

How to upload PDF application forms or additional requested information

Purpose

This user guide provides instructions on how to submit PDF forms that are not currently an online form in the PBS Approved Suppliers Portal (the Portal) which are:

- Application to expand/contract a pharmacy (to access this form, please send an email to pbsapprovedsuppliers@health.gov.au).
- Notification of bank account details for either an approved pharmacist, hospital authority or medical practitioner
- Authority to authorise pharmacist(s) to sign claim forms on behalf of either an approved pharmacist(s) or hospital authority
- Notification of change of pharmacy registered business (trading) name
- Application for permission to carry on business as a pharmacist by the legal personal representative of a deceased approved pharmacist
- Authority to authorise pharmacist(s) to sign claim forms on behalf of section 91 permission holder
- Application to carry on business as a pharmacist by a beneficiary of a deceased approved pharmacist
- Application for a hospital authority to prescribe and/or supply pharmaceutical benefits and/or highly specialised drugs
- Application for a medical practitioner to supply pharmaceutical benefits

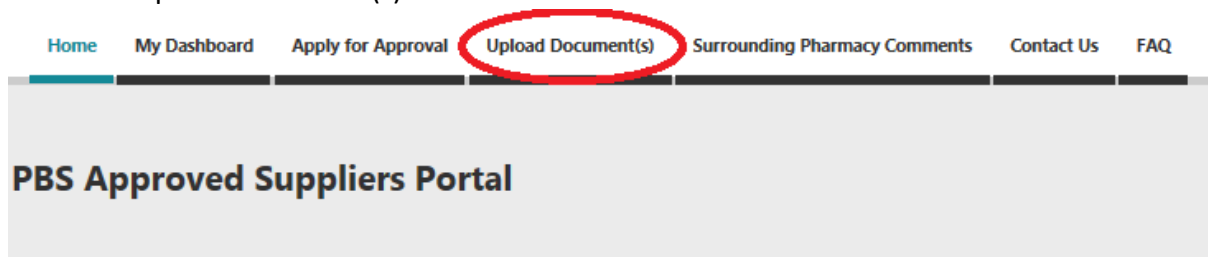
This function also allows for any additional information requested by the Department or ACPA to be uploaded and submitted.

Upload and submit your document(s)

1. If you are submitting a PDF application, download, complete and save the form you wish to submit.
2. Access the Portal by using the following URL <https://pbsapprovedsuppliers.health.gov.au> and sign in. For further details on how to register and access the Portal for the first time, please refer to the *PBS Approved Suppliers Portal User Guide pap101 - How to obtain an AUSkey, register and sign in.*

How to upload PDF application forms or additional requested information

- When you sign in to the PBS Approved Suppliers Portal, the Home screen will display. Click the 'Upload Document(s)' tab.



In this section

[Apply for Approval](#)

[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.

- Ensure you complete the mandatory fields (asterisk next to label). If you are submitting a PDF application form, the correct naming convention is *<NAME OF APPLICATION FORM – APPROVAL NUMBER>*.

Upload Document(s)

Use this facility to submit additional documents relating to your application and/or submit a completed PFD form and supporting documents.

Title *

Include the application form title

Reference number

Provide your application reference number (if applicable)

Description

Provide your name and email address, as well as a brief description of the attached documents and any other relevant details.

Attach *

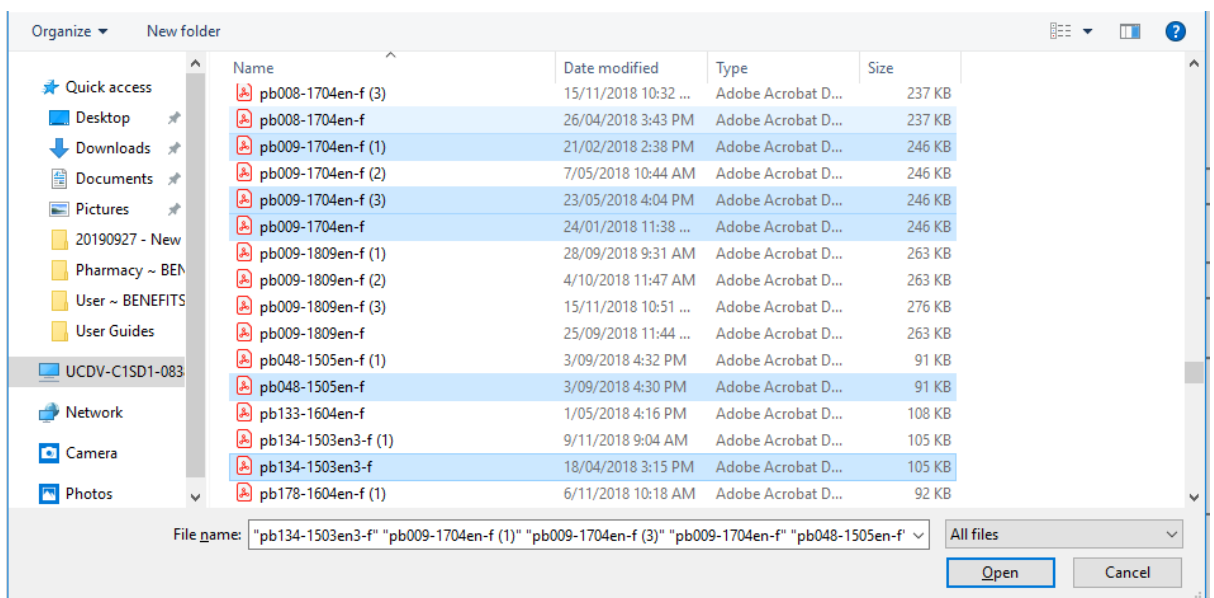
To select multiple files, hold down the shift key and click the files you wish to upload. Each file must be under 50MB. The combined file size for the files being uploaded cannot exceed 100MB.

Select File(s)

Submit

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- To attach multiple files, hold down the CTRL button or Shift button and click on the files you wish to upload. Click 'Open' to complete upload.



- If submitted successfully, you will see the following screen.

