



**Pharmacy Programs  
Administrator**

# PORTAL USER GUIDE - INTEGRATION AND GENERATING AN API KEY

February 2021

## PHARMACY PROGRAMS ADMINISTRATOR - INTEGRATION GUIDE

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## INTRODUCTION

The Pharmacy Programs Administrator (PPA) has been working with software vendors to develop integration between the PPA Portal and software commonly used by pharmacists in order to provide you with a more streamlined claiming process.

The PPA Portal has initially been updated to support direct integration with software for the following claim types:

- MedsCheck Service Claims
- Diabetes MedsCheck Service Claims
- Home Medicines Review Service Claims.

Integration functionality for additional programs and claim types will be developed over time.

Your software vendor will advise when their integration with the PPA Portal is ready for use and will provide you with software specific user guides and FAQs.

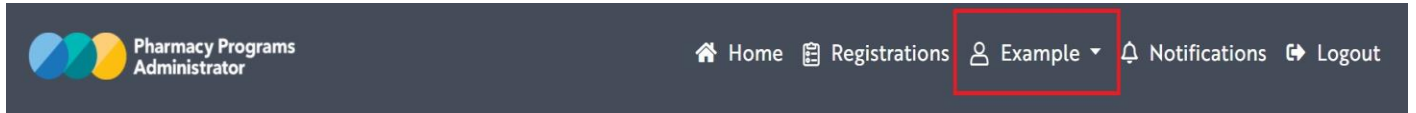
This User Guide outlines how to generate the API key that your software vendor requires in order to integrate with the PPA Portal.

If you have any concerns, questions or require assistance with generating your API Key, please do not hesitate to get in touch with the Support Centre on **1800 951 285**.

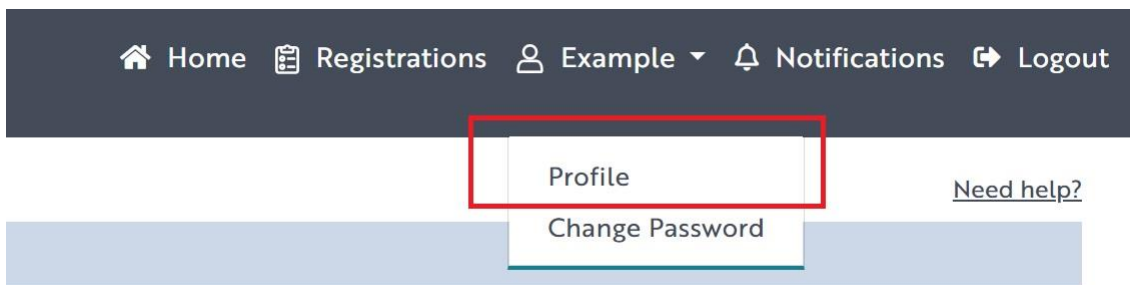
If you have any software specific concerns or questions please contact your relevant software vendor.

## GENERATING YOUR API KEY

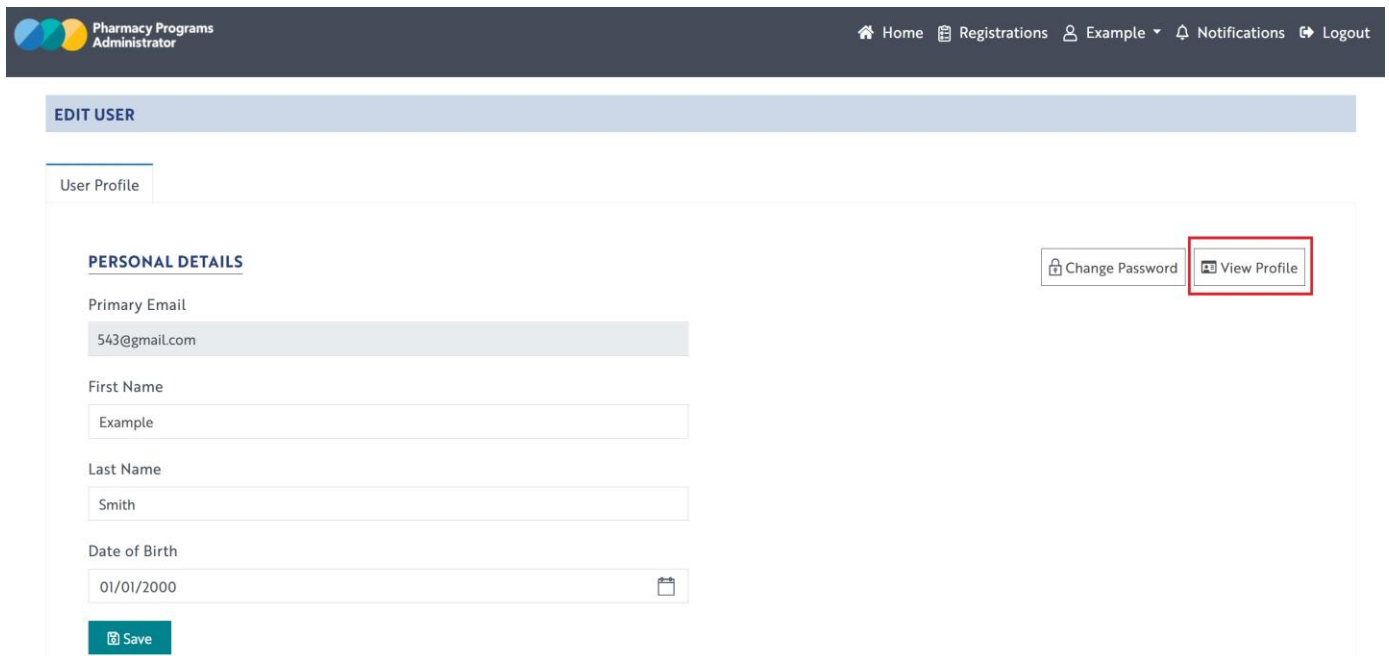
1. Log in to the [PPA Portal](#) using the account for which you wish to generate the API Key
2. In the banner menu at the top of the screen, select the **name/profile icon**



3. A drop-down list of options displays. Click on the **Profile** option



4. The *User Profile* screen displays. Click on the **View Profile** button



## Pharmacy Programs Administrator Portal Integration Guide

- The *Manage your account* screen displays. Your User ID is visible in the first greyed out field. Click on the **Generate Key** button displayed below.


« Back

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MANAGE YOUR ACCOUNT

Profile Password Two-Factor Authentication


**EDIT PROFILE**

ID  
45720466-85597-81412-2016-2016 


Username  
543@gmail.com


Email  
543@gmail.com 


Phone number

First name \*  
Example 

Last name \*  
Smith

Date of Birth  
01/01/2000 


 Please note the API Key you generate will not work unless you click the Save button below.

API Key 

API key is not viewable after it has been created  
This key will not be viewable in the Portal after you have clicked the Save button below. Please copy and keep somewhere safe for future reference.

Valid From  
14/01/2021 12:00 AM

Valid To  
14/01/2022 12:00 AM



- Your API Key will be generated and displayed in the field

**Please note: this key will not be viewable in the Portal once you have clicked the Save button. Please ensure you copy down the API Key and keep for future reference. You will not be able to see the API Key once it has been saved.**

## Pharmacy Programs Administrator Portal Integration Guide

### 7. Click on the **Save** button

Please note the API Key you generate will not work unless you click the **Save** button below.

API Key  
HkUjPISiZUX10eP0enLmEp5mV4003L

This key will not be viewable in the Portal after you have clicked the **Save** button below. Please copy and keep somewhere safe for future reference.

Valid From  
26/01/2021 12:00 AM

Valid To  
26/01/2022 12:00 AM

**Save**

8. The *Confirm User Profile Update* pop-up will then display. If you forgot to copy and save your API Key in Step 6, click on the **Go back, I need to copy my key!** button. The pop-up will close and return you to the screen so that the API Key can be copied and saved. Please note you can generate and save a new API Key as required.

**Confirm User Profile Update**

Please ensure if you are generating a new key, keep a copy somewhere safe as you will not be able to view it again in the future.

**Go back, I need to copy my key!**

9. Once you are ready, click on the **Proceed** button to confirm the API Key

**Confirm User Profile Update**

Please ensure if you are generating a new key, keep a copy somewhere safe as you will not be able to view it again in the future.

**Proceed**


## Pharmacy Programs Administrator Portal Integration Guide


10. The *Manage your account* screen will be updated. You will notice that the API Key that previously displayed is no longer viewable now that it has been created and saved.

First name \*


Last name \*

Date of Birth

 Please note the API Key you generate will not work unless you click the **Save** button below.


API Key

API key is not viewable after it has been created  **Generate Key**

This key will not be viewable in the Portal after you have clicked the **Save** button below. Please copy and keep somewhere safe for future reference.

Valid From

Valid To

 **Save**

11. All tasks required in the PPA Portal have now been completed to allow integration. Please refer to the information provided by your relevant software vendor for the next steps required.
- If using more than one software vendor, please continue to use the same API key; generating a new Key will terminate an old one.

**Please note: The generated API Key will only be valid for 1 year from the date of creation.** After the date in the **Valid To** field expires, you will have to follow these steps again to generate a new key and update this in your software.