Pharmacy Programs Administrator

PORTAL USER GUIDE – RURAL INTERN TRAINING ALLOWANCE

1 February 2019

PHARMACY PROGRAMS ADMINISTRATOR PORTAL USER GUIDE – RURAL INTERN TRAINING ALLOWANCE

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INTRODUCTION

This Pharmacy Programs Administrator Portal User Guide provides a step by step process for Intern Pharmacists claiming for the Rural Intern Training Allowance (RITA) Program. It describes the following processes:

- Portal Registration and Intern Role Registration
- Rural Intern Training Allowance Program Registration
- Rural Intern Training Allowance Claim.

For best performance, we recommend the most recent version of the following browsers; **Chrome, Firefox and Safari.** Whilst you can successfully submit your registration and make claims using other browsers, they may not have all the features required to provide you with the best user experience.

If you require further assistance with using the Pharmacy Programs Administrator Portal, please do not hesitate to contact the Pharmacy Programs Administrator Support Centre.

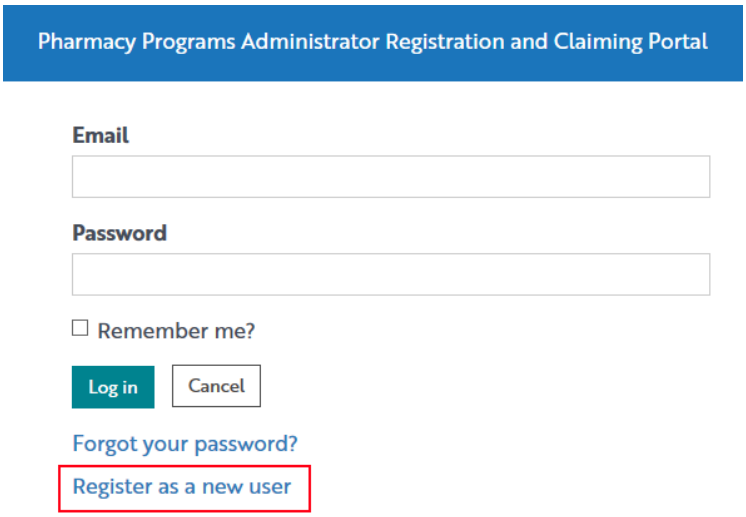
PORTAL REGISTRATION AND INTERN ROLE REGISTRATION

If you would like to start claiming for the Rural Intern Training Allowance, you will need to first create a user account and register as an Intern Pharmacist on the Pharmacy Programs Administrator Portal.

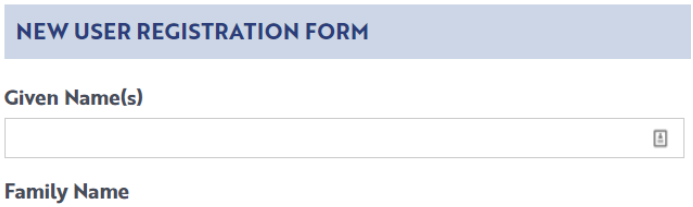
The following steps describe what you will need to do to get started on the Portal.

Set up your user account for the Portal

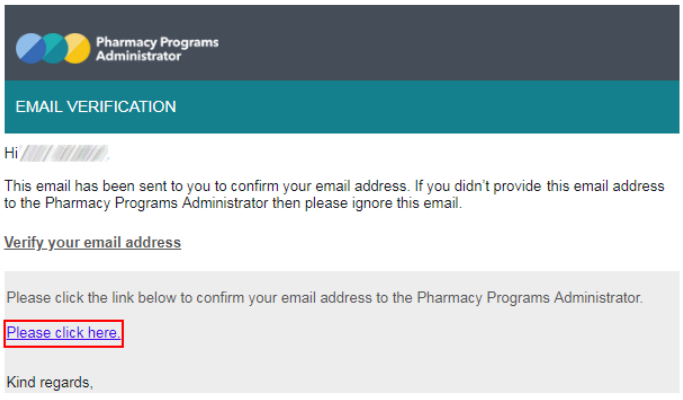
1) Navigate to the Portal via the website https://ppaonline.com.au. The Pharmacy Programs Administrator Portal Login page will display. Click on the **Register as a New User** link



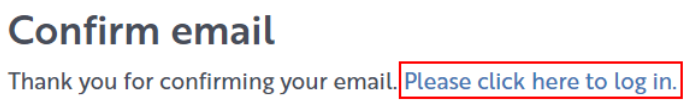
2) The New User Registration Form will display



3) Complete the fields as required and click **Register**. A confirmation email will be sent to your email address for verification.

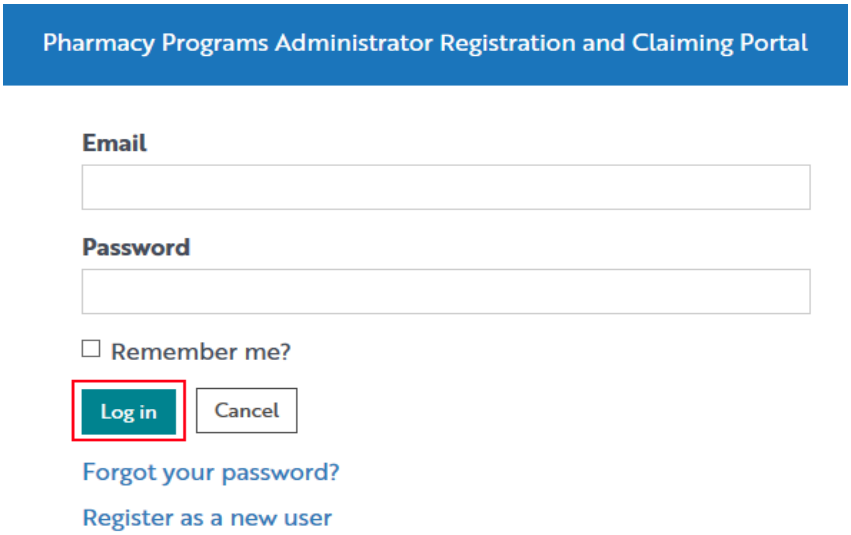


4) Once you have verified your email, you will be able to login.

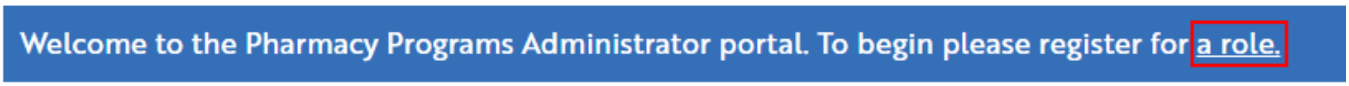


Register in an Intern Pharmacist Role

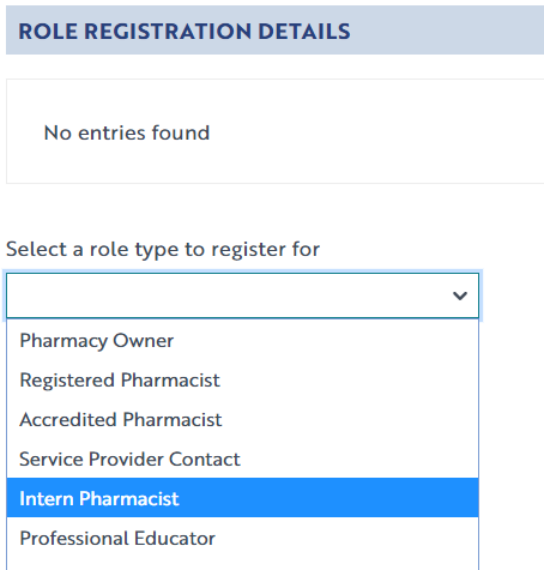
1) Navigate to the Portal via the website https://ppaonline.com.au. The login page will display. Enter your account details and click on the **Log In** button



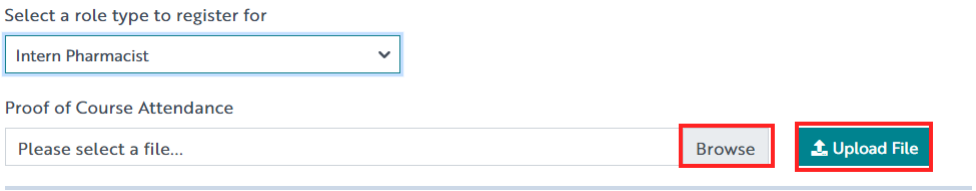
2) The following will display. Click on the **register for a role** link



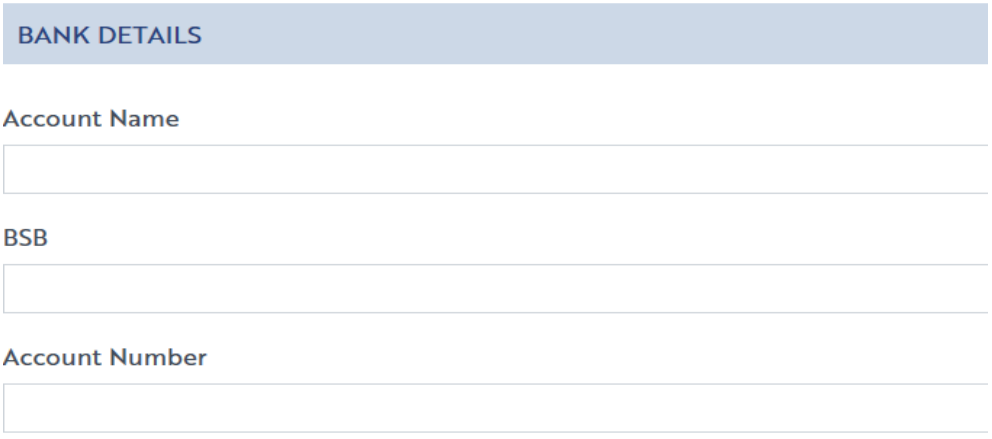
3) You will be prompted to select a role type. For the purposes of this user guide, the role type **Intern Pharmacist** will be selected

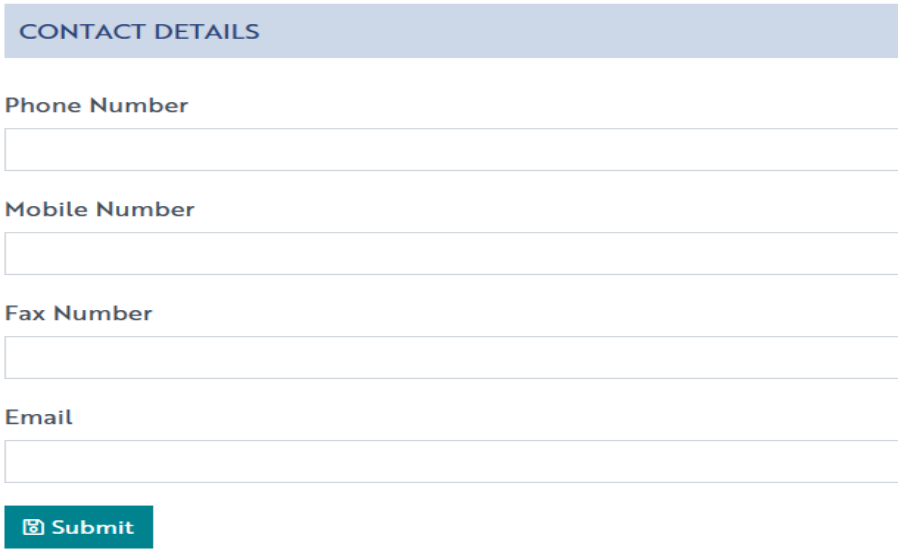


4) You will be asked to submit proof of enrolment in an Intern Training Program (Proof of Course Attendance). To do this click the **Browse** button. Once you have selected a file click the **Upload File** button



5) You will also be required to complete your bank account and contact details





6) Once all fields are complete click the **Submit** button. A confirmation message will appear. It may take up to 24 hours for your registration to be reviewed and approved or rejected by an Operator

7) Once your registration as an Intern Pharmacist has been reviewed you will receive an email notifying you of the outcome. If you have been approved in this role you will also see a **My Programs** Heading on your homepage.

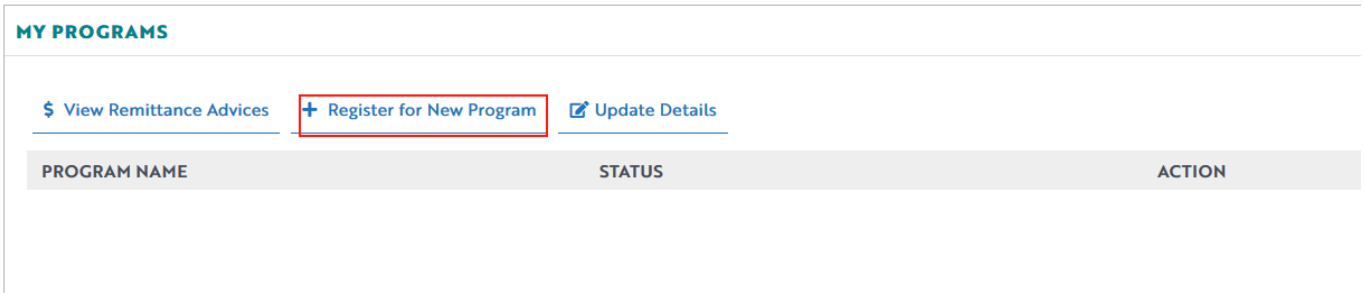
RURAL INTERN TRAINING ALLOWANCE - PROGRAM REGISTRATION

This section details how to complete a RITA Program Registration through the Pharmacy Programs Administrator Portal.

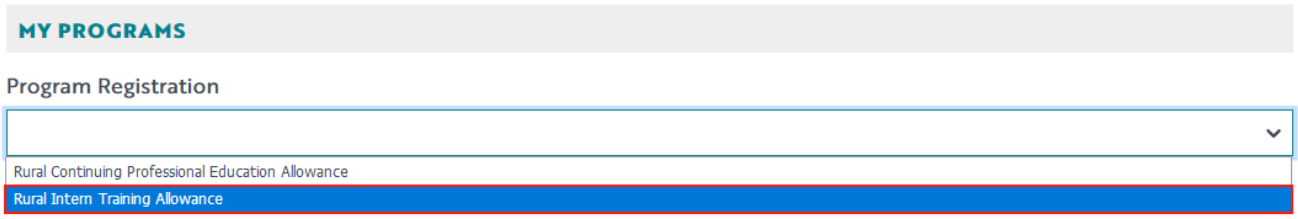
1) Click on the **Home** page button

2) On your homepage you will see a **My Programs** Heading

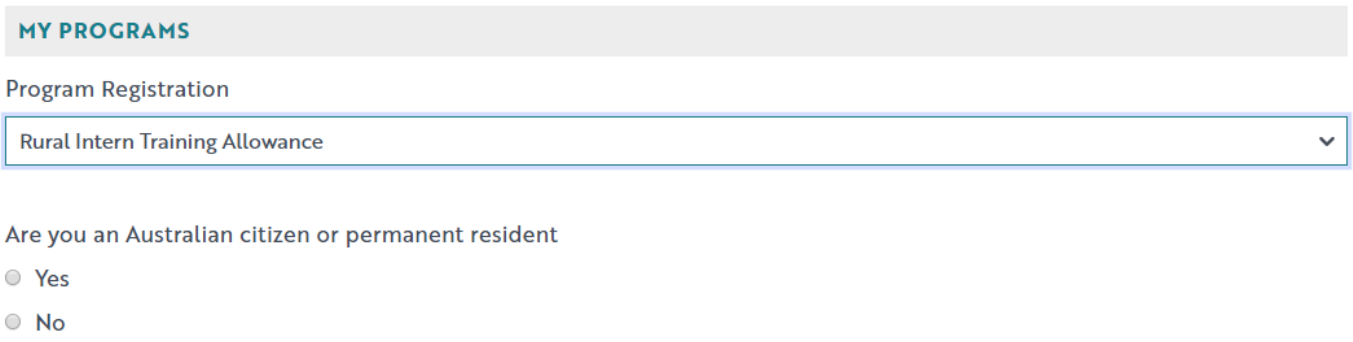
3) To Register for a new Program, click the **Register for New Program** link



4) The Program Registration screen will display a list of all Programs an Intern Pharmacist may register for. Use the drop-down list to select **Rural Intern Training Allowance**



5) The RITA Program Registration details will display (part of screen shown below). Complete all details and click on the **Submit Registration** button



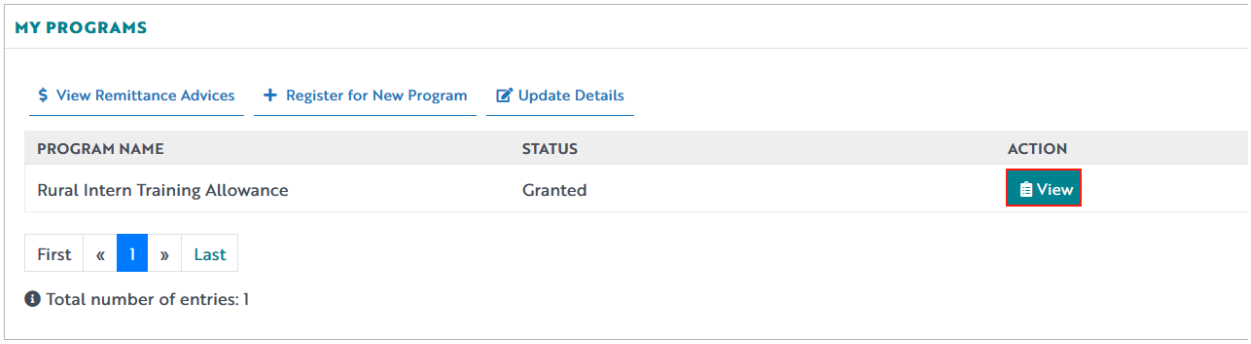
6) A confirmation message will display, and your RITA Program Registration will be set to **'Pending'** status. An Operator will review your registration. You will be notified via email once your Program registration has been approved or rejected.

RURAL INTERN TRAINING ALLOWANCE – SUBMIT A CLAIM

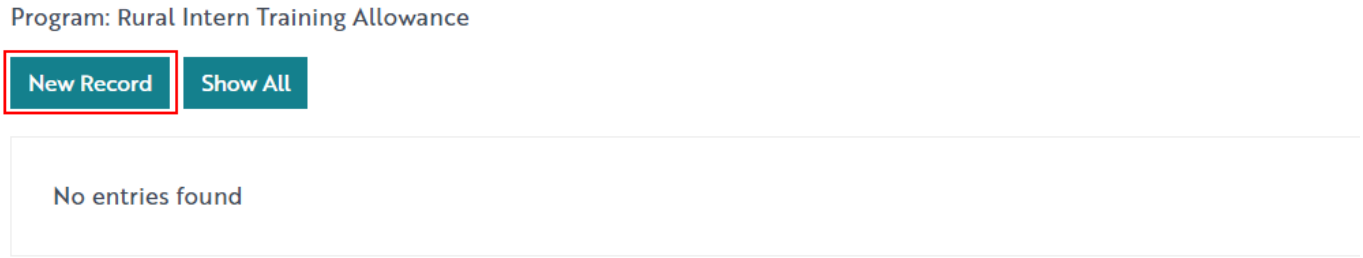
This section details how to submit a Rural Intern Training Allowance claim through the Pharmacy Programs Administrator Portal.

1) To submit a RITA claim you must first be registered and approved for the RITA Program

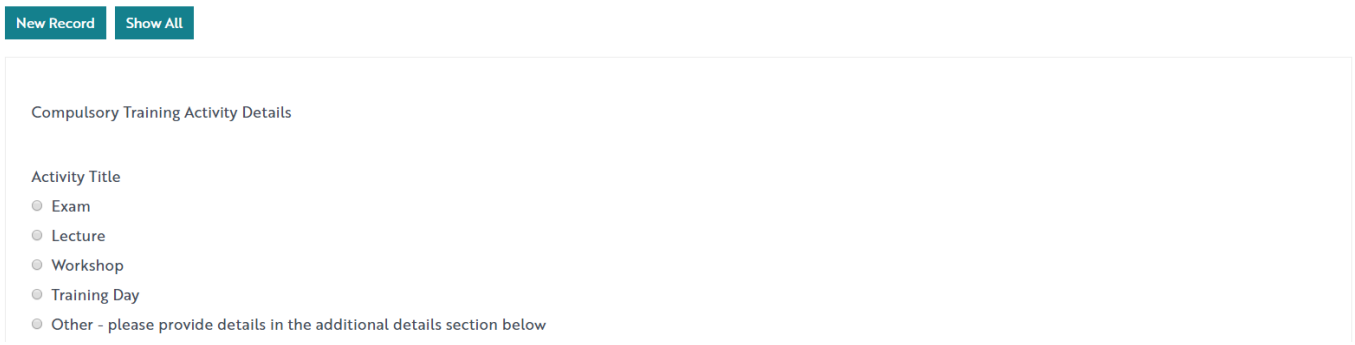
2) Once logged in to the Portal, navigate to your **My Programs** tab and click the **View** button next to the RITA Program



3) The following screen will display. Click on the **New Record** button.



4) A RITA claim form will display (part of form shown below)



5) Complete all required fields in the RITA claim. If you need to return to the claim at another time, scroll down and click the **Save** button. You can then continue the saved claim by clicking the **Show All** button and then the **Continue Submission** button

6) Once finished, click the **Submit** button to submit the RITA claim. The claim will be sent to the Pharmacy Programs Administrator for review, and if approved, payment will be made to your registered bank account

7) To see a list of all submitted and/or saved claims, click on the **Show All** button. If you wish to view the payment information for a particular RITA claim, click the **Payment** button for that claim.