Adding and managing users in PharmConnect: For consultants

Important things to know before you start

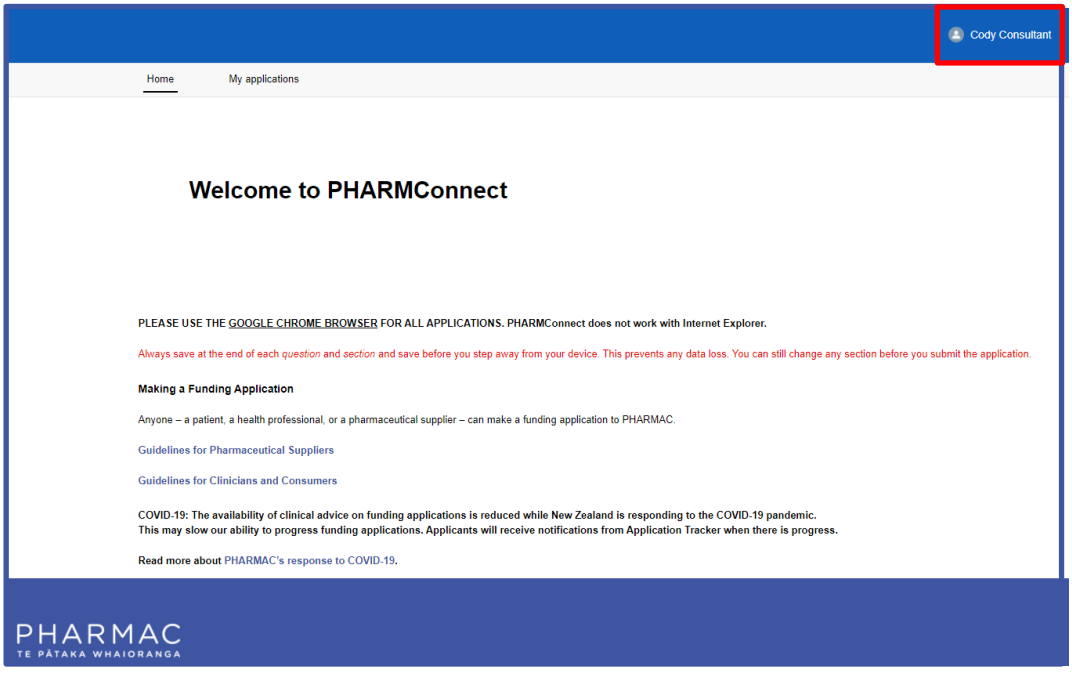
Several people can contribute to one application, although only one person's edits can be saved at a time.

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.
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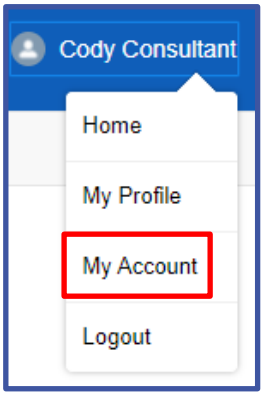
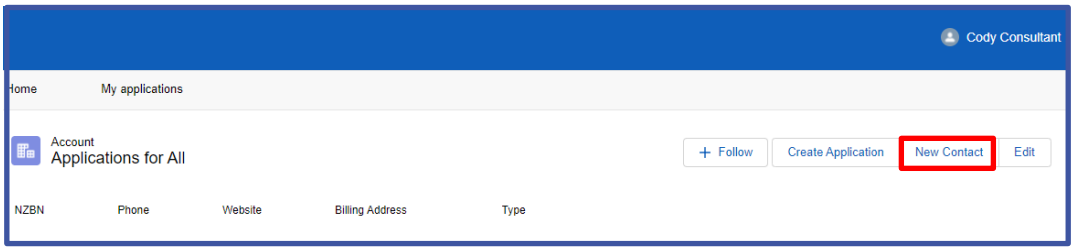
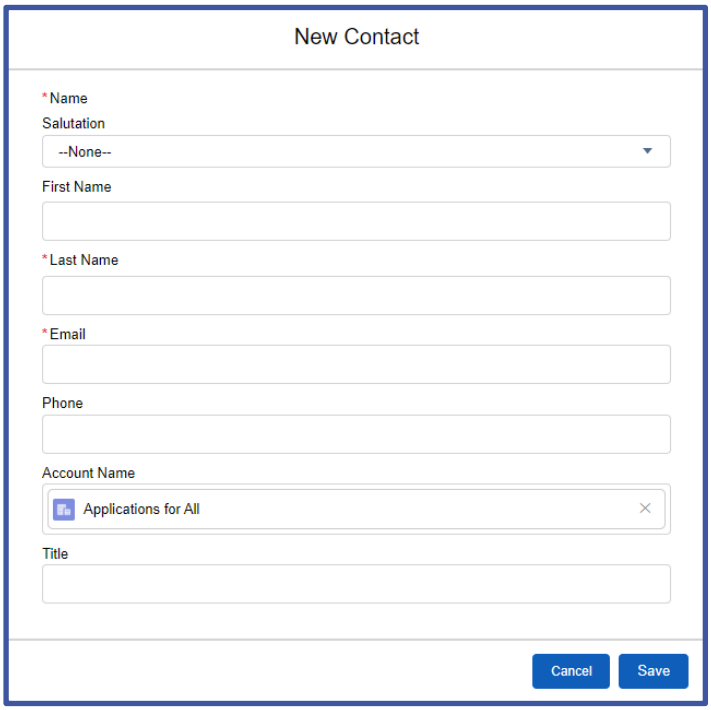


3. On the drop down list, click ‘My Account’.



4. Click



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.

6. Click Save

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

What to tell your new users

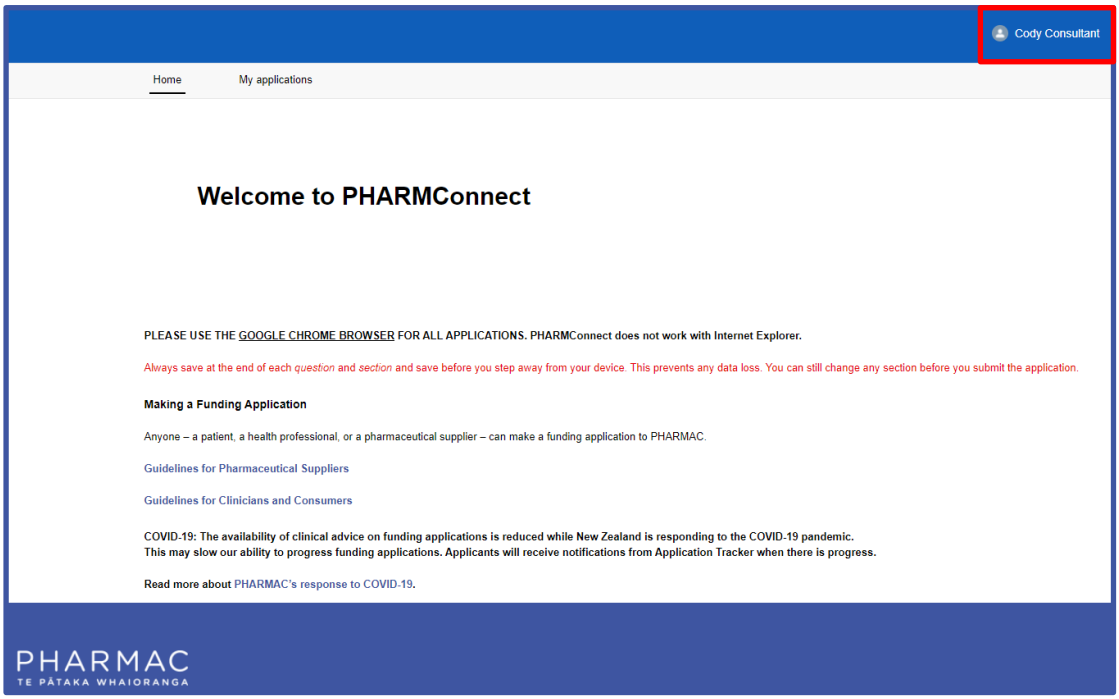
New users will not receive an email from PharmConnect with a log in.

They will need to:

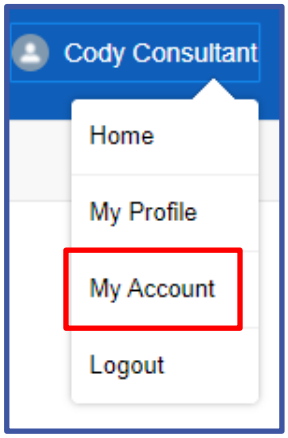
- go to the PharmConnect login screen
- click the ‘Forgot your password?’ link

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

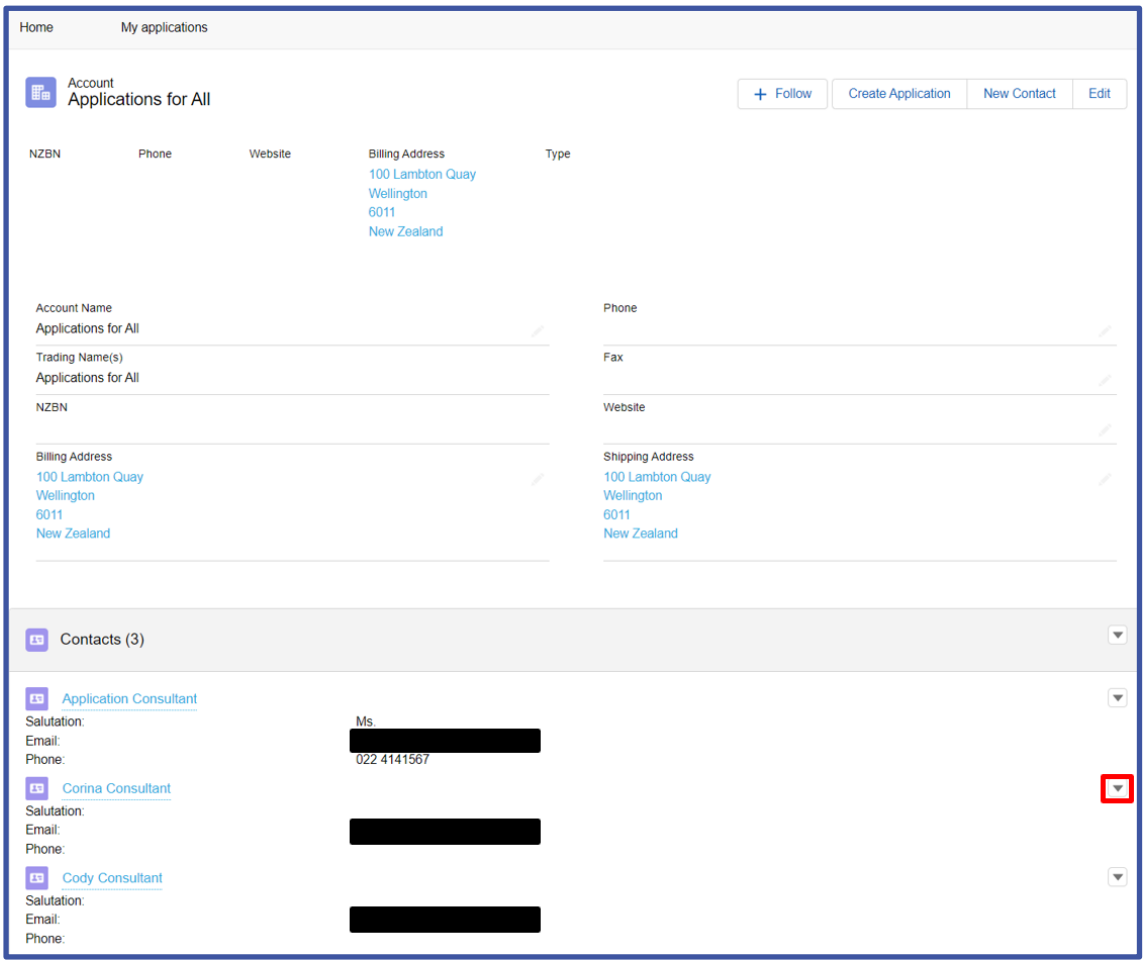
Updating PharmConnect user records for your business



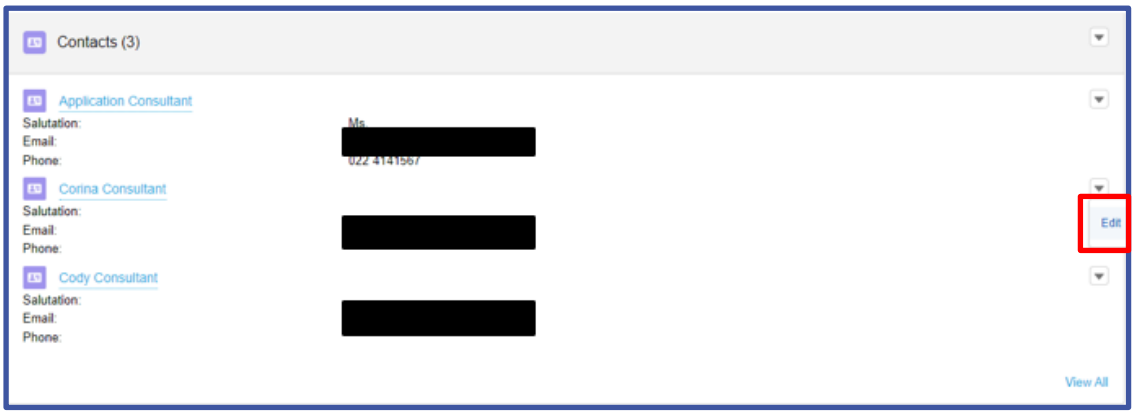
1. On your PharmConnect portal page, to the top right of your screen click your user name.



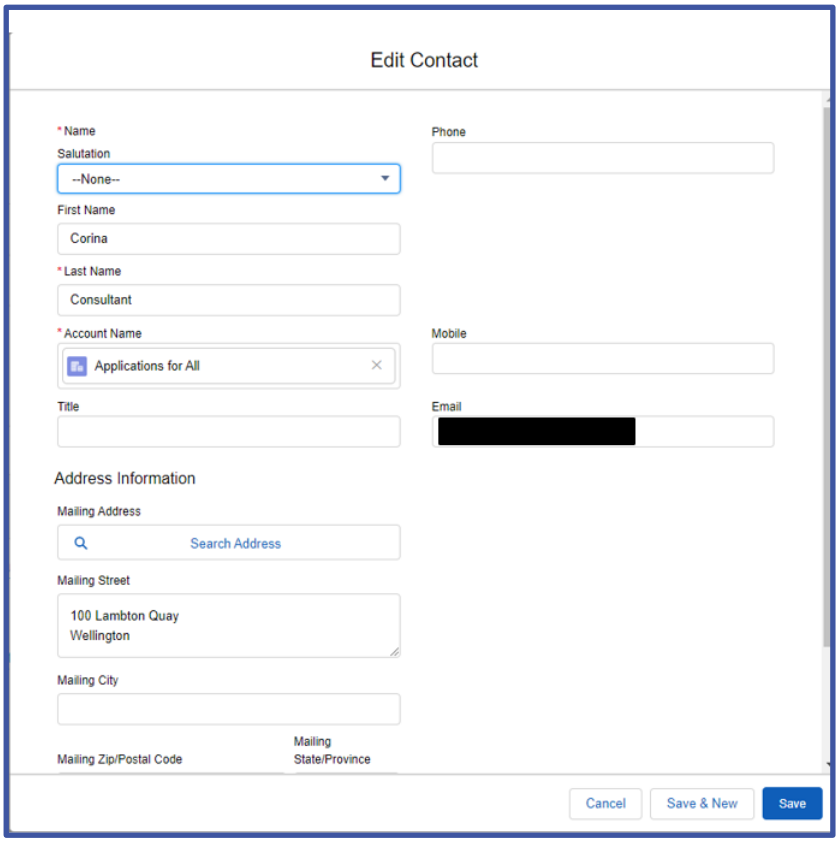
2. On the drop down list, click ‘My Account’.



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



4. Click Edit



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

6. Click Save

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. enquiry@pharmac.govt.nz