Cancel' link. The Pharmacy Guild of Australia logo is at the top. Below the logo is a text input field containing 'test@guild.org.au'. Underneath this is a blue button labeled 'Change email'. Below the button is a password input field with a light blue background and a series of dots. Below the password field is a text input field labeled 'Confirm New Password'. Below that is a text input field labeled 'Display Name'. Below that is a text input field labeled 'Given Name'. Below that is a text input field labeled 'Surname'. At the bottom of the screen is a large blue button labeled 'Create'.

5. You will now be prompted to register a phone number for multi-factor authentication. Select the Country Code: **Australia (+61)** and enter the phone number. Select either the **Send Code** or **Call Me** option and follow the prompts.

A screenshot of a mobile application interface for phone number registration. At the top left is a back arrow and the word "Cancel". Below this is a 3D cube icon. The text "Enter a number below that we can send a code via SMS or phone to authenticate you." is displayed. There are two input fields: "Country Code" with a dropdown menu showing "Australia (+61)" and "Phone Number" with the text "04123456789". Both fields are highlighted with red rectangular borders. Below the input fields are two blue buttons: "Send Code" and "Call Me".

6. You will be prompted to read the Terms and Conditions. Please note you will be unable to click **Continue** until you agreed to these and selected the checkbox.

A screenshot of a Terms and Conditions screen. The text "Fyshwick ACT 2609" is at the top. Below it, paragraph 11.8 states: "The laws of the Australian Capital Territory govern these Terms and Conditions and the parties submit to the nonexclusive jurisdiction of the Courts of the Australian Capital Territory." Below this paragraph is a checkbox, which is highlighted with a red square, followed by the text "I accept the Terms and Conditions of the Registration *". At the bottom left is a "Continue" button.

7. You will be automatically redirected to the **New Applications** page.

8. To begin claiming, you will need to register your pharmacy or associate your account with existing pharmacy. Please refer to the [How to register a new pharmacy or associate your account with an existing pharmacy](#).



If you require further assistance, please visit www.s100.guildsolutions.com.au, contact the s100 HSD Co-payment Program Support Team on (02) 6270 1614, or email guild.solutions@guild.org.au.