

Registering as a pharmaceutical supplier in PharmConnect

Important things to know before you start

You only need to register your business once. At any time you can add staff members as contacts for the PharmConnect account created during the registration process.

Please add staff members for your organisation only. There is a separate process for [sharing an application with a consultant](#).

Several people can contribute to one application, although only one person's edits can be saved at a time.

Any staff member registered as a user for your business can view all your business's current applications in PharmConnect.

You can assign your staff users one of two roles:

1. **Supplier full** – access to all the information within an application form, including the financial information.
2. **Supplier Admin** – manages all the users within your business. Every business needs at least one Supplier Admin and the role can be reallocated as needed. Supplier Admins can:
 - register users for your business
 - assign or reassign access levels to users
 - access all information in your organisation's application forms.



The first person who registers your business will be automatically allocated 'Supplier Admin' status. That person can register other members of your business in PharmConnect or assign a new Supplier Admin to do this.

To protect your data, ensure you contact us to deactivate access for any staff who leave your business or no longer need access to PharmConnect. It is important that the Supplier Admin reassigns this role before they leave.

Registering your business and first staff member in PharmConnect

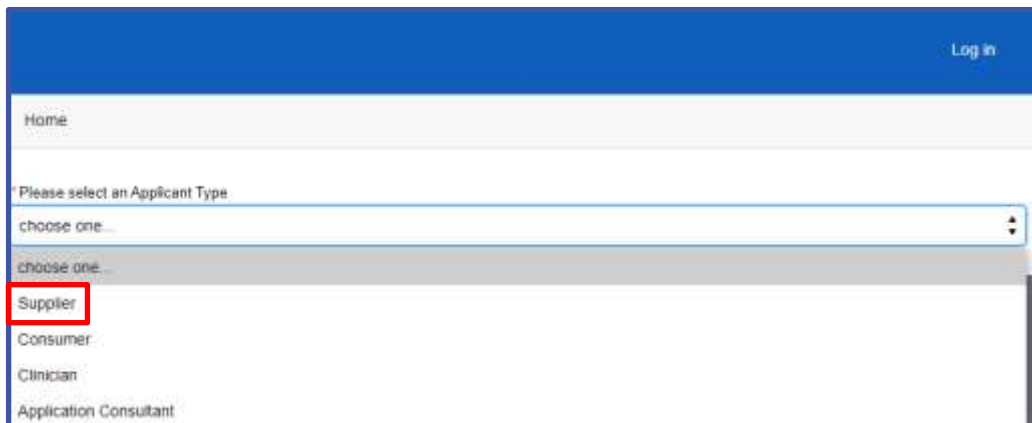
1. Go to the [PharmConnect home page](#) to open the registration screen. PharmConnect works on Google Chrome, Microsoft Edge or Firefox.



The screenshot shows the PharmConnect login and registration interface. At the top, the logo reads 'PHARMAC' and 'TE PĀTAKA WHAIORANGA'. Below the logo are two input fields: 'Username' and 'Password'. A blue 'Log in' button is positioned below the password field. A link for 'Forgot your password?' is located below the 'Log in' button. At the bottom of the form, a blue 'Register' button is highlighted with a red rectangular box.

2. On the pop-up window click

Register



The screenshot displays the registration form with a dropdown menu open for 'Please select an Applicant Type'. The dropdown list includes the following options: 'choose one...', 'choose one...', 'Supplier', 'Consumer', 'Clinician', and 'Application Consultant'. The 'Supplier' option is highlighted with a red rectangular box. A 'Log in' link is visible in the top right corner of the page.

3. For the 'Applicant Type' click 'Supplier'.

The screenshot shows a web interface with a blue header containing a 'Log in' link. Below the header is a 'Home' breadcrumb. A dropdown menu is set to 'Supplier'. A checkbox labeled 'Are you a NZ company?' is checked. A search input field is highlighted with a red border and contains the placeholder text: 'Enter a registered NZBN number or NZ registered business name and press enter'.

4. In the NZBN field enter your New Zealand Business Number (NZBN) or registered trading name. Select your organisation from the results list.

Note: If you select a business that is already registered, you will be prompted to contact us.

The screenshot shows a registration form with the following fields: 'Salutation' (dropdown menu), 'First Name', 'Last Name', 'Email', 'Phone', 'Fax', 'Create Password', and 'Confirm Password'. A blue 'Sign Up' button is located at the bottom of the form.


5. Enter your contact details into the form and create a password. You will be added as the first user for this account.

Note: Each user requires a different email address. Use individual work email addresses, not email addresses used by multiple people.

6. Click 

7. Enter the verification code emailed to your registered email address to complete registration. Enter the numbers only with no spaces.

Note: You will be emailed a new code every time you log in. If you have difficulty logging in, see our [troubleshooting guide](#).

8. Click  to display your PharmConnect home page where you can create an application.

Note: You will receive a welcome to PharmConnect email that contains links to useful information on how medicines are funded. It also contains a link to the PharmConnect system that you can use to open your home page.

Registering other staff members in PharmConnect

At any time your Supplier Admin can add other staff members to your business's PharmConnect account.

Anyone registered as a user for your business can view all your business's current applications in PharmConnect.

When you're ready to add more people from your business, check out our [guide on adding and managing users](#).