



**Australian Government**

**Department of Health**

# **PBS Approved Suppliers Portal**

User Guide PAP101: How to access the PBS Approved Suppliers Portal



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## Purpose

This user guide provides instructions on how to:

- Access the PBS Approved Suppliers Portal (the Portal) using myGovID.
- Access the Portal using your AUSkey credentials.
- Link additional entities to your myGovID in the Portal.

## Key Information

Use myGovID and Relationship Authorisation Manager (RAM) to access the Portal.

myGovID is the Australian Government's digital identity provider that allows you to prove who you are online. It is different to your myGov account.

RAM is an authorisation service that allows you to act on behalf of a business online when linked with your myGovID. You will use your myGovID to log into RAM.

Up until 27 March 2020, both myGovID and AUSkey can be used to login to the Portal. After 27 March 2020, AUSkey will be decommissioned and myGovID and RAM will be required to login.

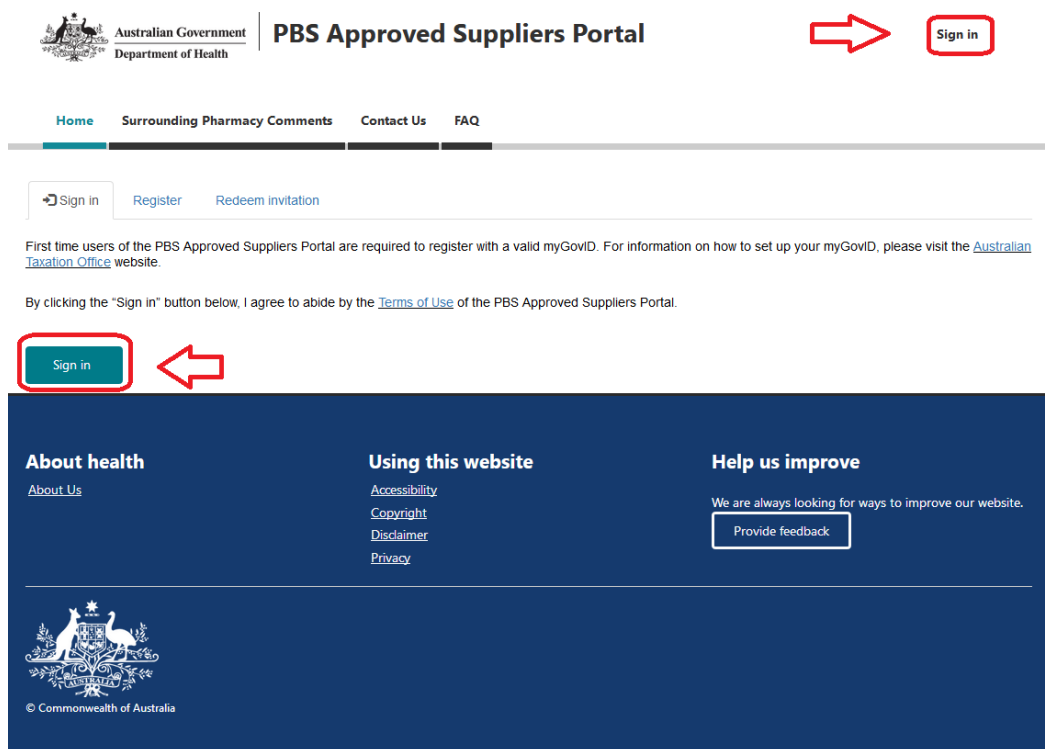
For all information on obtaining your **myGovID**, required identity documents, setting it up, what you can use it for, security and general help please visit:

<https://www.mygovid.gov.au/how-do-i-get-set-up>

If you have an existing AUSkey, please transfer your credentials to myGovID. This will enable a seamless first-time login experience, avoiding the need to contact online services to re-establish access. For a step by step guide on migrating into this new authorisation service please review the [Australian Taxation Office website](#).

Access the PBS Approved Suppliers Portal using myGovID.

1. Select the top right 'sign in' option, the Green 'sign in' button will then display.

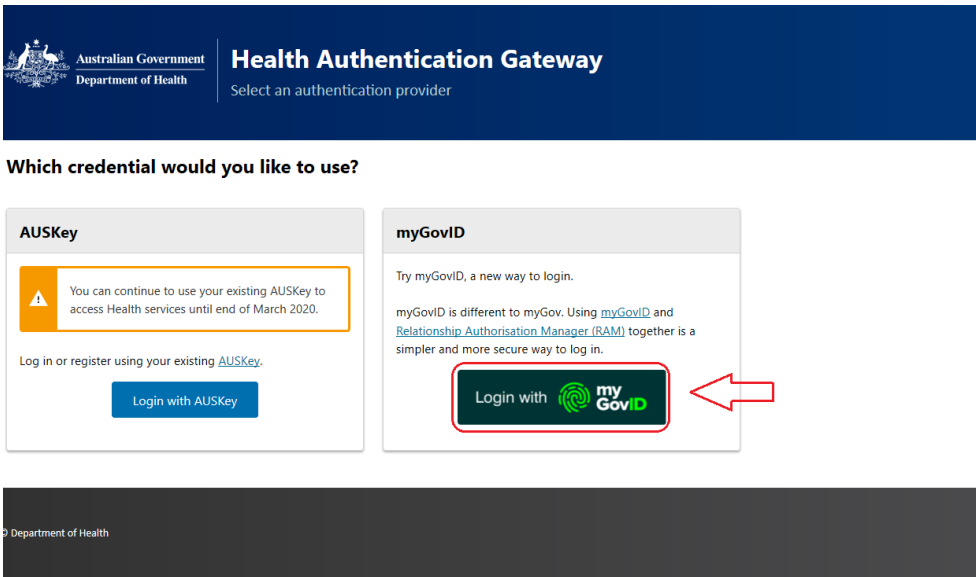


2. If you have a myGovID e-mail select the myGovID option.

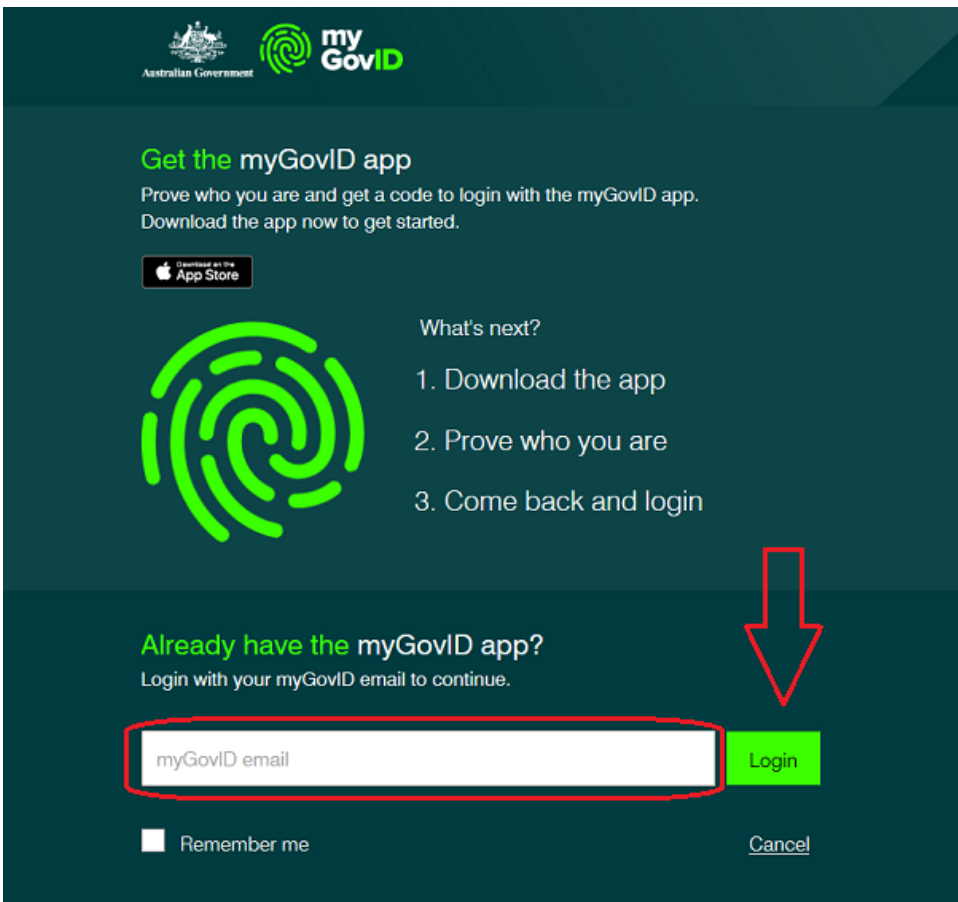
If you do not have a myGovID, visit the Australian Taxation Office (ATO) website to get set up:

<https://www.mygovid.gov.au/how-do-i-get-set-up>

The option to log in to the Portal using your AUSkey credential will remain available until 27 March 2020.

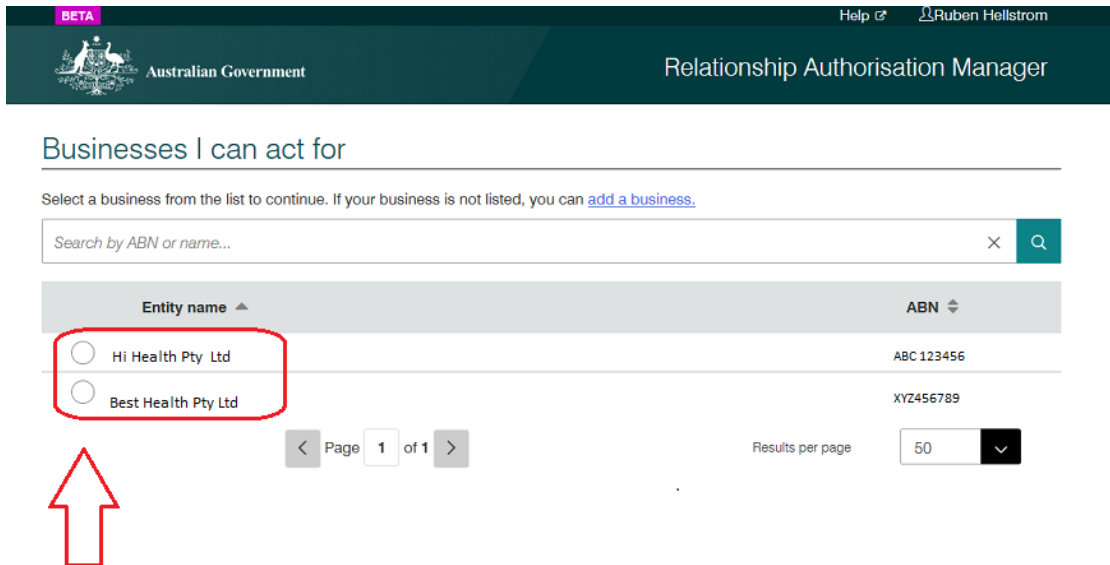


3. Log in with your myGovID e-mail.



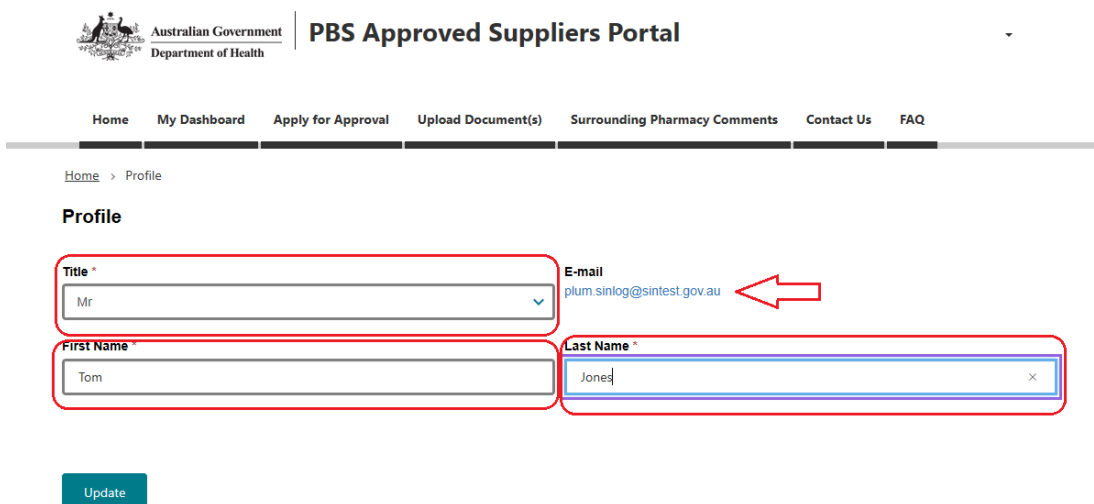
4. Select a displayed entity or business from the list and click continue.

**Note:** You can select 1 business name only from the displayed list.



5. Create a user profile to link to your myGovID for that business, which is the e-mail displayed in your profile details.

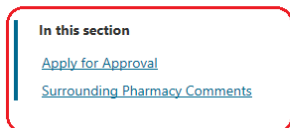
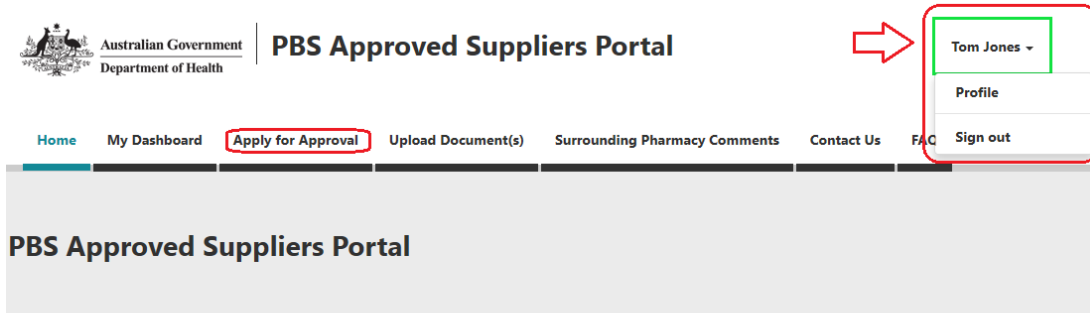
Once you have entered all field details click on the 'Update' button.



**Note:** The 'Profile' screen will only be displayed if the myGovID email does not exist in the Portal under the entity selected. Once a user profile is created it cannot be changed again in the Portal. If

you need to change the profile details you can do so by contacting the department by e-mail on [pbsapprovedsuppliers@health.gov.au](mailto:pbsapprovedsuppliers@health.gov.au).

Once a user profile has been created and linked to that myGovID, all standard portal functionality is available to the user (dashboard view, apply for approval, upload documents, surrounding Pharmacy Comments).



**Help**

The PBS Approved Suppliers Portal allows applicants to lodge applications for approval to supply pharmaceutical benefits and update their details online.

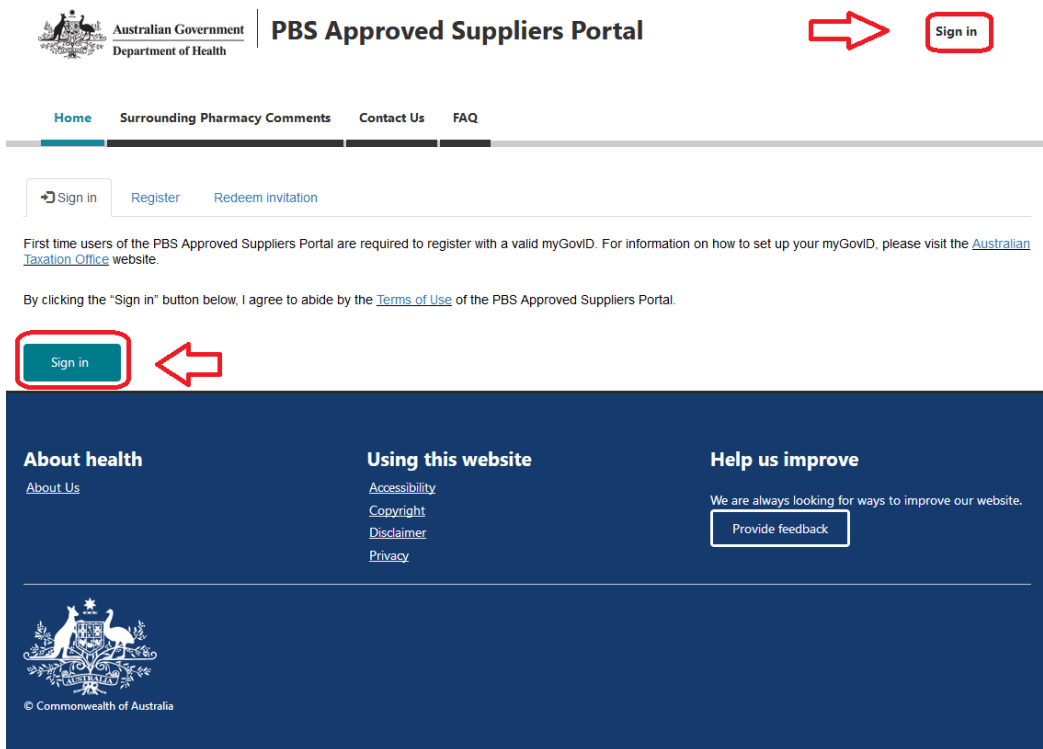
For further information about how to use the portal, refer to the User Guides.

**Note:** If your business name is not displayed in RAM, visit the ATO website for information on how you can add a business to your myGovID. [How to link your business in RAM.](#)

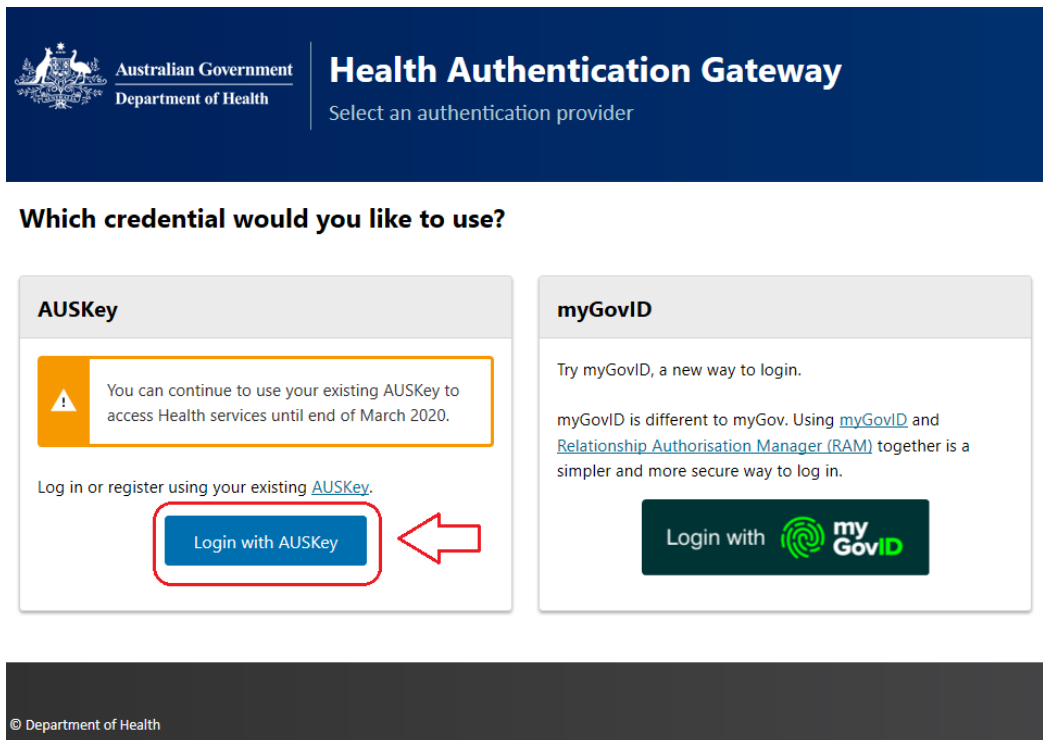
**Access the PBS Approved Suppliers Portal using your AUSkey credentials.**

Access to the PBS approved Suppliers Portal using your existing AUSkey credentials will be available until 27 March 2020.

1. Select the top right 'sign in' option, the Green 'sign in' button will then display.

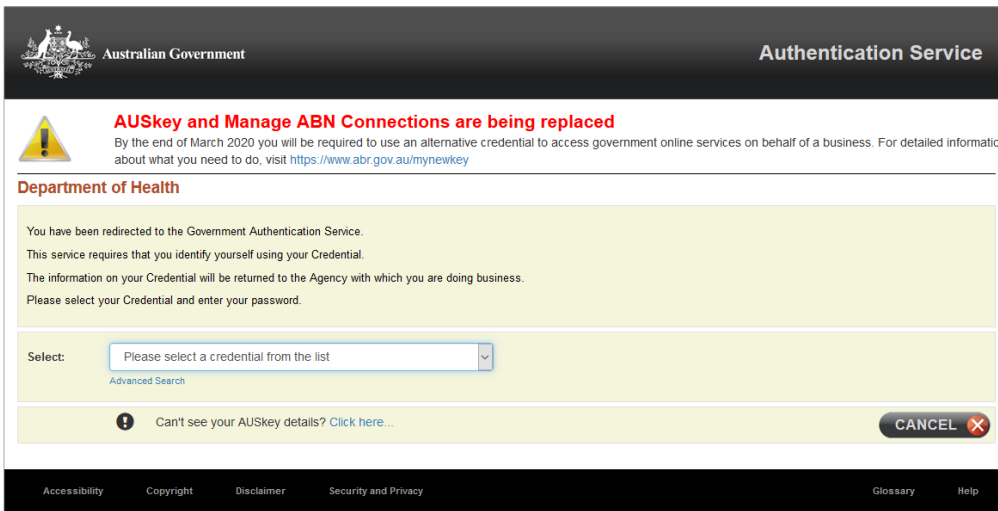


2. Select 'Login with AUSkey'.



The PBS Approved Suppliers Portal authentication screen will display as follows:



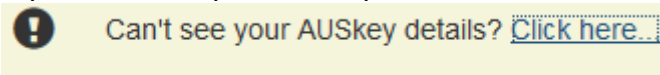


3. Select your AUSKey from the dropdown list.  
In the Password field that displays, enter your AUSKey password and select



4. Select your AUSKey from the dropdown list.

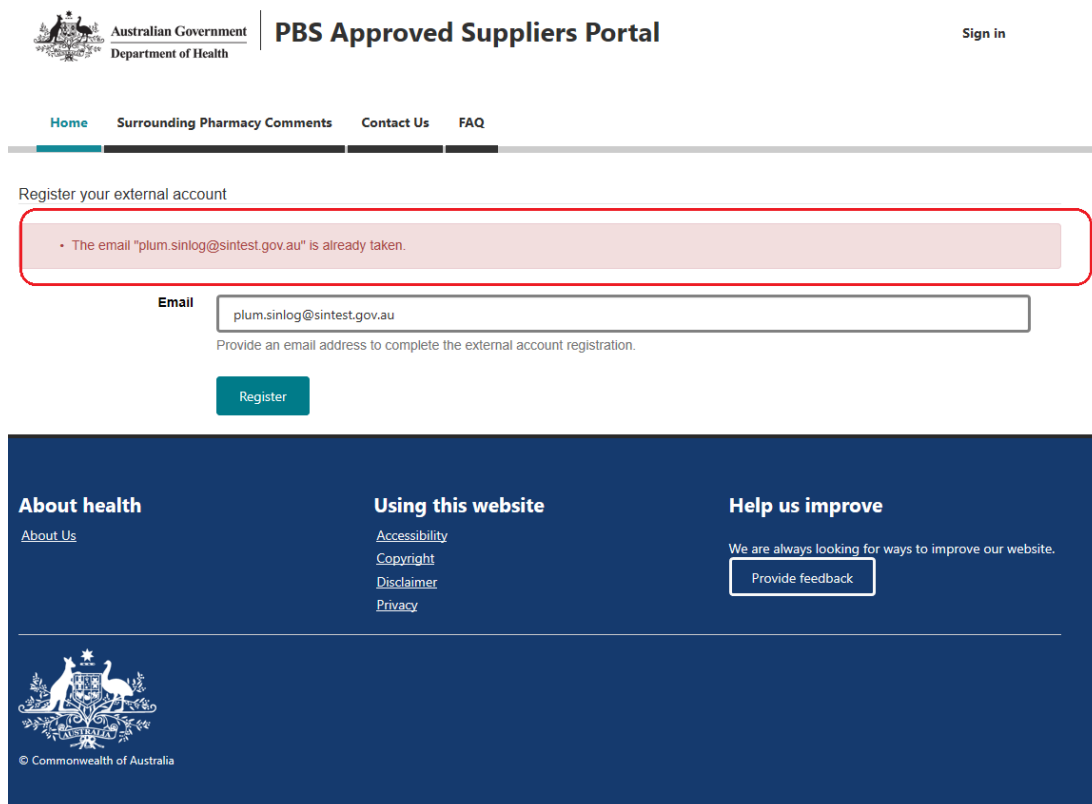
If you don't see your AUSKey credentials, click on the 'click here' link



Once logged in successfully you will be taken to the homepage of the Portal.

### Link additional entities to your myGovID in the Portal.

In instances where there are multiple Entities displayed and there is a requirement to link the myGovID to another displayed Entity name in the Portal, an invitation code will need to be supplied to the user by the PBS Approved Suppliers Team. If you are unsure whether you have an existing profile, you may receive the following error message when attempting to login with the selected entity.



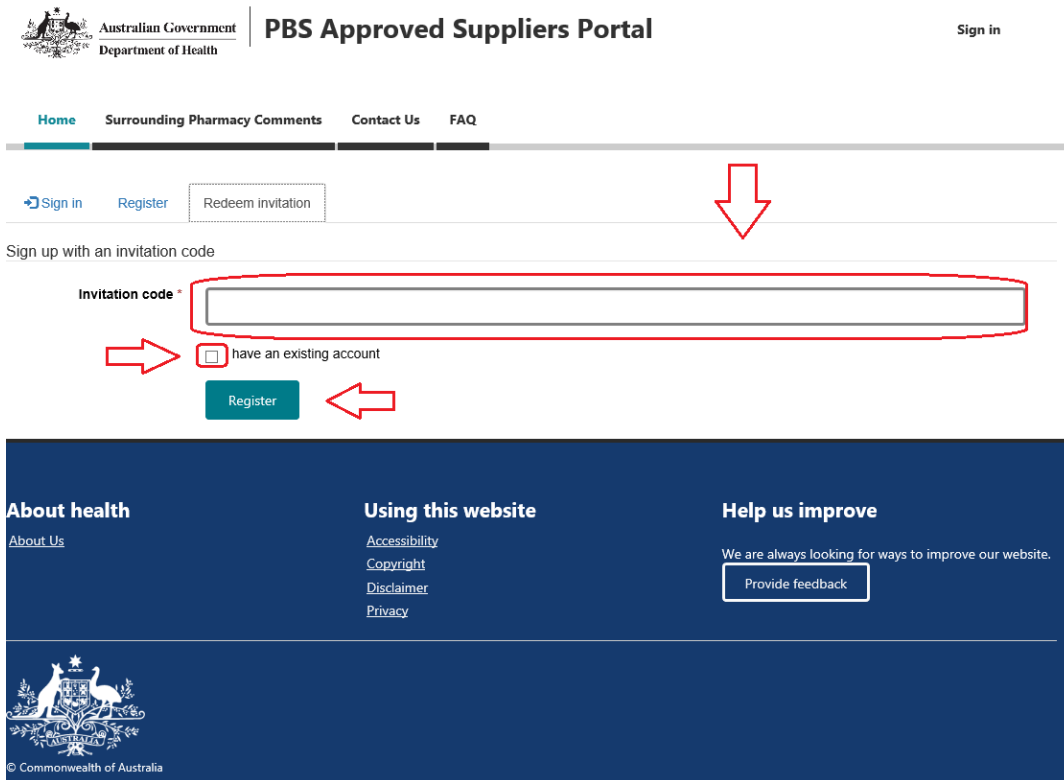
To obtain an invitation code, you will need to contact the department by e-mailing:

[PBSapprovedsuppliers@health.gov.au](mailto:PBSapprovedsuppliers@health.gov.au)

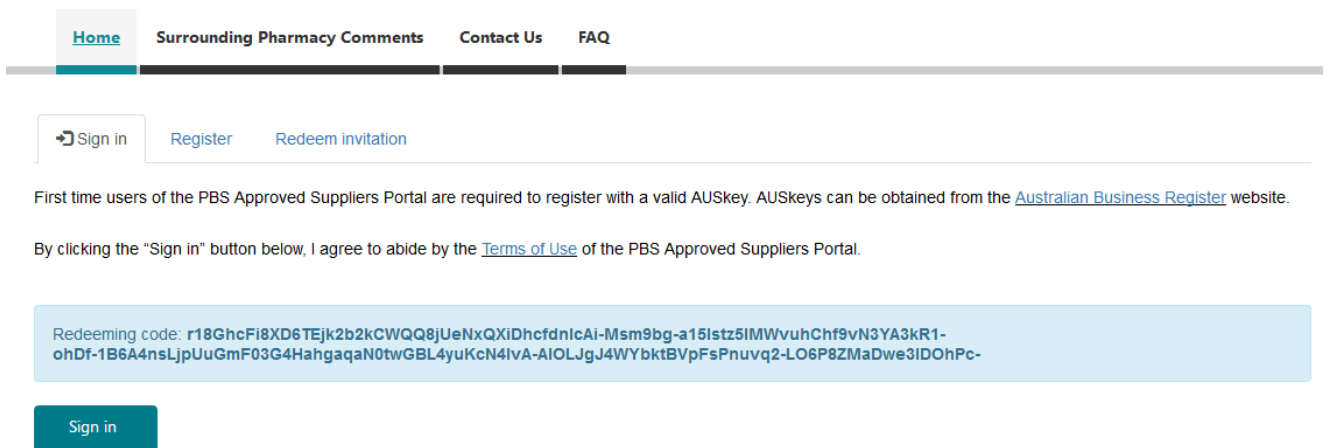
Provide your myGovID and business name to be linked and request a ‘unique invitation code’.

You will be provided the code by email. Once you have received the code follow these steps:



- 1) Access the Portal using the link <https://pbsapprovedsuppliers.health.gov.au/Register?returnUrl=%2F>
- 2) Enter the unique invitation code provided in the email
- 3) Check the “I have an existing account” box
- 4) Click ‘Register’




5. Once you have successfully redeemed your invitation code, you will be redirected to the Sign In page. Click 'Sign In'.




6. Sign in to the Portal with your myGovID and select the additional entity you wish to link to your existing Portal profile.

BETA Help  Ruben Hellstrom 

 Australian Government Relationship Authorisation Manager

### Businesses I can act for

Select a business from the list to continue. If your business is not listed, you can [add a business](#).

✕ 

Entity name ▲	ABN ⇅
<input type="radio"/> Hi Health Pty Ltd	
<input checked="" type="radio"/> <span style="border: 2px solid red; padding: 2px;">Best Health Pty Ltd</span> <span style="font-size: 2em; color: red; margin-left: 10px;">←</span>	

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Results per page 50 ▼

CancelContinue

Once selected, you will be able to access the Portal as normal under the selected entity.

**Note:** You will only be able to view applications made under the selected entity. For example, if you started an application for Company A, and you login with Company B, you will not see the application initiated for Company A.