

Adding and managing staff users in PharmConnect: For pharmaceutical suppliers

() Important things to know before you start

After your business is registered in PharmConnect, your 'Supplier Admin' (see below) can add staff members as contacts.

Please add staff members for your organisation only. There is a separate process for <u>sharing an application with a consultant</u>.

Multiple 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.
- 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
 - o assign or reassign access levels to users
 - o 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 then 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 at <u>enquiry@pharmac.govt.nz</u> 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.

	Sally Supplier
Home My applications	
Welcome to PHARMConnect	
PLEASE USE THE <u>GOOGLE CHROME BROWSER</u> FOR ALL APPLICATIONS, PHARMConnect doe Always save at the end of each question and section and save before you step away from your device. T	Create New 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 Zealan This may slow our ability to progress funding applications. Applicants will receive notifications fr	
Read more about PHARMAC's response to COVID-19.	
PHARMAC TE PÁTAKA WHAIORANGA	

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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Home	My applications							
F a	Account PHARMACEUTICA	LS LIMITED -	Test Company		+ Follow	Create Application	New Contact	Edit
NZBN	Phone	Website	Billing Address	Туре				

		New C	ontact		
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First Name					
*Last Name					
* Email					
Phone					
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PHARMACE	EUTICALS LIMIT	ED - Test Com	bany		×
Supplier Type					
None					•
Title					
				Ca	Incel 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.

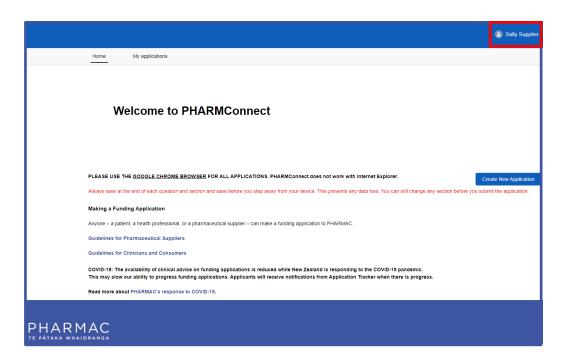
6. Click Save

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 receive an email from PharmConnect with a link that will enable them to complete their registration and access the portal.

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'.

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Home My applications							
Account PHARMACEUTICALS LIMITED - T	est Company			+ Follow	Create Application	New Contact	Edt
NZBN Phone Website	Billing Address	Туре					
Account Name PHARMACEUTICALS LIMITED - Test Company			Phone				
Trading Name(s)			Fax				1
NZBN			Website				1
Billing Address			Shipping Address				1
Contacts (2)							۳
Sally Supplier Salutation:	Ms.						۳
Email: Phone:	+6421010104						
ta Minnie Supplier Salutation:		_					Y
Email: Phone:							

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

Contacts (2)		•
tt Sally Supplier Salutation: Email: Phone:	Ms. +6421010104	•
III Minnie Supplier		
Salutation: Email: Phone:		Edit
Phone.		

4. Click Edit

Supplier *Account Name Mobie *Account Name Mobie * Test Supplier Full * Address Information Mailing Address Q Search Address Mailing Street			
Salutation -None- Frst Name Minnie *Last Name Supplier *Account Name Mobie Tete Test Supplier Full Address Q Search Address Maing Street Main	E	dit Contact	
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Minnie *List Name Supplier *Account Name *Account Name *Account Name *Account Name *Account Name * * * * * * * * * * * * * * * * * *	None	<u>'</u>	
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5. On the 'Edit Contact' form, update fields as required.



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