



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.
- 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.

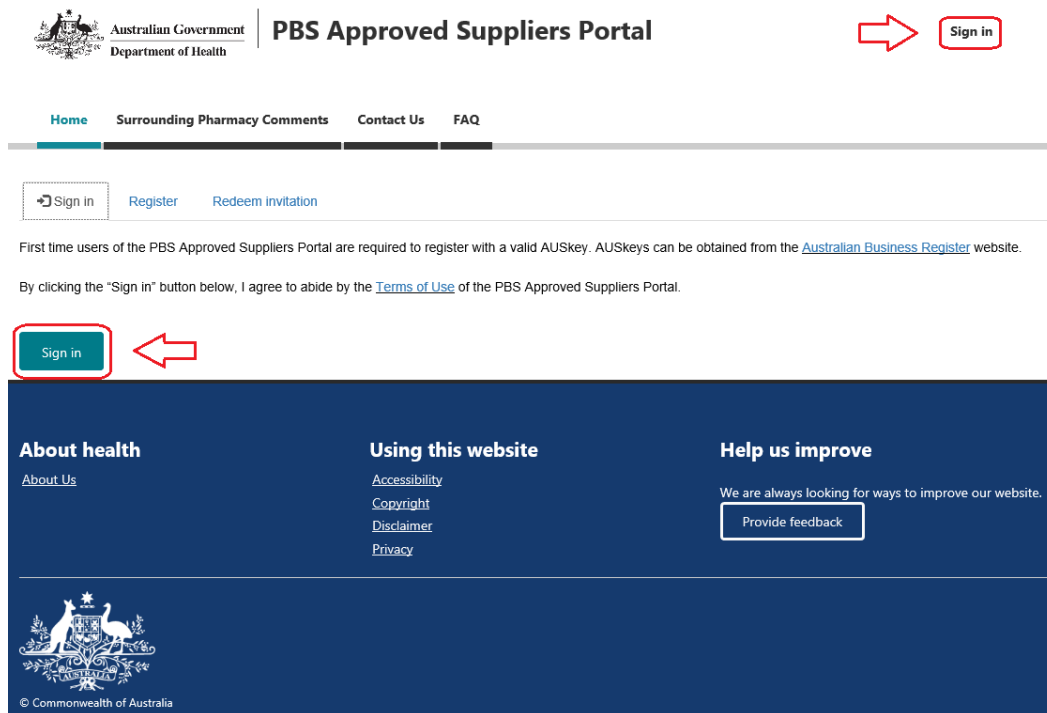
RAM is an authorisation service that allows you to act on behalf of a business online when linked with your myGovID. You will use your myGovID to log into RAM.

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:

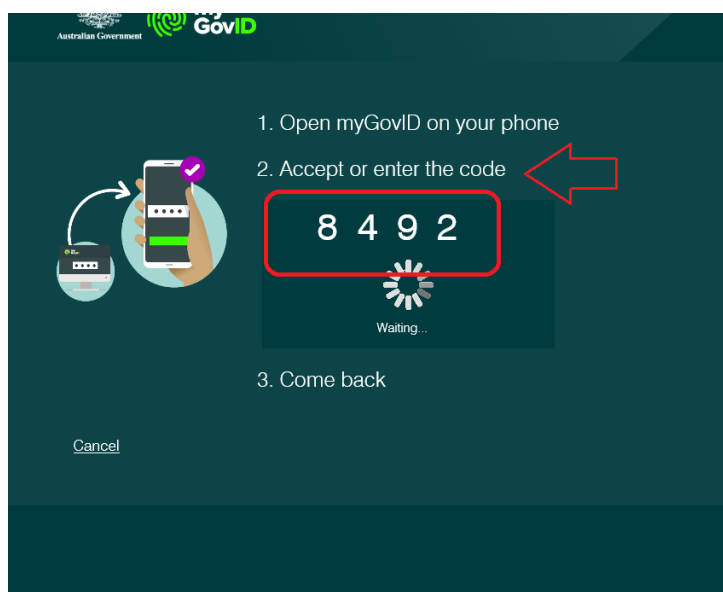
<https://www.mygovid.gov.au/how-do-i-get-set-up>

Access the PBS Approved Suppliers Portal using myGovID.

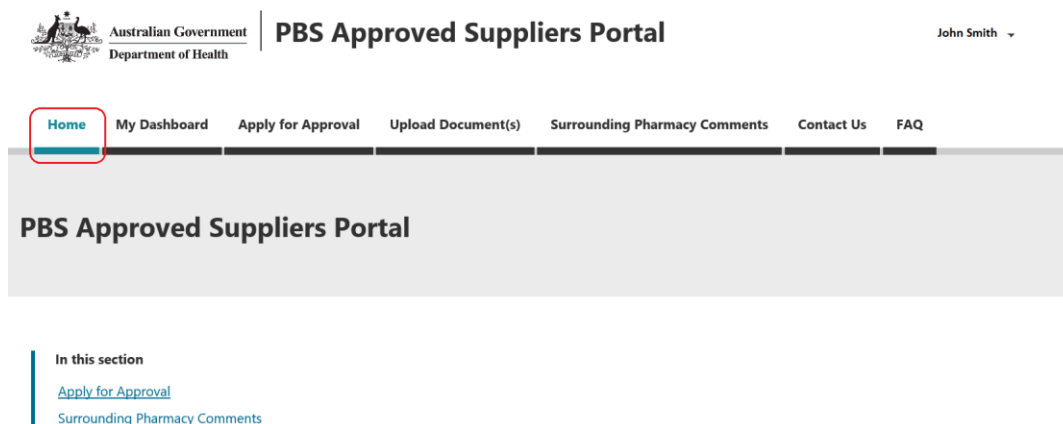
1. Select the top right 'sign in' option, the Green 'sign in' button will then display.



2. Selecting 'Sign in' will take you directly to the myGovID pin authentication screen where you will accept or enter the generated 4 digit pin code into your smart device.



3. Accepting or entering the pin will take you directly to your PBS Approved Suppliers Portal Home page.



IMPORTANT NOTICE

If I do not have a myGovID.

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>

4. Enter your myGovID e-mail into the field and select 'Login'.



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.

The screenshot shows the 'Relationship Authorisation Manager' interface. At the top, there's a header with the Australian Government logo and the text 'Relationship Authorisation Manager'. Below this, a section titled 'Businesses I can act for' contains a search bar and a table of businesses. The table has two columns: 'Entity name' and 'ABN'. Two businesses are listed: 'Hi Health Pty Ltd' with ABN 'ABC 123456' and 'Best Health Pty Ltd' with ABN 'XYZ456789'. The 'Hi Health Pty Ltd' row is highlighted with a red box, and a red arrow points to it. Below the table, there are pagination controls showing 'Page 1 of 1' and 'Results per page 50'.

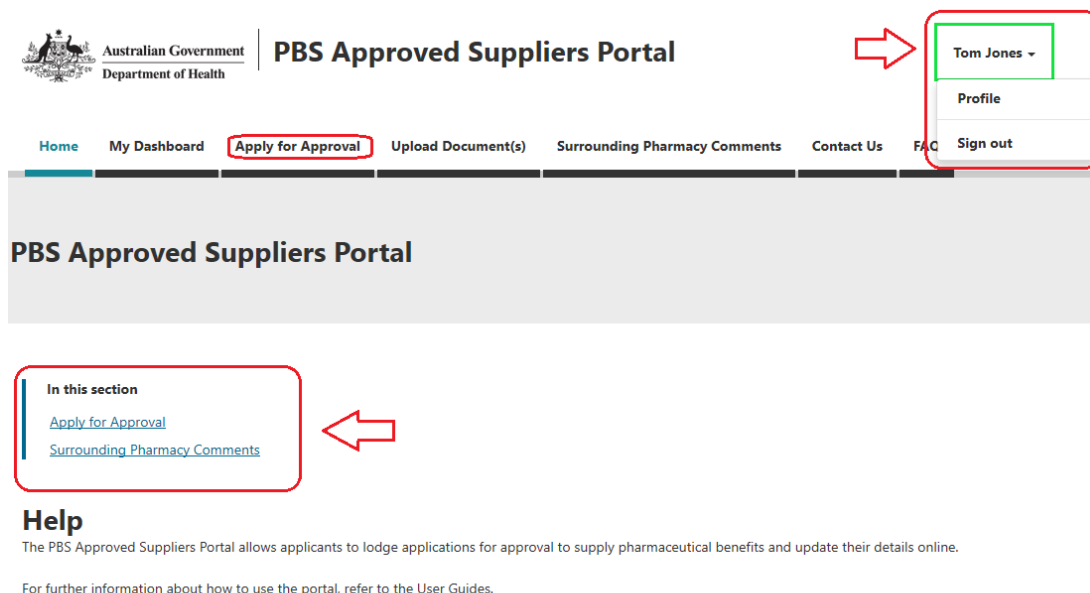
5. Create a user profile to link to your myGovID for that business, which is the e-mail displayed in your profile details.

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

The screenshot shows the 'Profile' creation screen in the 'PBS Approved Suppliers Portal'. The header includes the Australian Government logo and the text 'PBS Approved Suppliers Portal'. Below the header, there's a navigation bar with links: 'Home', 'My Dashboard', 'Apply for Approval', 'Upload Document(s)', 'Surrounding Pharmacy Comments', 'Contact Us', and 'FAQ'. The main content area is titled 'Profile' and contains four input fields: 'Title *' (with a dropdown menu showing 'Mr'), 'First Name *' (with the text 'Tom'), 'Last Name *' (with the text 'Jones'), and 'E-mail' (with the text 'plum.sinlog@sintest.gov.au'). A red box highlights the 'Title', 'First Name', and 'Last Name' fields. A red arrow points to the 'E-mail' field. At the bottom left, there is a green '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 PBS Approved Suppliers by e-mail on 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).

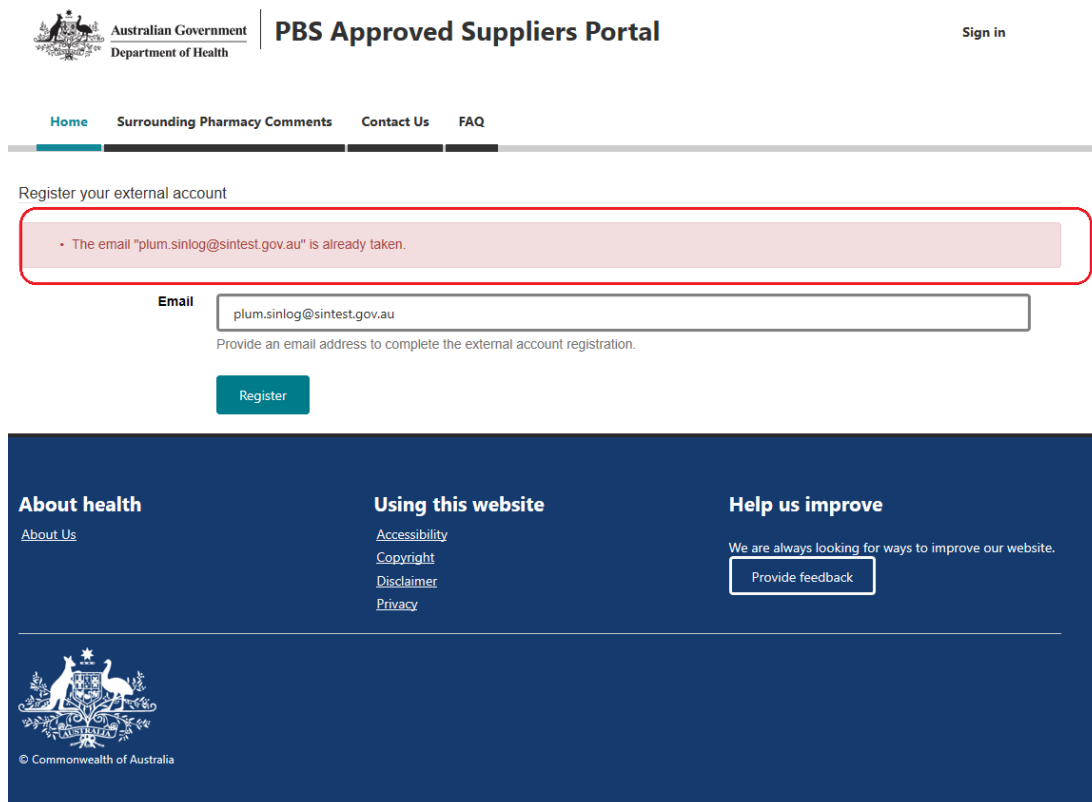


Note: If your business name is not displayed in RAM, visit the ATO website for information on how you can add a business to your myGovID. [How to link your business in RAM.](#)

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.



Australian Government
Department of Health

PBS Approved Suppliers Portal

Sign in

[Home](#) [Surrounding Pharmacy Comments](#) [Contact Us](#) [FAQ](#)

Register your external account

• The email "plum.sinlog@sintest.gov.au" is already taken.

Email


Provide an email address to complete the external account registration.

[Register](#)

About health
[About Us](#)

Using this website
[Accessibility](#)
[Copyright](#)
[Disclaimer](#)
[Privacy](#)

Help us improve
We are always looking for ways to improve our website.
[Provide feedback](#)


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To obtain an invitation code, you will need to contact the PBS Approved Suppliers Portal team by e-mailing:

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](#).

×
Q

Entity name 	ABN 
<input type="radio"/> <div>Hi Health Pty Ltd</div>	
<input checked="" type="radio"/> <div>Best Health Pty Ltd</div>	

<
Page 1 of 1
>

Results per page

50 

Cancel

Continue

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.