

## Adding and managing staff users in PharmConnect: For pharmaceutical suppliers

### Important things to know before you start

At any time you can add staff members as contacts for your business that is already registered in PharmConnect.

Please add staff members for your organisation only. There is a separate process for [sharing an application with a consultant](#).

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

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

You can assign your staff users one of two roles:

1. **Supplier full** – access to all the information within an application form, including the financial information.
2. **Supplier Admin** – manages all the users within your business. Every business needs at least one Supplier Admin and the role can be reallocated as needed. Supplier Admins can:
  - register users for your business
  - assign or reassign access levels to users
  - access all information in your business's application forms.



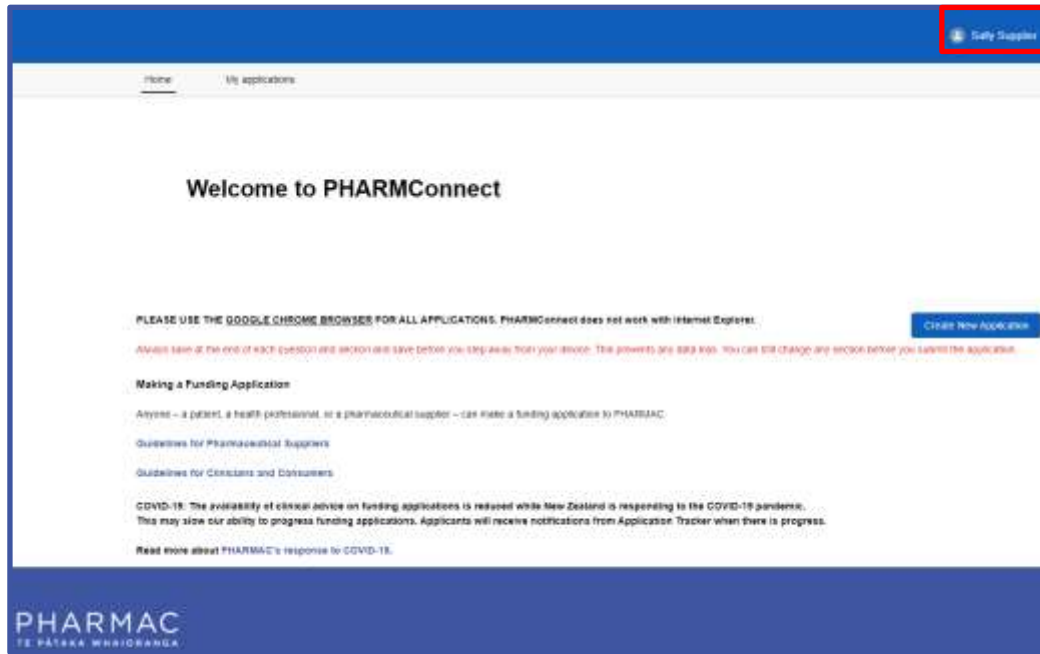
The first person who registered your business was automatically allocated 'Supplier Admin' status. That person can register other members of your business in PharmConnect or assign a new Supplier Admin to do this.

To protect your data, ensure you contact us to deactivate access for any staff who leave your business. It is important that the Supplier Admin reassigns this role before they leave.

## Adding a staff member from your business to PharmConnect

1. Using Google Chrome, Microsoft Edge, or Firefox, [log in to PharmConnect](#).

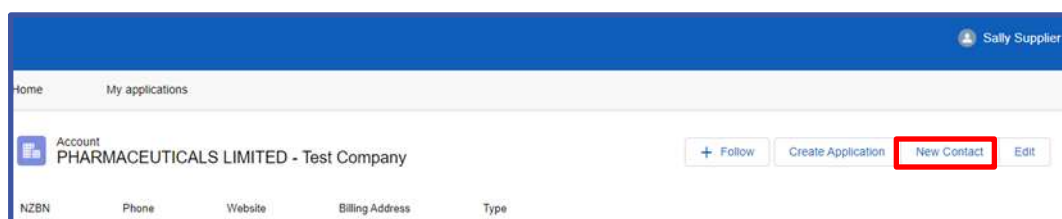
**Note:** Only a user with the 'Supplier Type' Supplier Admin can register others. See page 1 of this document for full details.



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



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



4. Click [New Contact](#)

New Contact

\* Name  
Salutation  
--None--

First Name

\* Last Name

\* Email

Phone

Account Name  
PHARMACEUTICALS LIMITED - Test Company

\* Supplier Type  
--None--

Title

Cancel Save

5. On the 'New Contact' form complete all fields with the details of the person you are registering. In the 'Supplier Type' field click the drop down arrow to select the user access level you want to assign. See page 1 of this document for full details of these roles.

**IMPORTANT:** Each user requires a different email address. Ensure you use individual work email addresses, not email addresses used by multiple people.

6. Click 

**Note:** You can see new users that you register under 'Contacts' at the bottom of the 'Account' page.

## What to tell your new users

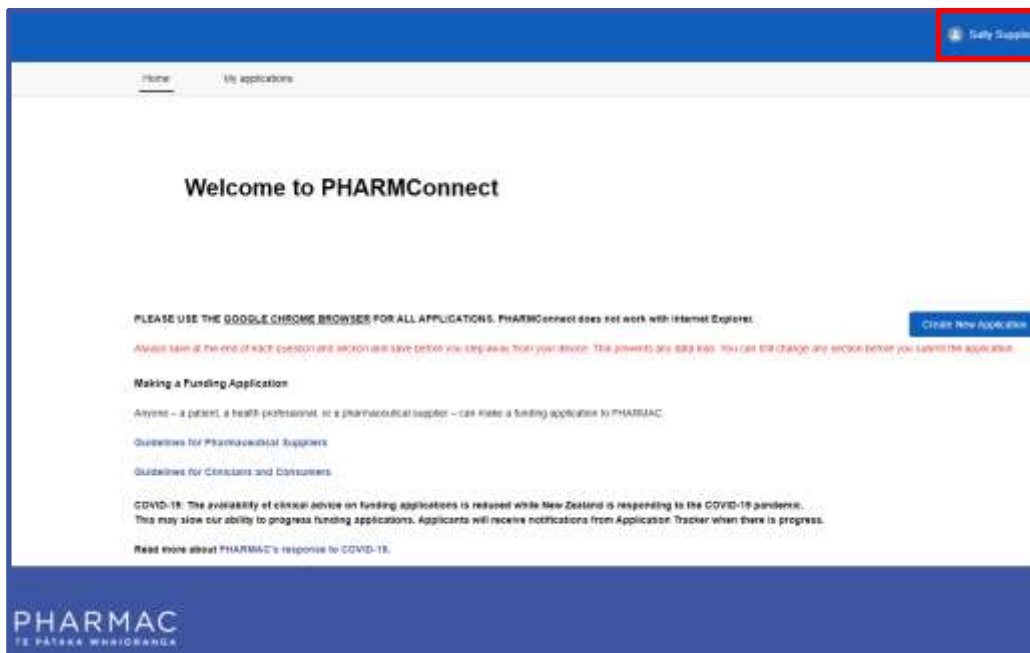
New users will not receive an email from PharmConnect with a log in.

They will need to:

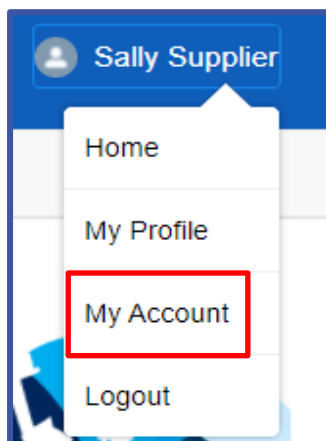
- go to the [PharmConnect login screen](#)
- click the 'Forgot your password?' link

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

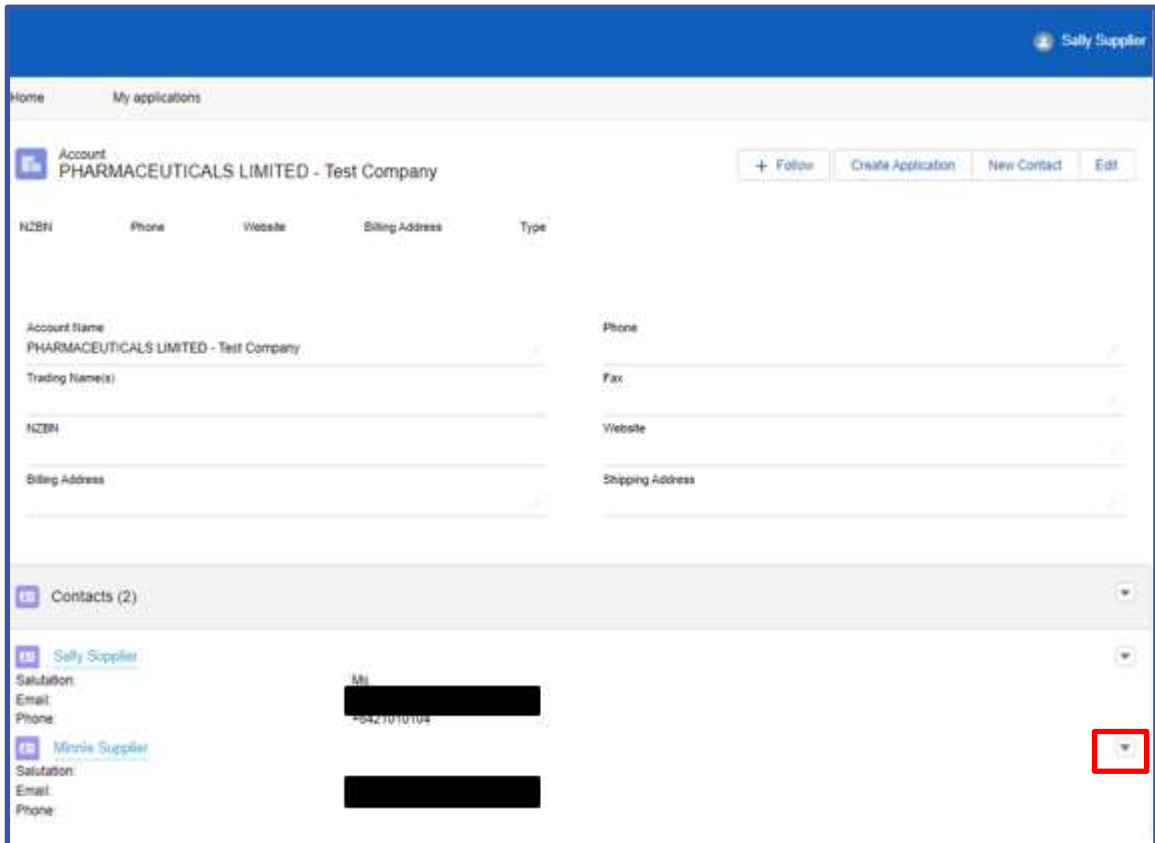
## Updating a staff member's user record



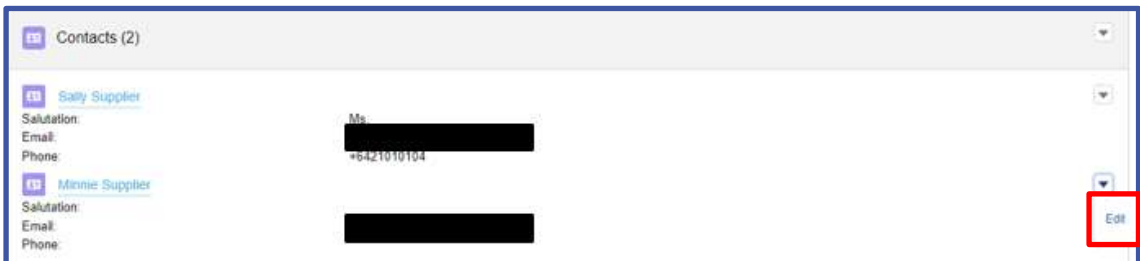
1. On your PharmConnect portal page, to the top right of your screen click your user name.



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



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



4. Click [Edit](#)

**Edit Contact**

\*Name  
Salutation: --None--  
First Name: Minnie  
Last Name: Supplier  
\*Account Name: PHARMACEUTICALS LIMITED - Test Comp...  
Title: Test  
Supplier Type: Supplier Full

Phone:   
Mobile:   
Email:

**Address Information**  
Mailing Address:  Search Address  
Mailing Street:   
Mailing City:

Buttons: Cancel, Save & New, Save

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

6. Click 

**Note:** To protect your organisation's data, please contact us to deactivate user accounts for any staff who leave your business or no longer need access to applications.

[enquiry@pharmac.govt.nz](mailto:enquiry@pharmac.govt.nz)