

# 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.

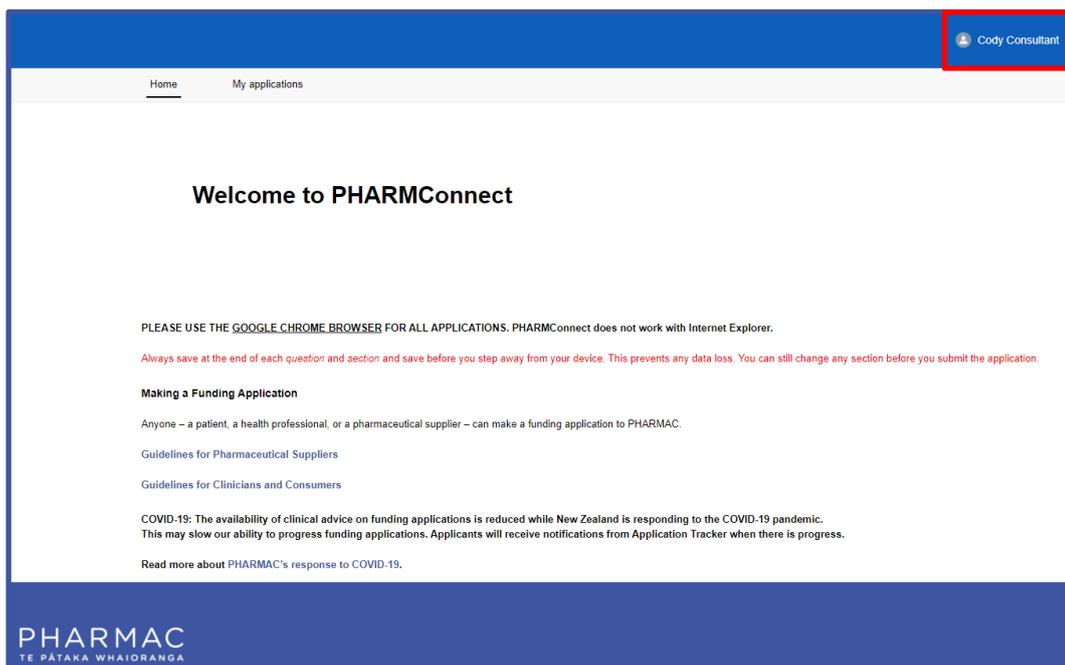
Anyone registered as a user for your business can view all your business's current applications in PharmConnect.



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

## Adding a user from your business to PharmConnect

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



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 submit 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](#)

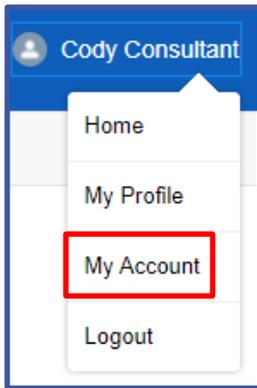
[Guidelines for Clinicians and Consumers](#)

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.

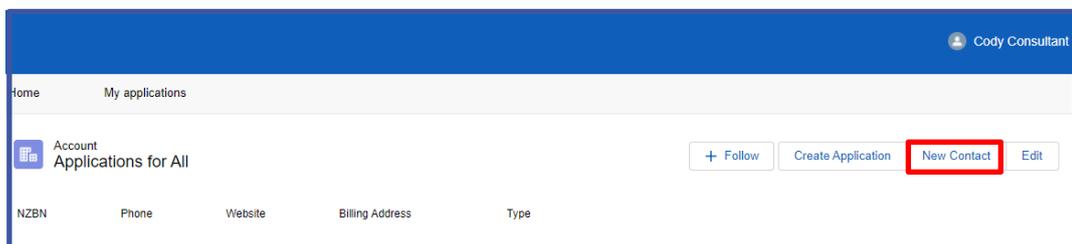
[Read more about PHARMAC's response to COVID-19.](#)

PHARMAC  
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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

Title

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 

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

## What to tell your new users

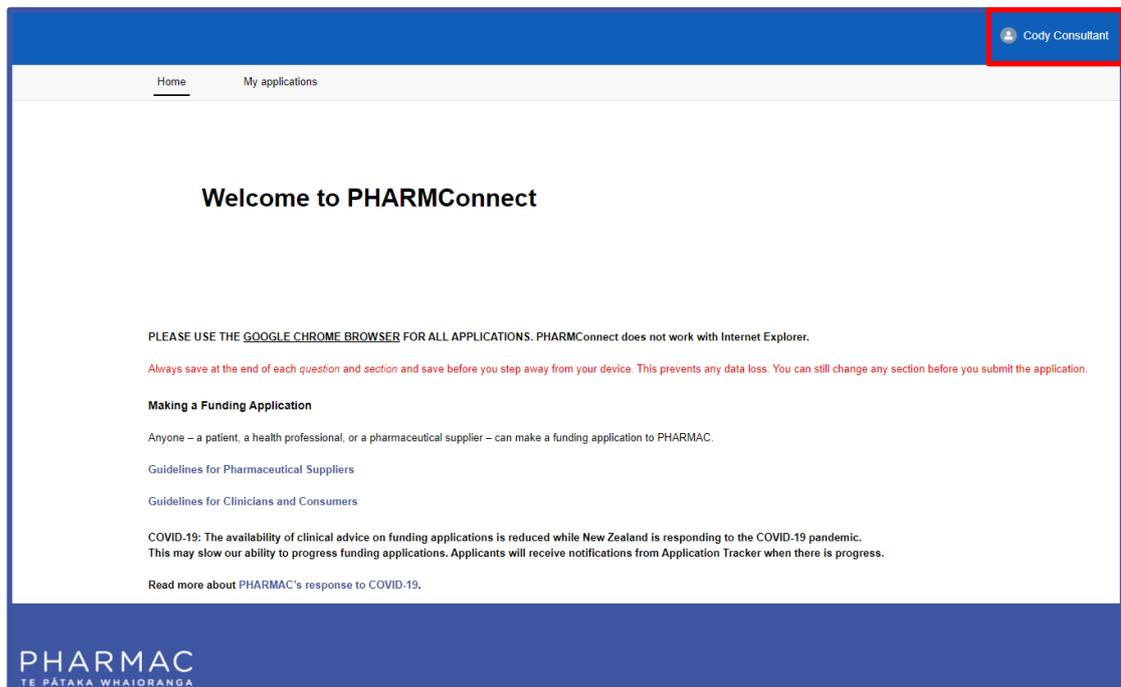
New users will not receive an email from PharmConnect with a log in.

They will need to:

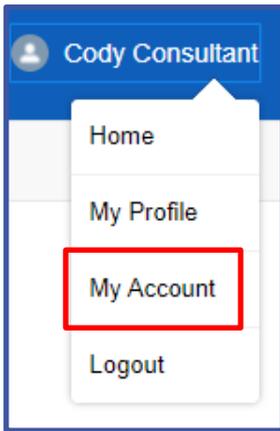
- go to the [PharmConnect login screen](#)
- click the 'Forgot your password?' link

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

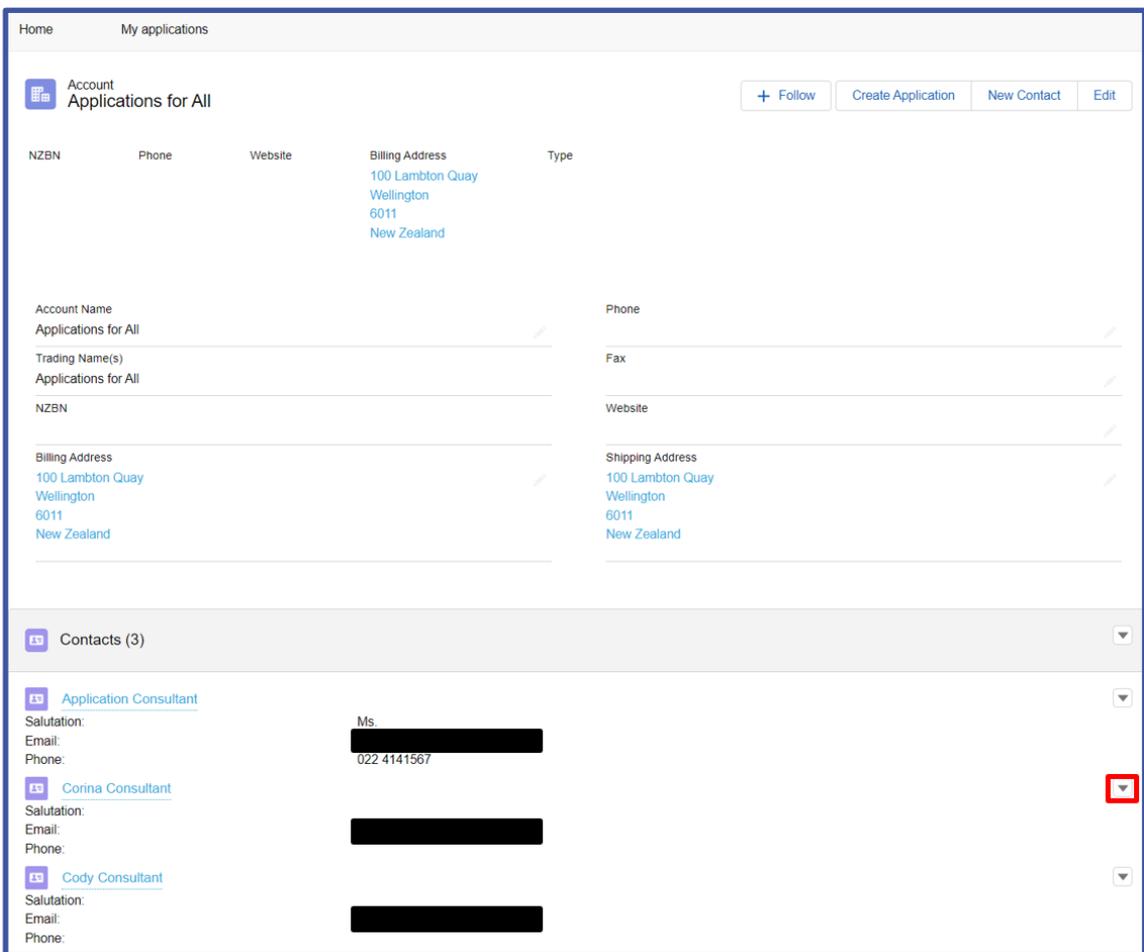
## Updating PharmConnect user records for your business



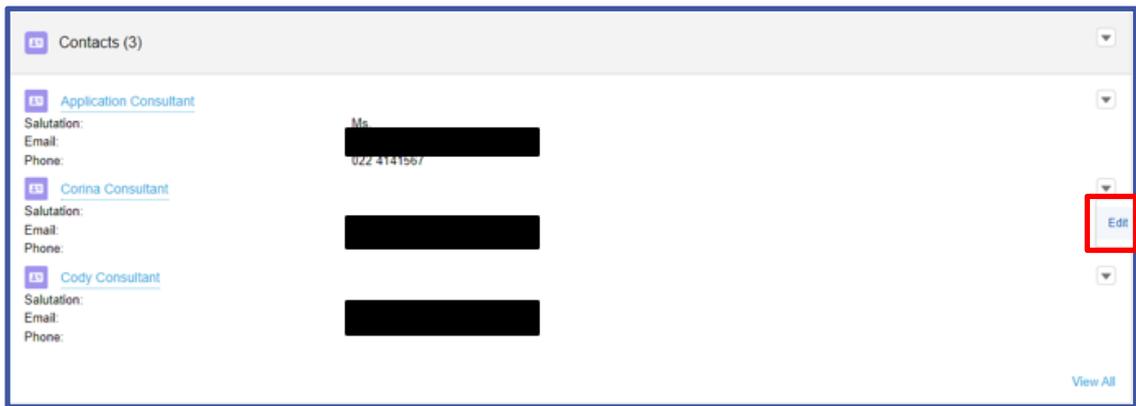
1. On your PharmConnect portal page, to the top right of your screen click your user name.



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 

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

6. Click 

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