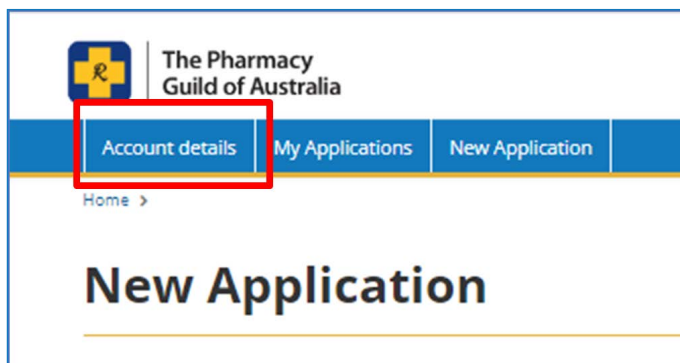


User guide: How to register a new pharmacy or associate your account with an existing pharmacy

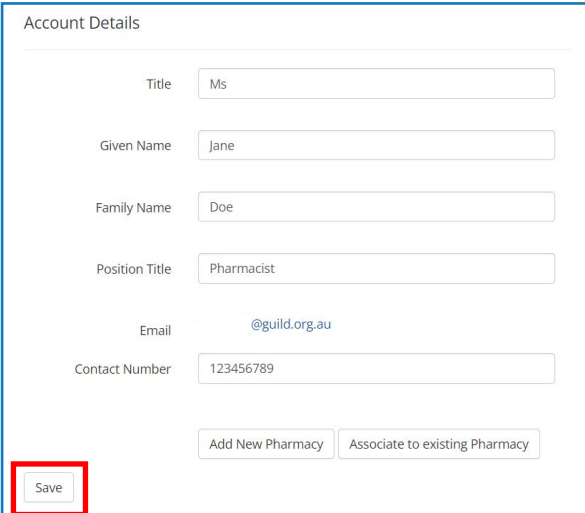
The purpose of this user guide is to explain how to register a new pharmacy in the s100 HSD Co-payment Program Portal (the Portal) or associate your account with an existing pharmacy.

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**.

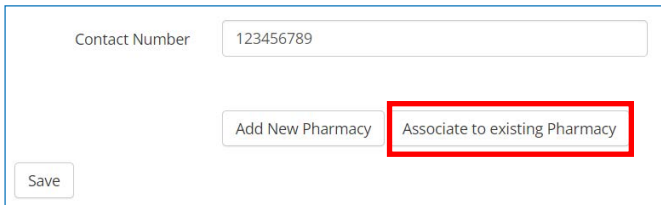
A screenshot of the 'Account Details' form. The form is titled 'Account Details' and contains several input fields. The fields are: 'Title' with the value 'Ms', 'Given Name' with the value 'Jane', 'Family Name' with the value 'Doe', 'Position Title' with the value 'Pharmacist', 'Email' with the value '@guild.org.au', and 'Contact Number' with the value '123456789'. Below the input fields are two buttons: 'Add New Pharmacy' and 'Associate to existing Pharmacy'. At the bottom left of the form, there is a 'Save' button, which is highlighted with a red rectangular box.

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**.

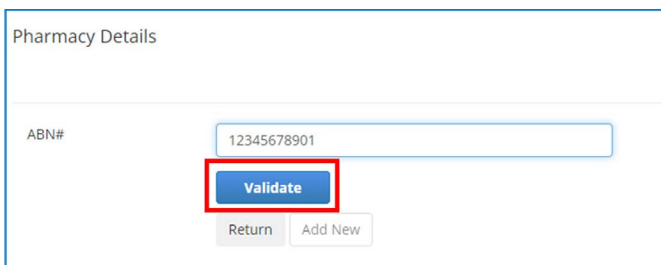


Contact Number 123456789

Add New Pharmacy Associate to existing Pharmacy

Save

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



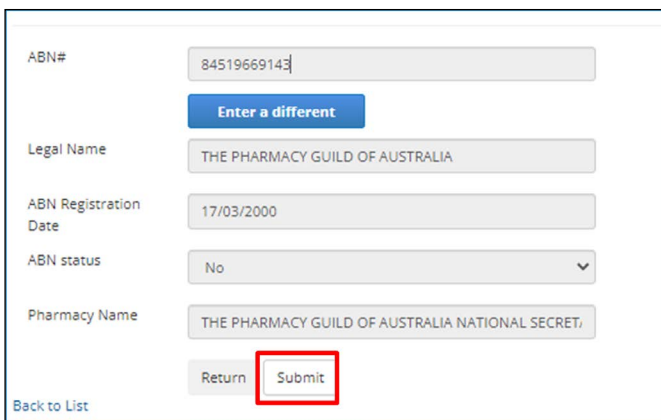
Pharmacy Details

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.gildsolutions.com.au, contact the s100 HSD Co-payment Program Support Team on (02) 6270 1614, or email guild.solutions@guild.org.au.