This bulletin is to inform you about the release of the new PLMS portal.

Key Messages for this bulletin include:

- Portal release date
- What you will need to have ready – AUSKey and User Registration
- Further Communication
- User support
- Provide feedback

**Portal Release Date**

As mentioned in the last Bulletin, the previous targeted release date for September 2015 had to be postponed due to software environment issues associated with the portal. These issues have now been resolved and we are pleased to announce a new targeted release date of Friday 18 December 2015. Users will be able to access the portal late that evening or the more conveniently the following day.

The Prosthesis List team would like to thank sponsors for their patience and understanding during the last couple of months.

We would ask sponsors to register for the new system before this date if you haven't already done so. You will be able to access the online portal at [www.prostheses.health.gov.au](http://www.prostheses.health.gov.au). This will allow admin user roles to be assigned to organisations on the day of the release and once assigned permit organisation to issue internal user roles to selected users.

The new system is intuitive and easy to navigate. It contains helpful features including mouse over field information and help guides on each page to explain what is required.

All applications to list prostheses, change current listings and Human Tissue will be submitted via the PLMS portal. It is important to note that paper-based forms will still be available on the website for users having difficulty. However we would encourage all stakeholders to use the PLMS portal if they are able to.

**What you will need to have ready**

**AUSKey**

Users of the PLMS will need an AUSkey to authenticate them. If you do not already have an AUSkey please contact one of your organisation’s AUSkey Administrators who can issue you with an AUSkey.

If your organisation does not have an AUSkey Administrator, your organisation will need to apply for an Administrator AUSkey by following [https://abr.gov.au/AUSkey/Registering-for-AUSkey/Register-for-an-AUSkey/](https://abr.gov.au/AUSkey/Registering-for-AUSkey/Register-for-an-AUSkey/).
If you would like more information on AUSkey, please see https://abr.gov.au/AUSkey/. Please note that if you are a consultant, you will need an AUSkey issued by each organisation that you are consulting for.

Once you have an AUSkey you can log into AUSkey manager by clicking on the LOG IN button on https://abr.gov.au/AUSkey/. If you have issues logging into AUSkey manager, please contact AUSkey support via https://abr.gov.au/Contact-us/Contact-AUSkey/.

Once you can successfully log in to AUSkey manager, please register to use PLMS at www.prostheses.health.gov.au. This is a simple process and does not take very long.

**User Registration**

As mentioned in the previous bulletin the PLMS allows a number of user roles to draft, edit, access, view, cancel and submit applications. There are four types of users within the system - User administrator, Reader, Author and Approver.

Users may register themselves with the system however until a role or roles are assigned to their profile they will be unable to perform functions and view information within the system.

User administrator roles in each organisation will be assigned by the Department of Health. The user administrators in each organisation will assign and manage the access and roles of other users in their organisation. Each organisation should have at least one or two user administrators.

**Access to Test System**

The training environment will continue to be available through the transition period to help with ongoing training needs. To distinguish the training environment from the portal, the training environment will be labelled with distinct yellow writing and the sidebars/frame will be light yellow. The training portal can be found at: http://acc.prostheses.health.gov.au.

Please note that you will need to register as a user of the training version in the same way that you do for PLMS.

When you register to use the training version as a user administrator, please email Prostheses@health.gov.au so that staff in the Department can assign you that role. You will then be able to assign roles to other users in your organisation.

Please note that user data will not migrate from the training environment to the PLMS. User administrators in each organisation will need to register in PLMS when it goes live.

Due to security restrictions, the testing environment is unable to send emails, so once you have registered please contact the PLMS Help desk via email Prostheses@health.gov.au or phone (02) 6289 9463, to arrange for roles to be assigned to your account.
**Additional Communication**

Additional information will be provided closer to the release date of the Portal. This will include what to expect once the portal is live or for those users yet to register a reminder of what to do.

**User Support**


Ongoing updates will be provided to sponsor through the PLMS portal.

Please fine attached to assist with getting started in the PLMS:

- the PLMS quick reference guide for ‘Getting Started’;
- the PLMS quick reference guide to ‘PLMS Portal Login’ and
- the PLMS quick reference guide to ‘User Roles’

**Providing feedback**

Feedback on our systems and processes is always welcome, because this information helps us to develop better systems and provide better service.

If you have any feedback about the system and the implementation, please email Prostheses@health.gov.au

We look forward to working with you during this exciting time of the online portal being released and the improvements this will make to applications for the Prostheses List.