Adding and managing users in PharmConnect: For consultants

## Important things to know before you start

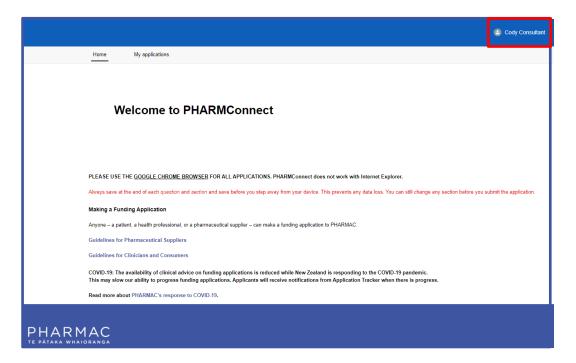
Several people can contribute to one application, although only one person's edits can be saved at a time.

Anyone registered as a user for your business can view all your business's current applications in PharmConnect.

To protect your data, ensure you contact us to deactivate access for any staff who leave your business. enquiry@pharmac.govt.nz

## Adding a user from your business to PharmConnect

1. Using Google Chrome, Microsoft Edge, or Firefox, log in to PharmConnect.



2. To the top right of your screen click your user name.



3. On the drop down list, click 'My Account'.

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lome	My applications				
E A	ccount applications for All				+ Follow Create Application New Contact Edit
NZBN	Phone	Website	Billing Address	Туре	

4. Click New Contact

	New	Contact		
*Name				
Salutation				
None				•
First Name				
*Last Name				
*Email				
Phone				
Account Name				
Applications for All				×
Title				
			Cancel	Save

5. On the 'New Contact' form complete all fields with the details of the person you are registering.

**Note:** Each user requires a different email address. Use individual work email addresses, not email addresses used by multiple people.



**Note:** New users that you register will be listed under 'Contacts' at the bottom of the 'Account' page.

## What to tell your new users

New users will not receive an email from PharmConnect with a log in.

They will need to:

- go to the PharmConnect login screen
- click the 'Forgot your password?' link

They will then be able to complete the user creation process and access PharmConnect.

## Updating PharmConnect user records for your business

	Cody Consultant
Home My applications	
Welcome to PHARMConnect	
PLEASE USE THE GOOGLE CHROME BROWSER FOR ALL APPLICATIONS. PHARMConnect does not work with Internet Explorer.	
Always save at the end of each question and section and save before you step away from your device. This prevents any data loss. You can still change any section before you st	ubmit the application.
Making a Funding Application	
Anyone – a patient, a health professional, or a pharmaceutical supplier – can make a funding application to PHARMAC.	
Guidelines for Pharmaceutical Suppliers	
Guidelines for Clinicians and Consumers	
COVID.19: The availability of clinical advice on funding applications is reduced while New Zealand is responding to the COVID.19 pandemic. This may slow our ability to progress funding applications. Applicants will receive notifications from Application Tracker when there is progress.	
Read more about PHARMAC's response to COVID-19.	
PHARMAC TE PATAKA WHAIDRANGA	

1. On your PharmConnect portal page, to the top right of your screen click your user name.



2. On the drop down list, click 'My Account'.

Home	My applications								
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E A	ccount Applications for All					+ Follow	Create Application	New Contact	Edit
NZBN	Phone	Website	Billing Address 100 Lambton Quay Wellington 6011 New Zealand	Туре					
Trading	tions for All Name(s)				Phone Fax				
Applica	tions for All								
NZBN					Website				
Billing A 100 Lar Welling 6011 New Ze	nbton Quay ton				Shipping Address 100 Lambton Quay Wellington 6011 New Zealand				
🖪 Co	ontacts (3)								•
Salutation Email: Phone:	plication Consultant 1:		Ms. 022 4141567						¥
_	orina Consultant n:								
	ody Consultant 1:								•

3. In the 'Contacts' section, to the far right of the user record you want to update, click the down arrow.

Contacts (3)			٣
Application Consultant Salutation: Email: Phone:	Ms. 022 4141567		¥
Corina Consultant Salutation: Email: Phone:			₩ Edit
Cody Consultant Salutation: Email: Phone:			¥
		View	/ All

4. Click Edit

	Edit	it Contact	
* Name		Phone	
Salutation			
None	•		
First Name		,	
Corina			
* Last Name			
Consultant			
* Account Name		Mobile	
Applications for All	×		
Title		Email	
Address Information			
Mailing Address			
Q Search Addres	s		
Mailing Street			
100 Lambton Quay			
Wellington			
Mailing City	10		
Mailing Zip/Postal Code	Mailing State/Province		

5. On the 'Edit Contact' form update fields as required.



**Note:** To protect your data, please contact us to deactivate access for any staff who leave your business or no longer need access to applications. <u>enquiry@pharmac.govt.nz</u>