

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 three roles:

1. **Supplier full** – access to all the information within an application form, including the financial information.
2. **Supplier Non-Financial** – access to all the information on an application form, except that in the 'Costs and Savings' section. As all applications require financial information, someone with this status cannot submit an application.
3. **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.

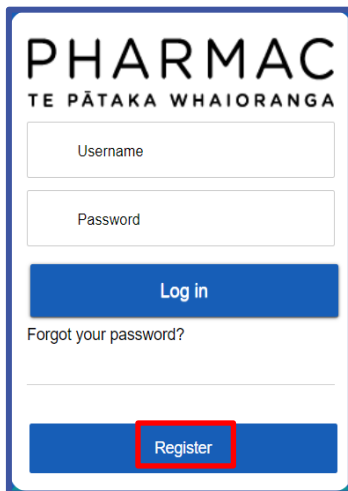


The first person who registers your business will be automatically allocated 'Supplier Admin' status. That person can register other members of your business in PharmConnect or assign a new Supplier Admin to do this.

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.



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Username

Password

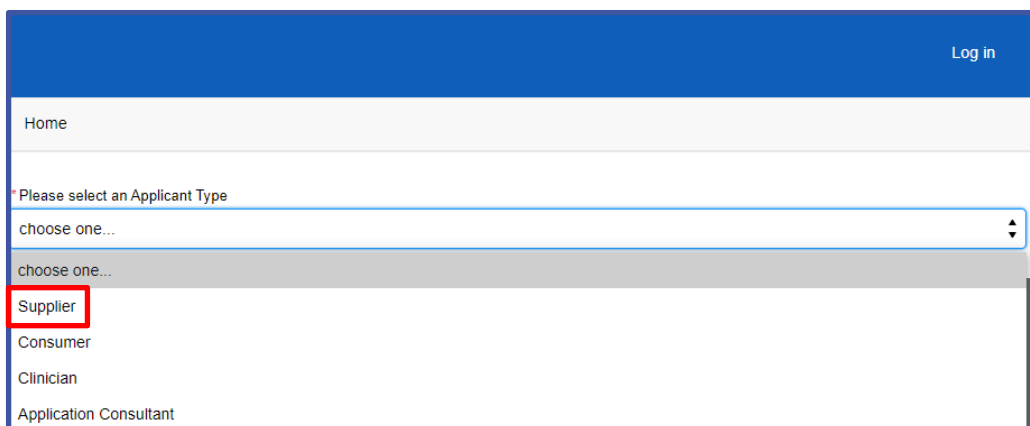
Log in

Forgot your password?

Register

2. On the pop-up window click

Register



Log in

Home

* Please select an Applicant Type

choose one...

choose one...

Supplier

Consumer

Clinician

Application Consultant

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

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.

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 

Enter your verification code

A verification code was sent via email to [redacted]@pharmac.govt.nz. When you receive the code, enter it below.

*

Didn't receive the email?

Sometimes automated messages get categorized as spam. Check your spam folder.

[Next](#)

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.

Home My applications

Welcome to PHARMConnect

PLEASE USE THE GOOGLE CHROME BROWSER FOR ALL APPLICATIONS. PHARMConnect does not work with Internet Explorer.

[Create New Application](#)

Always save at the end of each question and section and save before you step away from your device. This prevents any data loss. You can still change any section before you submit the application.

Making a Funding Application

Anyone – a patient, a health professional, or a pharmaceutical supplier – can make a funding application to PHARMAC.

[Guidelines for Pharmaceutical Suppliers](#)

[Guidelines for Clinicians and Consumers](#)

COVID-19: The availability of clinical advice on funding applications is reduced while New Zealand is responding to the COVID-19 pandemic. This may slow our ability to progress funding applications. Applicants will receive notifications from Application Tracker when there is progress.

[Read more about PHARMAC's response to COVID-19.](#)

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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](#).