



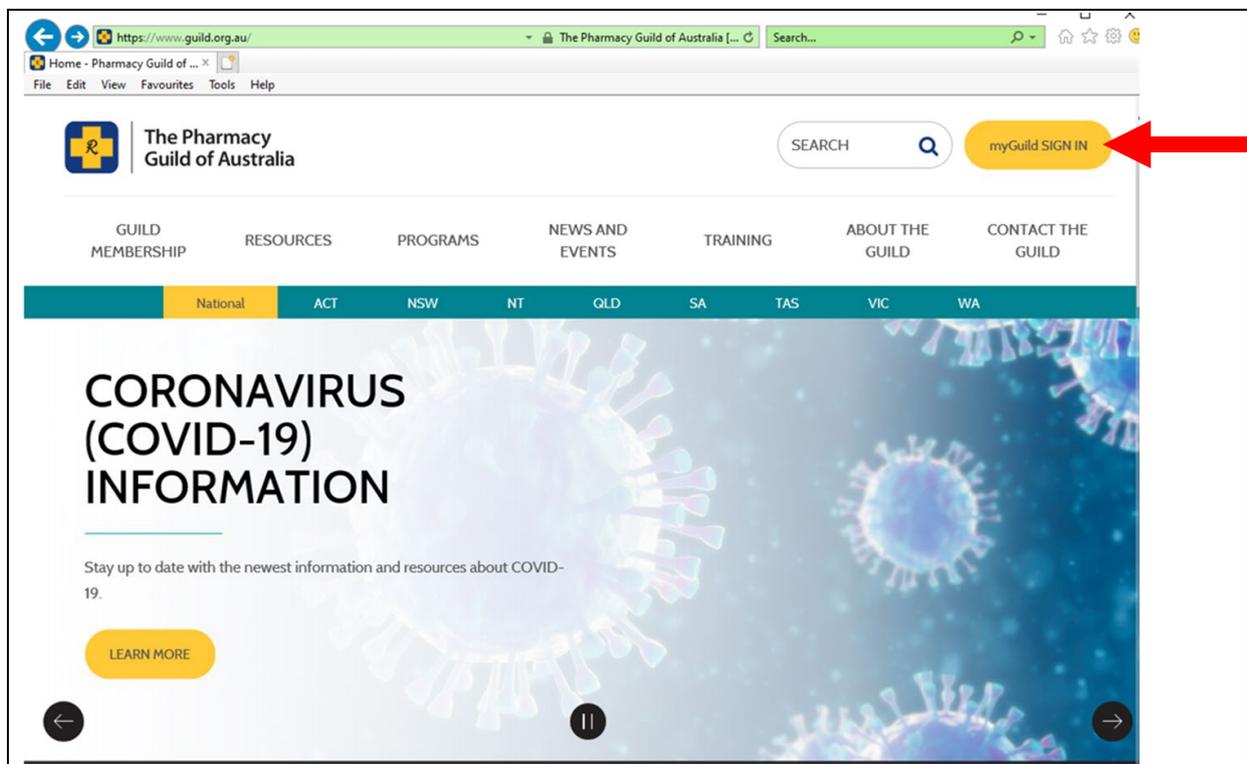
UPDATING YOUR MEMBER DETAILS

20 April 2020

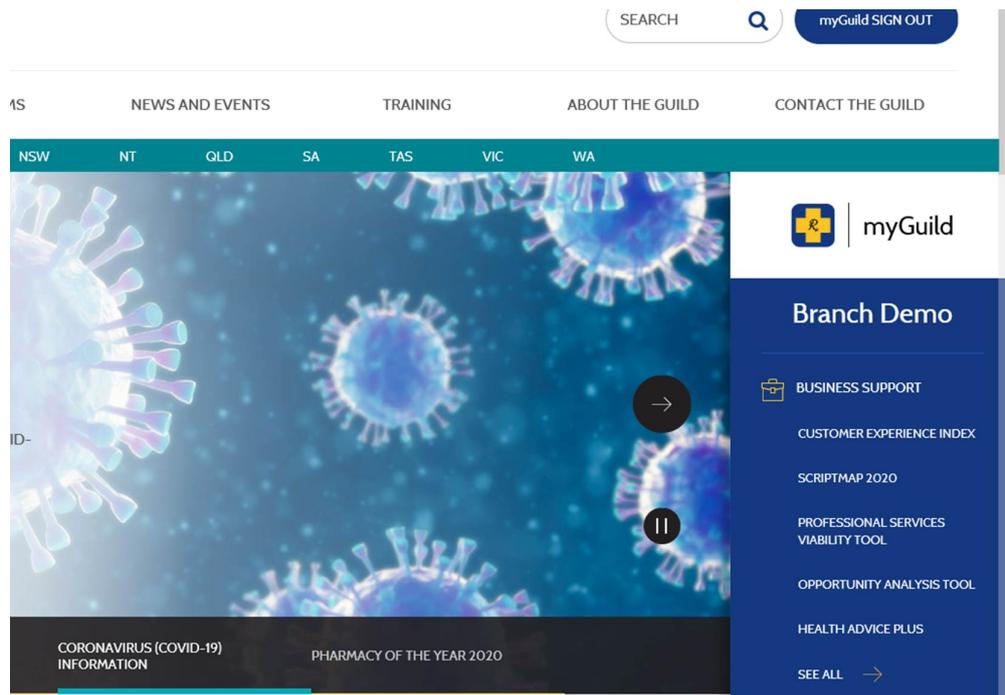
It is more important than ever before to ensure your pharmacy's details are up-to-date with all services listed. Did you know that information about your pharmacy and its services are included in the Find a Pharmacy website the Guild has developed? This website is for medical practitioners and the general public to use to find their local pharmacy.

Please see instructions below on how to update your details.

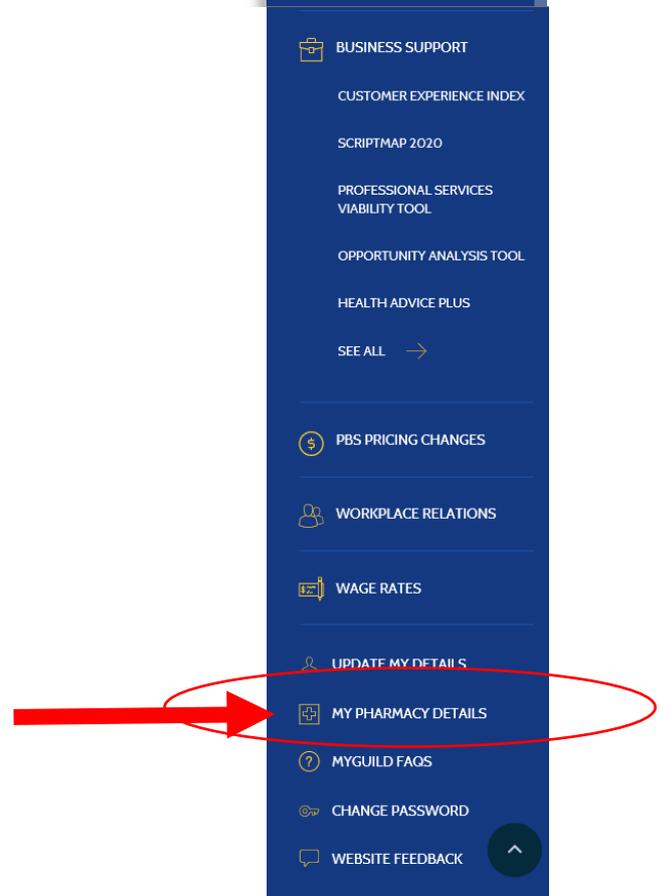
1. Go to the Guild website and login to myGuild by clicking the myGuild Sign In button in the top right hand corner.



2. Once logged in please scroll down using the myGuild menu (located on the right hand side of the screen) until you find the My Pharmacy Details option.



COVID-19) Information



3. You will come to a page with a drop-down menu where you can select the pharmacy record that you would like to update.

HOME > MYGUILD > MY PHARMACY

GENERAL USERS ONLY

My Pharmacy

Select your pharmacy

Pharmacy

Page last updated on: 05 February 2020

Branch Demo

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4. Once you have selected the pharmacy record you wish to change, please scroll through and update any other fields applicable including pharmacy address, pharmacy services offered, trading hours, home delivery, languages spoken in the pharmacy.

HOME > MYGUILD > MY PHARMACY

GENERAL USERS ONLY

My Pharmacy

Select your pharmacy

Pharmacy

Main

To update any of the read-only fields, please contact your branch.

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

Overview

Account Name	Branch Demo Pharmacy
Registered Name	
Phone Number	+61262708300
Fax Number	+61262701800

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- WORKPLACE RELATIONS
- WAGE RATES
- UPDATE MY DETAILS
- MY PHARMACY DETAILS
- MYGUILD FAQs

5. Once you have finished making the changes please click on the **Save All** button at the bottom of the screen.