

Registering as an Organisation who prepares applications on behalf of a Pharmaceutical Supplier on PHARMConnect

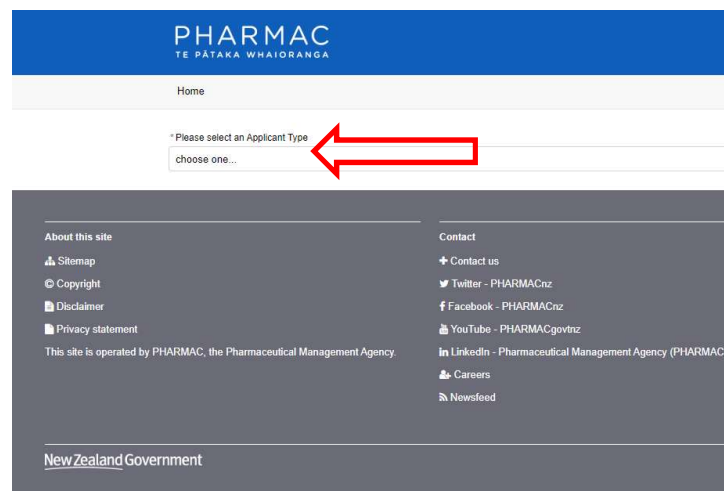
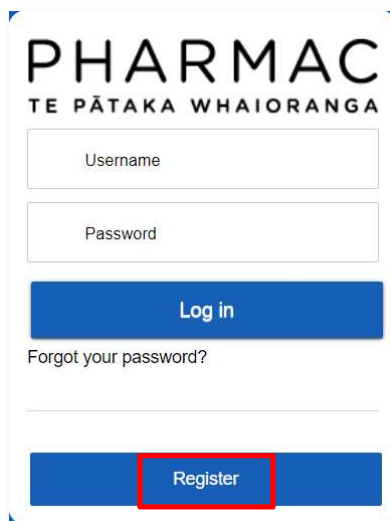
Before you start

It's important to know that it is possible to have several people contribute to one application. So more than one person within your business can help complete an application form (although only one person should access the form at any one time).

A person who is registered as belonging to your business will be able to view all the current applications that are being completed by your business on their 'My Applications' screen once they are logged onto the PHARMConnect system.

Registering the first person in your organisation on PHARMConnect

- Click on the **link** and select **Register** <https://connect.pharmac.govt.nz/portal>



- The first part of your registration process is to select what type of applicant you are. For the *Applicant Type* select **Contractor to prepare applications on behalf of Pharmaceutical Suppliers**.
- Your **registered trading name** or New Zealand Business Number (**NZBN**) Is not mandatory unless you are a Pharmaceutical Supplier.
- A **New Contact Form** will appear. Please complete the form and create a password. Be aware that there are some required fields (as indicated by an *asterix).



The **email address** you register with can only be used once and can only relate to one registered user.

PHARMAC
Log in

Home

* Please select an Applicant Type

Contractor to prepare applications on behalf of Pharmaceutical Suppliers

* Salutation

choose one...

* First Name

Last Name

* Last Name

* Email

* Phone

Fax

Organisation information

NZBN

* Organisation

* Street

* City/Province

* Post Code

* Country

* Create Password

* Confirm Password

[Sign Up](#)

- Click **Sign-up**.
- To ensure the security of your PHARMConnect account, we need to verify your identity. Once you click **Sign-up**, an email will be sent to the email address you entered in the New Contact Form. This email will contain a verification code that you will be prompted to enter before registration is complete.
- Enter the code and click **Next**.
- Then you will receive a welcome to PHARMConnect email that contains links to useful information on how medicines are funded as well as a link to the PHARMConnect system. You are now registered on the PHARMConnect system.