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.

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.

![Image of Businesses I can act for](image)

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.

![Image of Profile screen](image)

**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.
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

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.
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.