

Registering as a Pharmaceutical Supplier on PHARMConnect

Before you start

It's important to know that it is possible to have several people contribute to one application. So more than one person within your business can help complete an application form (although only one person can access the form at any one time).

A person who is registered as belonging to your business will be able to view all the current applications that are being completed by your business on their 'My Applications' screen once they are logged onto the PHARMConnect system.

There are three levels of access to the information on your business's application forms available to the individuals registered on PHARMConnect as members of your business:

1. Supplier full – a person with 'Supplier Full' access will be able to access all the information within an application form, including the financial information.
2. Supplier Non-Financial – a person with 'Supplier Non-Financial' access can access all information on an application form, except for the information contained within the 'Costs and Savings' section on the application form. This information will be hidden from these individuals.

For each business, you will have to have a Supplier Admin:

3. Supplier Admin – A person with 'Supplier Admin' access can manage all the users within their organisation. They can register users within their business and assign them either 'Supplier Full' or 'Supplier Non-Financial' access. They are also able to assign a user as being inactive. They will be able to access all information contained within the application forms being drafted and submitted by their business. Please note that it is possible to change Supplier Admins and to have more than one Supplier Admin.



The default setting is that the first person who registers for a business will be automatically allocated as 'Supplier Admin' and therefore will be required to register other members of their business on the PHARMConnect system or assign a new supplier admin to do this.

Registering the first person in your business on PHARMConnect

- Click on the **link below** and select **Register**
<https://connect.pharmac.govt.nz/portal>

- The first part of your registration process is to select what type of applicant you are. For the *Applicant Type* select **Supplier**.
- The second line will prompt you to enter your **registered trading name** or New Zealand Business Number (**NZBN**) into the field and then select your organisation from the results list.



If you select a business that already has a Supplier Admin, this person's contact details will be displayed, and you will be asked to contact them in order to become registered on the system.

This company is already registered. Please contact their administrator using information below:



PHARMACEUTICAL WHOLESALERS NZ LIMITED

Trixi Bell

04 4604990

- A **New Contact Form** will appear. Please complete the form and create a password. Be aware that there are some required fields (as indicated by an *asterix).



The **email address** you register with can only be used once and can only relate to one registered user.

* Salutation
choose one... ▾

* First Name

* Last Name

* Email

* Phone

Fax

* Create Password

* Confirm Password

Sign Up

- Click **Sign-up**.
- To ensure the security of your PHARMConnect account, we need to verify your identity. Once you click **Sign-up**, an email will be sent to the email address you entered in the New Contact Form. This email will contain a verification code that you will be prompted to enter before registration is complete.

Enter your verification code

A verification code was sent via email to [redacted]@pharmac.govt.nz. When you receive the code, enter it below.

*

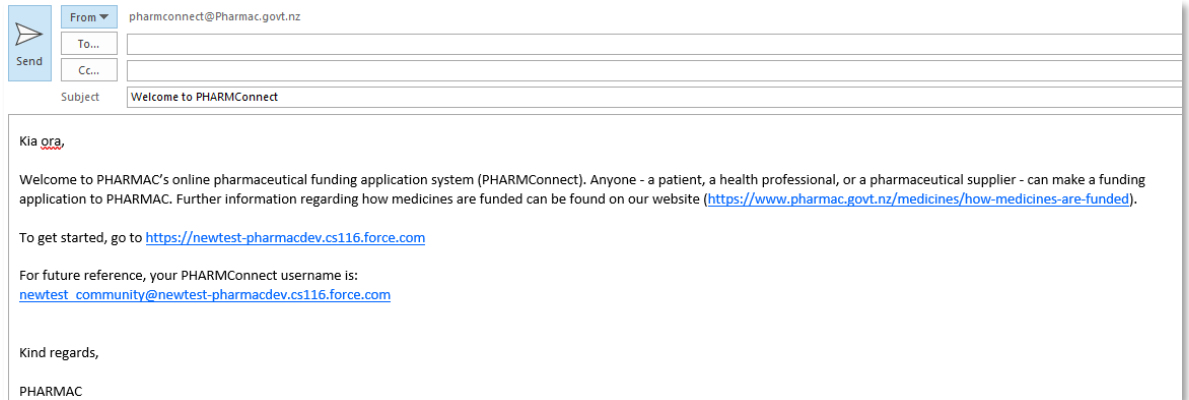
Didn't receive the email?

Sometimes automated messages get categorized as spam. Check your spam folder.

Next

- Enter the code and click **Next**.

- Then you will receive a welcome to PHARMConnect email that contains links to useful information on how medicines are funded as well as a link to the PHARMConnect system. You are now registered on the PHARMConnect system.



- Once you click on the PHARMConnect link, the home page will open, and you will be able to create a new application.

