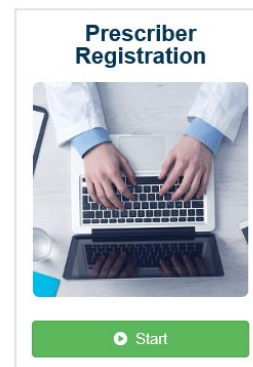


MASS-eApply Information Sheet

How to Register as a Prescriber

1. Go to the MASS-eApply website on forms.health.qld.gov.au/#/vault
2. Select the [Prescriber Registration Form](#).
3. Once your form has been selected press “Start”, read the description and press “start” again.
4. Provide your identity details to verify your prescribing eligibility.
5. Select your primary profession from the drop-down menu.
6. Depending on the profession selected, you will need to provide:
 - an AHPRA number
 - other primary professional or association membership details
 - if you are administration staff, no membership details are required.
7. Provide your email address. Your email address will be used to:
 - Receive confirmation email for MASS-eApply.
 - Receive a hyperlink to set-up your initial password for the system. Please ensure you have access to this email when completing applications.
 - Send password resets.
 - Verify any additional information.
 - Send you a copy of any applications submitted.
 - MASS-eApply notifications.
8. Confirm your email address by typing it into the next field. They must match.
9. Enter a username. The username you specify will be used to log into the application and can be the same as your email address. It must be unique and not used by any other accounts.
10. Read through the MASS-eApply declaration, authorisation and privacy statement.
11. Confirm you have read and agree to the terms and conditions of MASS-eApply.
12. After completing this page press “next”.



An account should be created for **each person** in an organisation and should not be shared to maintain client confidentiality. Your individual accounts, clicking tick-boxes and logging in using your unique credentials are legally acceptable proof of identity/consent.

Joining an Existing Organisation

13. **Select your organisation using the drop-down menu.**
 - This is a wild card search through all MASS-eApply organisations. Please note that organisations are listed as they were entered when created by the organisation administrator and may contain abbreviations e.g. PAH instead of Princess Alexandra Hospital or visa versa.
 - If your organisation is not listed, skip steps 13-14 to *Creating a New Organisation*.

14. Once selected, select the approver to submit your registration to using the drop-down menu. This is the person who will need to approve your registration form once submitted. If the approver/s have left the organisation please contact the MASS-eApply team on MASS-eApply@health.qld.gov.au.
15. Press “Register” to submit your completed registration request.

Creating a New Organisation

As a default the first person to register for an organisation will become the **organisation administrator** (contact MASS-eApply@health.qld.gov.au to change to another user) The administrators have the additional access standard users; to approve and reject new users to the organisation.

16. To **create a new organisation**, tick “my organisation is not listed”.
17. You will need to provide your organisation name, address and contact details.
18. **Organisation name:**
 - the organisation name should be specific to you and your team (if applicable) and not too broad. An organisation with a broad name may result in users sending registration requests to the wrong organisation account.
 - If you are a sole practitioner, please put “Private Practice” and/or a description of the service provided.
 - The MASS-eApply team may adjust the name and/or may contact you before approving the organisation if the name requires changes to be made if it is not suitable, too broad, a duplicate organisation, the name looks very similar to an existing organisation or contains symbols (such as ‘ & # @ “ ! *).

Examples of organisation names:

Acceptable	Not Acceptable
✓ Hands on Physiotherapy	✗ Cairns Hospital
✓ In Home Care Services Cannon Hill	✗ Metro North
✓ Mackay Base Hospital Physiotherapy Department	✗ Blue Care
✓ MSH Princess Alexandra Hospital (PAH) Physiotherapy GARU	✗ Medical Centre.
✓ John Smith Physiotherapy Jindalee	
✓ Susan Grey Speech Pathology.	

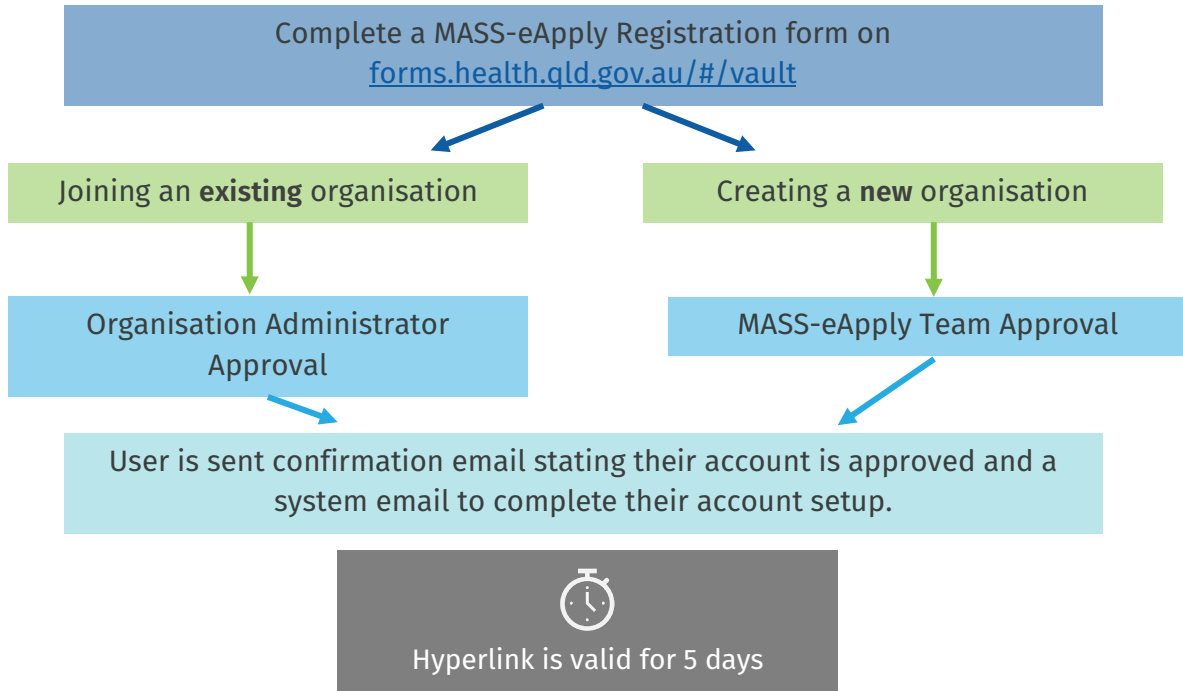
19. Select if you are or are not the manager or director of the organisation, or a sole practitioner.
20. If you are not the manager or director or sole practitioner, please provide their details so MASS can contact this person if the local administrator role is required.
21. Press “Register” to submit your completed registration request.

Approval

22. If you are **joining an organisation**, your approver (organisation administrator) will need to approve your account.
23. If you have **created a new organisation**, your registration will go to MASS for approval. MASS will approve your account within 1-2 business days.
24. Once approved, you will receive two separate emails:

- One stating you have been approved with your username and a [Guide to using MASS-eApply](#)
 - A hyperlink to verify your account and setup your password
25. If your hyperlink expires or you require any assistance please contact MASS-eApply@health.qld.gov.au

MASS-eApply Registration Process Flowchart



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health.qld.gov.au/mass/mass-online-applications