



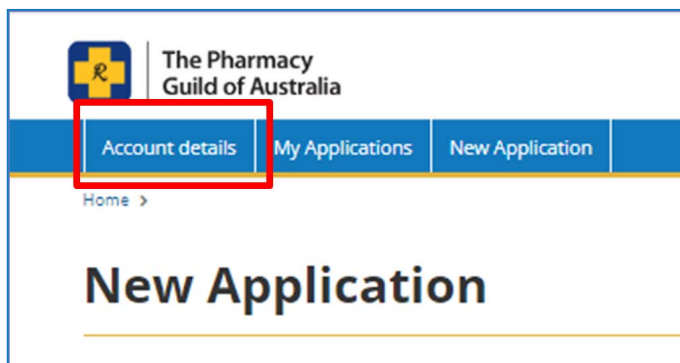
Section 100 (s100) HSD Co-payment Program

User guide: How to register a new pharmacy or associate your account with an existing pharmacy

The purpose of this user guide is to explain how to register a new pharmacy in the s100 HSD Co-payment Program Portal (the Portal) or associate your account with an existing pharmacy.

How to register your pharmacy

1. Sign into the [S100 HSD Co-payment Program Portal](#), and go to **Account details**.



2. Complete your account details, then click **Save**.

The screenshot shows the 'Account Details' form with the following fields and values:

Title	Ms
Given Name	Jane
Family Name	Doe
Position Title	Pharmacist
Email	@guild.org.au
Contact Number	123456789

At the bottom of the form, there are two buttons: 'Add New Pharmacy' and 'Associate to existing Pharmacy'. The 'Save' button is highlighted with a red box.

3. Click **Add New Pharmacy**.

Contact Number 123456789

Add New Pharmacy Associate to existing Pharmacy

Save

4. Enter your pharmacy's ABN and click **Validate**.

Pharmacy Details

ABN# 12345678901

Validate

Return Add New

5. Complete all fields.

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

Section 90 number (PBS Approval no.)

Phone Number

6. After completing pharmacy bank information, you will be required to upload your pharmacy's recent bank statement showing date, BSB, account number and account holder's name (Max file size 2.0MB).

Banking Information

BSB

Pharmacy Bank Account Number

Pharmacy Bank Account Name

Bank Name

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

7. Click **Choose file** and upload the statement.

8. Once completed, click **Add New**.

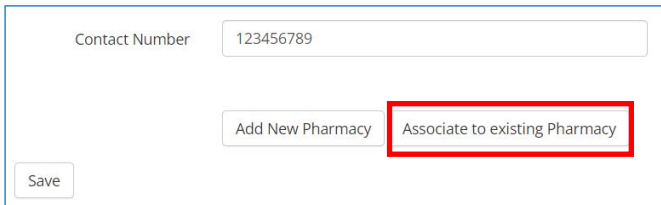
By clicking **Add New**, your request will be reviewed. Once the request is approved, you will receive a confirmation e-mail within 1 business day, and you will be able to start submitting claim items.

If your pharmacy has an existing account, the notification below will show in the Portal. Click **Return** to go back to the previous page, and then click **Associate to existing Pharmacy**.

! This ABN already exists in our system. If you see your pharmacy name, go back and use 'Associate to existing pharmacy'. If you wish to register a new pharmacy under this ABN, complete this form and click 'Add New'.

How to associate a user account with an existing pharmacy

1. If your pharmacy has an existing account, click **Associate to existing Pharmacy**.

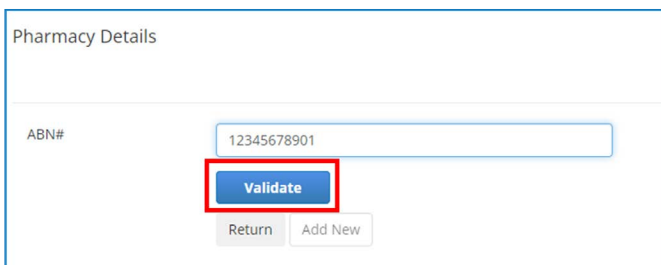


Contact Number 123456789

Add New Pharmacy Associate to existing Pharmacy

Save

2. Enter your pharmacy's ABN and click **Validate**.



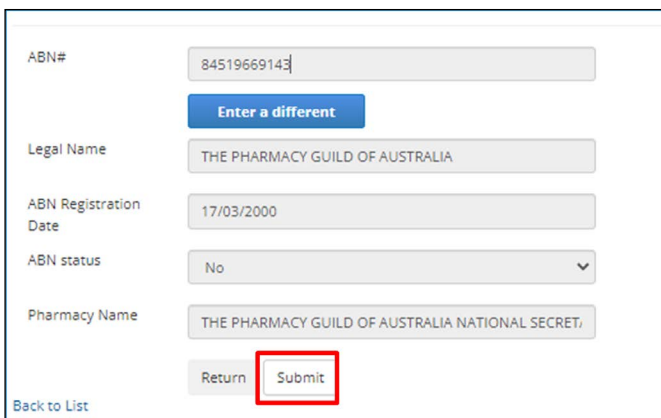
Pharmacy Details

ABN# 12345678901

Validate

Return Add New

3. Ensure the information appearing has the correct details. Click **Submit**.



ABN# 84519669143

Enter a different

Legal Name THE PHARMACY GUILD OF AUSTRALIA

ABN Registration Date 17/03/2000

ABN status No

Pharmacy Name THE PHARMACY GUILD OF AUSTRALIA NATIONAL SECRET,

Return Submit

Back to List

! If the information is not correct, check the ABN has been entered correctly, or contact the Program Support Team.

By clicking **Submit**, your request will be reviewed. Once the request is approved, your account is ready, and you will receive a confirmation e-mail within 1 business day.

Please refer to [How to complete the s100 HSD Claim Template](#) for the next step.



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.