

# Pharmacy Ownership Portal

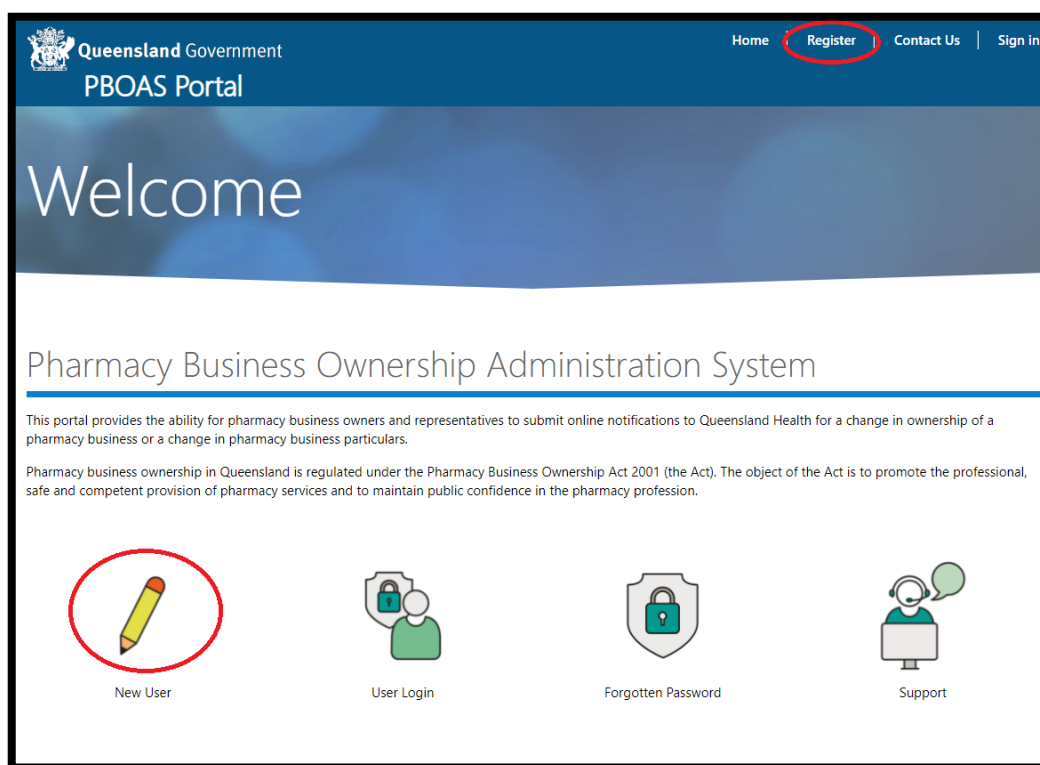
Quick guide – Registering as a new user (Notifier and Representative)

## Accessing the Pharmacy Ownership Portal

You can access the portal via the [Queensland Health Pharmacy Ownership web page](#) or by visiting <https://www.pboas.health.qld.gov.au>

## Register as a new user

The first time you use the Portal you will be required to register as a new user. Users must be registered to submit a notification or make a declaration. You can do this by clicking either the 'New User' icon, or by clicking 'Register' in the title bar.



**Did you receive a 'Declaration Confirmation Required' email?** If so, please ensure you register for the Portal using the **same email address**. Should you wish to register with a different email address, please contact the Pharmacy Ownership Team on 07 3708 5258.

## Processing times

Most new account registrations will be verified **within 1 business day**.

## User Details and Residential Address

These sections request personal information<sup>1</sup> so that Queensland Health can identify you at the point of registration and for future interactions with the Pharmacy Ownership Team.

Please note that an email address and at least one phone number is required for registration and the email address registered will become your username for future portal use.

## Business Address

This section is applicable as you are registering as **both a notifier and a representative**. This section relates to the 'representative' aspect of your account. Please provide the details of the business for which you are working for (e.g. a law firm, accountant, broker, or business service provider).

## User Category

This section is applicable as you are registering as **both a notifier** and a representative. This section relates to the 'notifier' aspect of your account. This information is used to determine the capacity in which you, **as a notifier**, are interacting with the notification forms.

The table on the next page will help you determine what user category you belong to.

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<sup>1</sup> Your personal information will be dealt with in accordance with the Information Privacy Act 2009 (Qld) and Hospital and Health Boards Act 2011 (Qld). Further information can be located [on our website](#).

## User Category (continued)

Are you...	User Category
Are you a registered pharmacist?	Pharmacist
Are you an <b>employee, director</b> or an <b>authorised officer</b> of a <b>Friendly Society</b> of which you are submitting notifications on behalf of?	Friendly Society
Are you an <b>employee, director</b> or an <b>authorised officer</b> of <b>Mater Misericordiae</b> and which you are submitting notifications on behalf of?	Mater Misericordiae Health Services Brisbane Limited ACN 096 708 922
Are you a relative of a pharmacist?	Non-pharmacist
If you do not fit any of the categories above, please select <b>Non-pharmacist</b>	

## Identification Documents

As you are registering as both a **notifier and representative**, you will be asked to provide identification. For acceptable forms of identification please see [Annexure A](#).

The portal will allow you to upload a copy of your identification by selecting the Add Document button on the page.

## Declaration

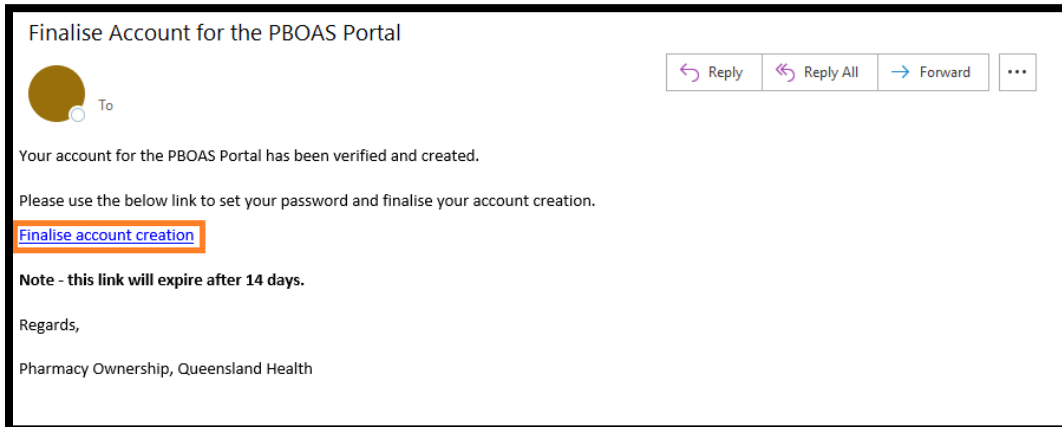
This section is applicable to all users and asks users to declare that they have read and accepted Queensland Health's Terms and Conditions of this site and Privacy Policy. Both documents are available to the user by clicking on the links. Both declarations must be accepted prior to submitting your registration.

Once you have submitted your registration, the Pharmacy Ownership Team will need to verify your account. This will normally take less than one business day.

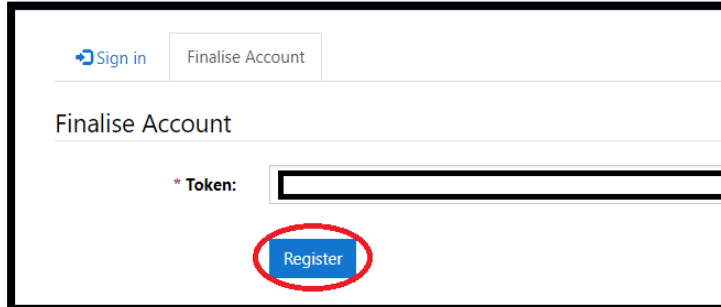
## Account finalisation

After your registration has been verified, an account will be created in the system. You will receive an email to finalise your account (including setting a password). To finalise your account:

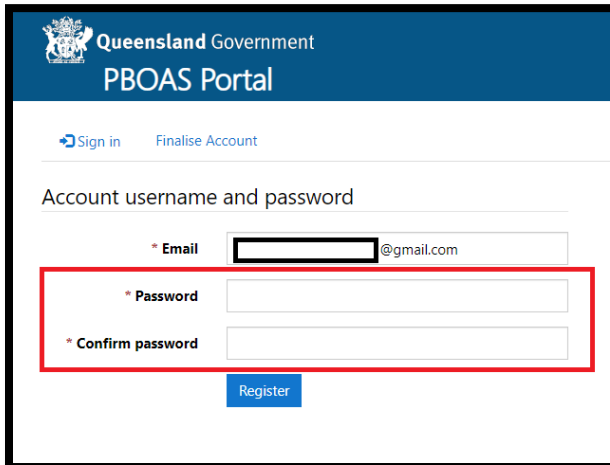
1. Click the 'Finalise account creation' link in the email which will direct you to the portal.



2. Click 'Register'  
Note, the token code will be pre-populated in the Token field



3. You will then be asked to set your password by entering it twice. Enter your password and click 'Register'



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[Sign in](#) [Finalise Account](#)

Account username and password

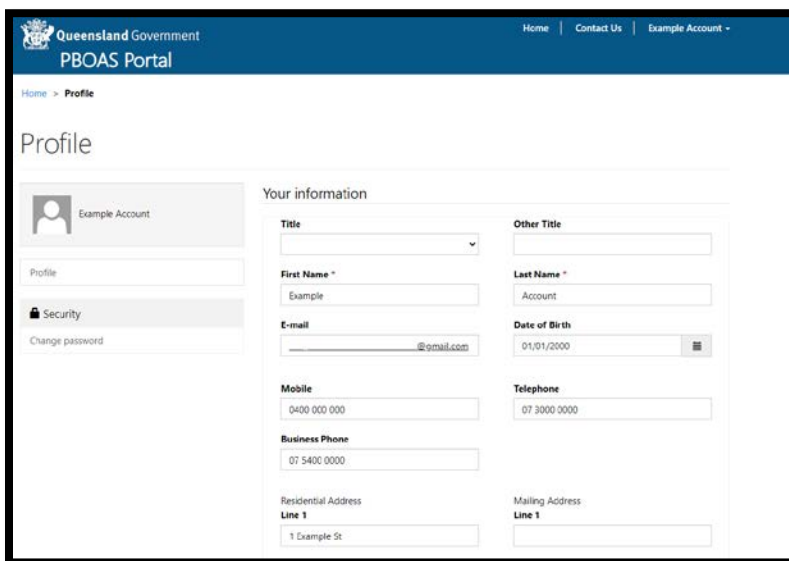
\* Email @gmail.com

\* Password

\* Confirm password

[Register](#)

4. Next, please review your user profile ensuring all the information is correct. Then, click 'Update'. Please contact the Pharmacy Ownership Team on 07 3708 5258 if any information is incorrect.



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Home | [Contact Us](#) | [Example Account](#)

Home > Profile

### Profile

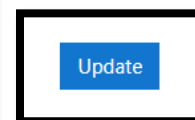
Example Account

Profile

Security  
[Change password](#)

#### Your information

Title	Other Title
<input type="text"/>	<input type="text"/>
First Name *	Last Name *
<input type="text" value="Example"/>	<input type="text" value="Account"/>
E-mail	Date of Birth
<input type="text" value=""/> @gmail.com	<input type="text" value="01/01/2000"/>
Mobile	Telephone
<input type="text" value="0400 000 000"/>	<input type="text" value="07 3000 0000"/>
Business Phone	
<input type="text" value="07 5400 0000"/>	
Residential Address	Mailing Address
Line 1	Line 1
<input type="text" value="1 Example St"/>	<input type="text"/>



[Update](#)

Your registration is now complete, and you are now able to submit notifications.

# Annexure A - Identification Documents

To register for a Portal account, you will be required to provide:

- one document from Part A, or
- one document from Part B and one document from Part C

## Part A documentation - Primary Photographic Identification Document

- A driver's licence with a photo;
- A current Australian passport (or one which has expired within the last two years);
- A current foreign passport (or similar document) issued by a government, the UN, or an agency of the UN. The document must contain a photograph and signature of the 'Relevant Person';
- A current Proof of Age card (issued by an Australian State of Territory); or a
- National Identity Card issued by a government, the UN, or an agency of the UN. The document must contain a photograph and signature of the Relevant Person

## Part B documentation - Primary Non-Photographic Identification Document

- A driver's licence without a photo;
- An Australian Birth Certificate or Birth Extract;
- A foreign birth certificate issued by a government, the UN, or an agency of the UN;
- A citizenship certificate; or a
- A current Centrelink Pension Card

## Part C documentation - Secondary Identification Document

- A notice that was issued to the Relevant Person by the Australian Government