

Pharmacy Ownership Portal

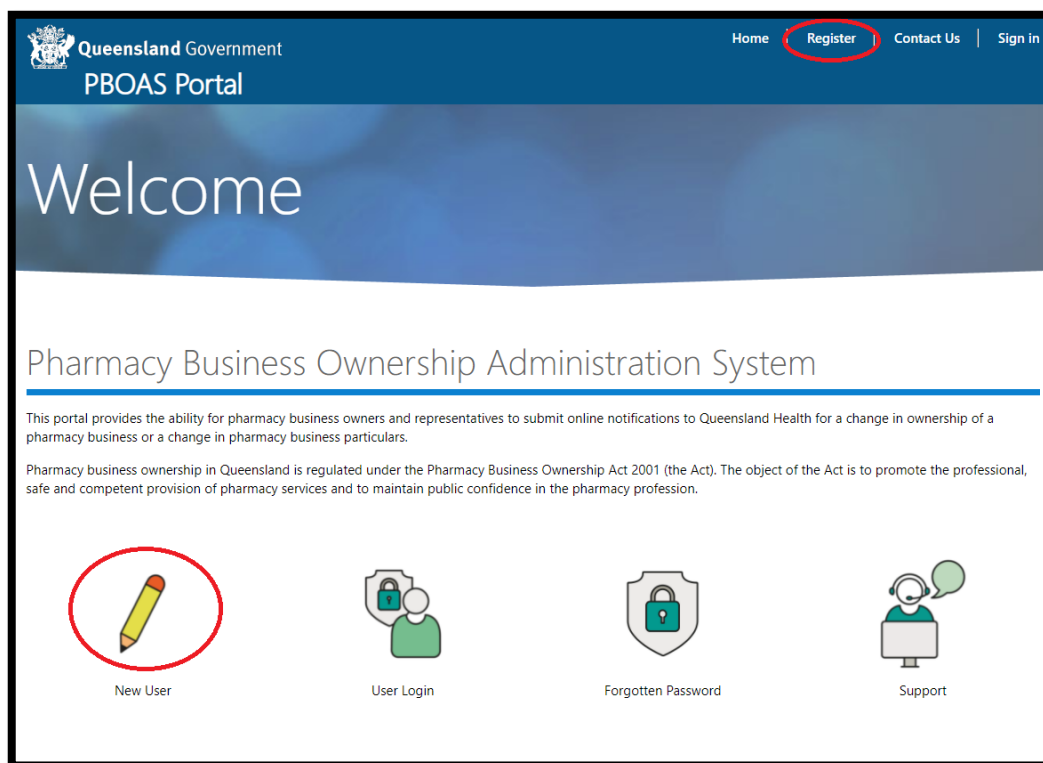
Quick guide – Registering as a new user (Notifier)

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 information¹ 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.

User Category

This information is used to determine the **capacity** in which users are interacting with the Portal and the notification forms. The table below will help you determine what user category you belong to.

Are you...	User Category
Are you a registered pharmacist?	Pharmacist
Are you an employee, director or an authorised officer of a Friendly Society of which you are submitting notifications on behalf of?	Friendly Society
Are you an employee, director or an authorised officer of Mater Misericordiae 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 Non-pharmacist	

¹ 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](#).

Identification Documents

You will be asked to provide identification that matches the details used to register. 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

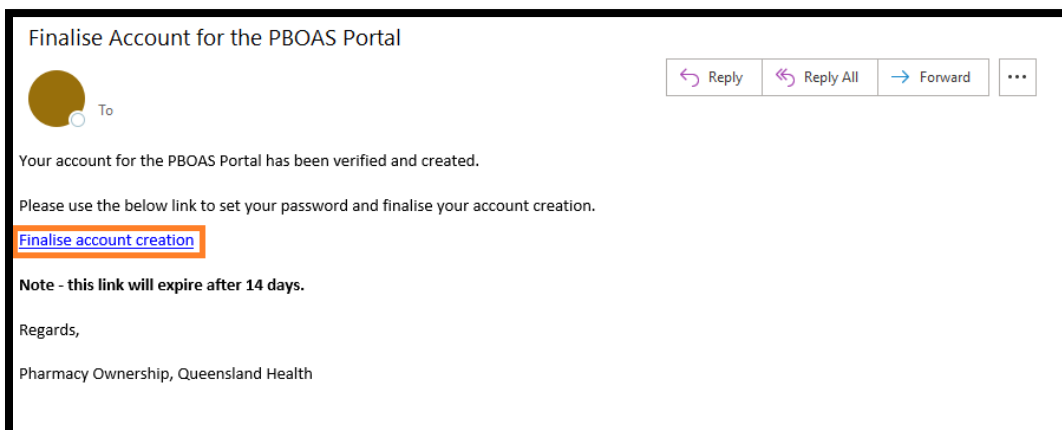
This section confirms and declares that you have read and accepted Queensland Health's Terms and Conditions of this site and Privacy Policy. Both documents are available to the user by clicking on the links. Both declarations must be accepted prior to submitting your registration.

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.

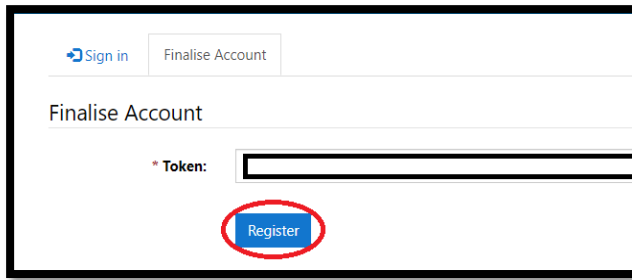
Account finalisation

After your registration has been verified, an account will be created for you 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.

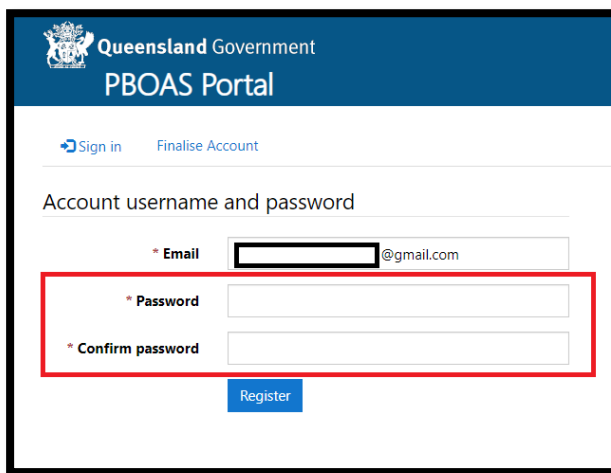


2. Click 'Register'
Note, the token code will be pre-populated in the Token field.



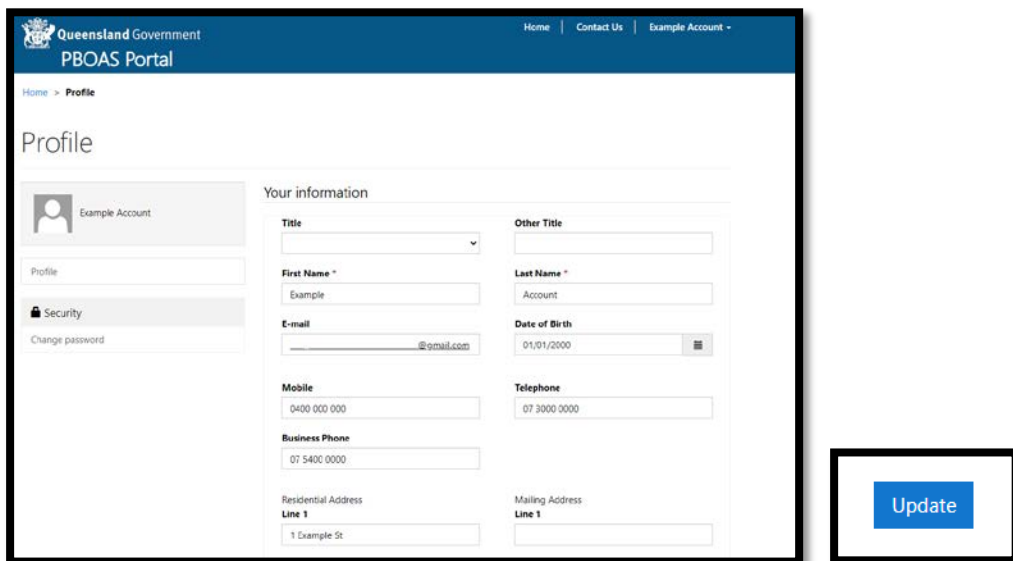
The screenshot shows the 'Finalise Account' page. At the top, there are links for 'Sign in' and 'Finalise Account'. Below the title 'Finalise Account', there is a field labeled '* Token:' which contains a pre-populated token code. A blue 'Register' button is located below the token field and is circled in red.

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



The screenshot shows the 'Account username and password' page. At the top, there are links for 'Sign in' and 'Finalise Account'. Below the title 'Account username and password', there is a field labeled '* Email' which contains a pre-populated email address. Below the email field, there are two fields labeled '* Password' and '* Confirm password', which are highlighted with a red box. A blue 'Register' button is located below the password fields.

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.



The screenshot shows the 'Profile' page. At the top, there are links for 'Home', 'Contact Us', and 'Example Account'. Below the title 'Profile', there is a section for 'Your information' with various fields for personal details. A blue 'Update' button is located to the right of the profile information and is highlighted with a red box.

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