

MASS-eApply Information Sheet

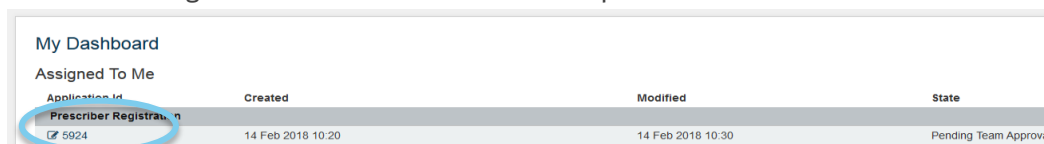
How to approve, reject or remove users in your MASS-eApply Organisation

New users will need to complete separate registration forms on MASS-eApply and select the organisation to join. The organisation administrator can then approve/reject the request.

Processing a Registration Request

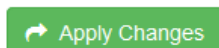
You will receive an email from noreply@health.qld.gov.au advising you that a user wishes to join your organisation with an attached .pdf copy of their registration form.

1. [Log on](#) to MASS-eApply.
2. Navigate to the [dashboard](#). Your dashboard will have a reference to the pending application under "Assigned to Me".
3. Click on the Registration number of the form to open.



Application Id	Created	Modified	State
Prescriber Registration 5924	14 Feb 2018 10:20	14 Feb 2018 10:30	Pending Team Approval

4. Check that the details are accurate, and that the person does work within your organisation.
5. Select "Approve this request" or "Reject".
6. Click "Apply changes" to confirm the approval or rejection.



7. The user will be sent an email notifying them of their application status.
8. If they have been approved, they will also be sent a separate email with a hyperlink to them to complete their user account and setup their password. If their hyperlink expires, they can contact MASS-eApply@health.qld.gov.au for a new hyperlink or press "forgot password" on the login screen of MASS-eApply.

Removing a user from your organisation

Contact the MASS-eApply team on MASS-eApply@health.qld.gov.au to have their account locked. Their applications will remain with the organisation.

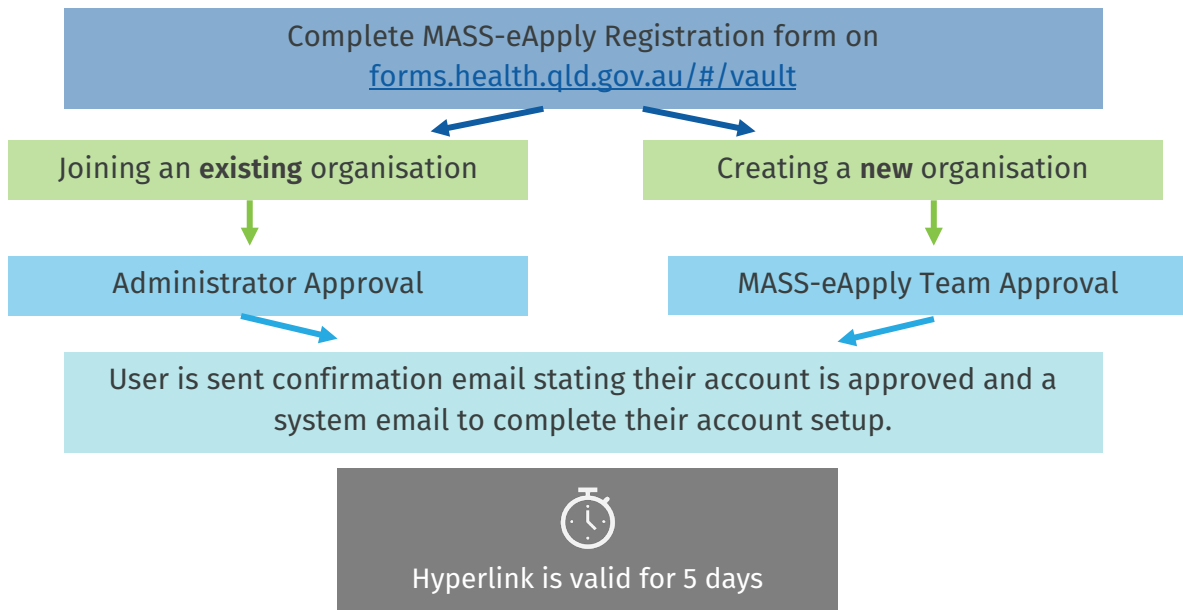
Moving a user from another organisation.

User accounts cannot be moved from different organisations, they will need to complete a new registration form. Contact the MASS-eApply team on MASS-eApply@health.qld.gov.au to lock their existing account so they can use the same login credentials.

Add, change or remove the organisation administrator

Contact the MASS-eApply team on MASS-eApply@health.qld.gov.au. The new administrator will need to register an account for access to be transferred across to.

MASS-eApply Registration Process Flowchart



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For more information contact:

Medical Aids Subsidy Scheme
Metro South Health
PO Box 281
Cannon Hill QLD 4170 Australia
tel (07) 3136 3613
MASS-eApply@health.qld.gov.au
health.qld.gov.au/mass/mass-online-applications