

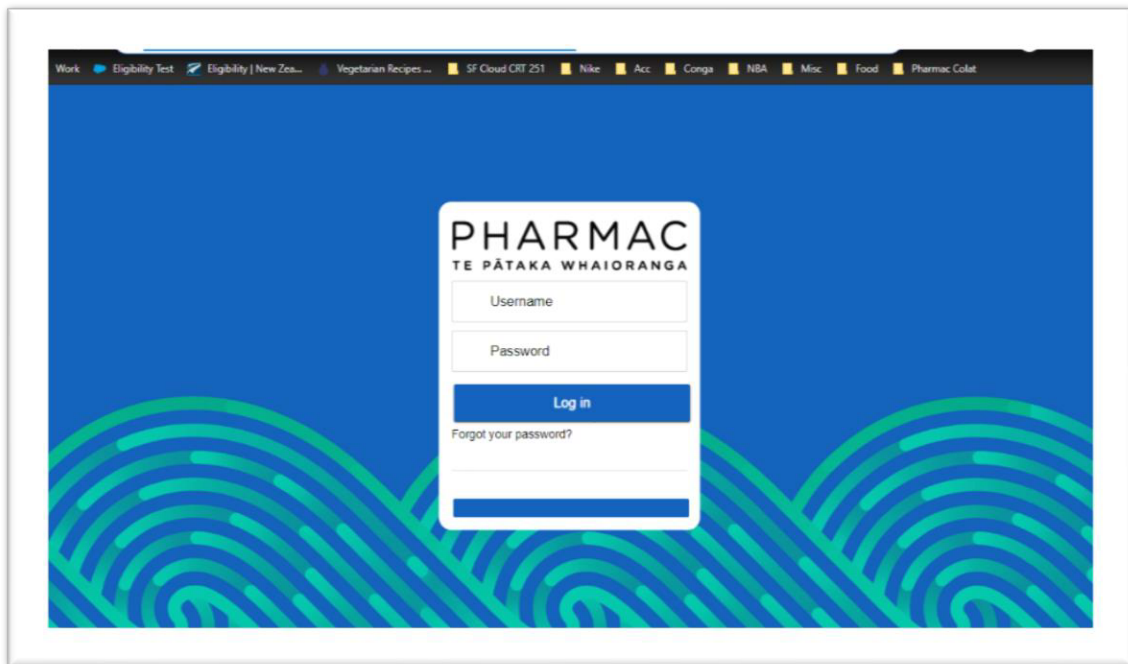
How to register a new user as a Supplier Admin

This document is for individuals with PHARMConnect Supplier Admin status and advises them on how to create a new PHARMConnect login for other members of their business.

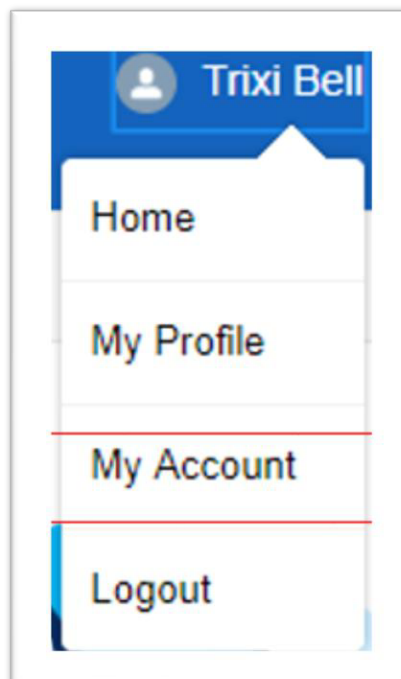


The person who registers first for a business will automatically be assigned as a 'Supplier Admin'. Details on how to perform this first registration as a Supplier can be found on the accompanying document 'Registering as a Pharmaceutical Supplier on PHARMConnect'.

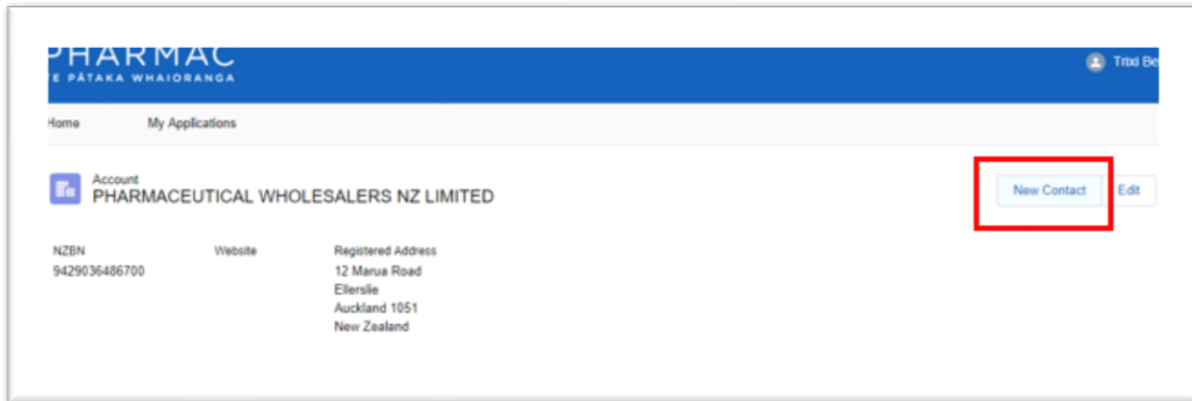
- Log in to PHARMConnect via the **link below**:
<https://connect.pharmac.govt.nz/portal>



- Navigate to your Supplier Admin account by clicking on **My Account**.



- Click on **New Contact**.



- Enter the **details of your colleague** (as indicated below) and click **Save**.

 A screenshot of the 'New Contact' form. The form contains the following fields:

- * Name
- Salutation (dropdown menu with '--None--' selected)
- First Name (text input)
- * Last Name (text input)
- * Email (text input, highlighted with a red box)
- Phone (text input)
- Account Name (PHARMACEUTICAL WHOLESALERS NZ LIMITED)
- * Supplier Type (dropdown menu with '--None--' selected, highlighted with a red box)
- Title (text input)

 At the bottom right of the form, there are two buttons: 'Cancel' and 'Save' (highlighted with a red box).

- The red * asterisk indicates that you must complete this field as it is mandatory.
- The email you register can only be used once and relates to one registered user.
- Supplier Type: This field indicates the level of access that you wish for your colleague to have. The following options are available:

Supplier Full: This type of user can access all applications and the information with the application form.

Supplier – Non-Financial: This type of user will not be able to access any of the information under the “Costs and Savings” section within an application form.

Supplier Admin: This role can manage all users within the organisation, update their details, and create new members.