

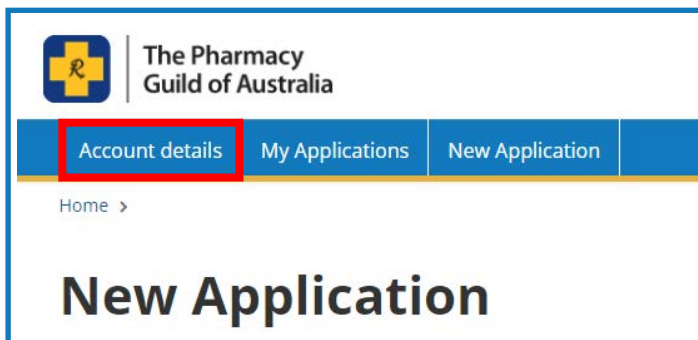


Section 100 (s100) HSD Co-payment Program

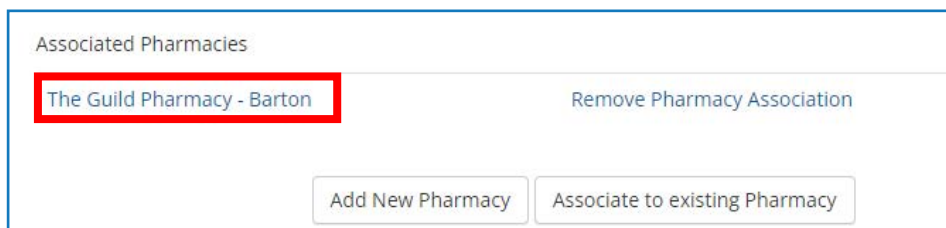
User guide: How to update your pharmacy's account

The purpose of this user guide is to explain how to update your pharmacy's account details in the S100 HSD Co-payment Program Portal (the Portal).

1. Sign into the [S100 HSD Co-payment Program Portal](#) and navigate to **Account Details** page.



2. In the Associated Pharmacies list, click on the pharmacy's name for which you would like to update the business details.



3. Edit your pharmacy's business details and click **Update**.

You can update the following details:

- Pharmacy ABN
- Pharmacy name
- Section 90 number
- Pharmacy address
- Pharmacy phone number
- Owner's contact information
- Banking information

Pharmacy Details

ABN#	84519669143
	Enter a different ABN
Legal Name	THE PHARMACY GUILD OF AUSTRALIA
ABN Registration Date	17/03/2000
ABN status	Active
GST Registration Date	1/07/2000
Pharmacy Name	The Guild Pharmacy
Section 90 number (PBS Approval no.)	12345X
Phone Number	0490123456

If you need to update your pharmacy's bank details, select the checkbox next to 'Update Bank Details', fill out the fields and ensure to upload your pharmacy's recent bank statement.

Banking Information

Update Bank Details	<input checked="" type="checkbox"/>
BSB	123456
Pharmacy Bank Account Number	7000000
Pharmacy Bank Account Name	The Guild Pharmacy Pty Ltd
Bank Name	Westpac
Attach Bank Statement	Choose file No file chosen

Please upload a snip of your pharmacy's bank statement with the bank account details listed on it

By clicking **Update**, your request will be reviewed. Once the request is approved and your pharmacy's account is updated, you will receive a confirmation e-mail within 1 business day.



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