

## HOW TO REGISTER YOUR ORGANISATION IN THE DEVELOPER PORTAL

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To register your organisation in the Health Systems Developer Portal (the portal), you must be an Authorised Officer (AO) of the organisation, e.g. Director, or have authorisation from the owners/directors/executive officers to register your organisation. You will be required to digitally accept legal agreements on behalf of your organisation therefore you must be an authorised representative.

As an Authorised Officer (AO) of a developer organisation you will require a PRODA production individual account before being able to register your organisation. If you do not have a PRODA account please click on the link on the front page of the registration form to set up your individual PRODA account.

**Note:** PRODA is not used to log in to the portal. You will be emailed security credentials for logging on to the portal.

**IMPORTANT:** Your logon will include the first three Alpha characters of your Minor ID which is provided to you by the Developer Support team e.g. John\_ABC. Please ensure that any staff you invite to your organisation in the portal follow the same protocol when they set up their username otherwise they will not get access to licensed material e.g. Jane\_ABC, Rick\_ABC

The portal provides a secure platform where you can access licensed material and APIs to aid in the development of web services. Once logged in to the portal you may choose which web service programmes and functions your organisation needs to access.

Once you have received the RA number of your PRODA account from the PRODA team you can begin the registration process.

### **Please note: IE is not a supported browser**

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Navigate to <https://healthsoftware.humanservices.gov.au/claiming/ext-vnd/>

Select 'Register your organisation'



The page 'Register an account for your organisation' is displayed. Complete all mandatory fields, then select 'Next Page'.

**Please allow sufficient time to complete your registration as it cannot be saved before submission**

1 Organisation details

- 2 Head office
- 3 Software development office
- 4 Production support office
- 5 Email notification preferences
- 6 Product platform
- 7 Preview
- 8 Complete

## Register an account for your organisation

*Fields marked with an \* are required*

**Please download and read this checklist first**

[Registration Checklist](#)

**Please allow sufficient time to complete the Registration Form as it cannot be saved before submission.**

Have you set up your PRODA account?  
Before registering your organisation you will need a PRODA account.  
[Set up your PRODA account now.](#)

### Your details

*To complete this form you must be listed as an authorised officer for your organisation on the Australian Business or ASIC Register.*

Position title \*

- Select -

First name \*

Surname \*

PRODA RA number \*

*Your RA number was emailed to you when you set up your PRODA account.  
This will be a 10 character number, this is not your PKI RA number.*

Work email address \*

Work phone number \*

### Organisation details

Organisation name \*

*This must be as per your company name in the Australian Business Register.*

Trading as

ABN/ACN \*

**Next Page >**

The 'Head Office' details page is displayed as per the first screenshot below. If you select the check box for 'Head Office is overseas', the second screenshot displays. Complete all mandatory fields, then select 'Next Page'.

1 Organisation details

2 Head office

3 Software development office

4 Production support office

5 Email notification preferences

6 Product platform

7 Preview

8 Complete

## Head office details

☐ Head office is overseas

Australian address \*

Apartment/Unit number

Street Address \*

Suburb \*

State/Territory \*Postcode \*

- Select -

Next Page >

1 Organisation details

2 Head office

3 Software development office

4 Production support office

5 Email notification preferences

6 Product platform

7 Preview

8 Complete

## Head office details

☒ Head office is overseas

Overseas address

Country \*

- Select -

Apartment/Unit number

Street Address \*

Suburb \*

State/Territory \*Postcode/Zipcode \*

Australian address \*

Apartment/Unit number

Street Address \*

Suburb \*

State/Territory \*Postcode \*

- Select -

The 'Software Development office' page is displayed.

The following screen shows, if the button 'development is intended to be overseas' is checked:

1 Organisation details

2 Head office

3 Software development office

4 Production support office

5 Email notification preferences

6 Product platform

7 Preview

8 Complete

## Software development office

Is development intended to be overseas? \*

☒ Yes

☐ No

Development office address

☐ Same as head office

Overseas address

Country \*

- Select -

Apartment/Unit number

Street Address \*

Suburb \*

State/Territory \*      Postcode \*

Technical contact Full Name \*

Phone number \*

Email address \*

Additional comments (enter any additional information relevant to your registration)

Next Page >

The following screen displays if 'same as head office' is selected, regardless of what is selected above:

The screenshot shows a web form titled 'Software development office'. On the left is a vertical sidebar with eight steps: 1. Organisation details, 2. Head office, 3. Software development office (highlighted in green), 4. Production support office, 5. Email notification preferences, 6. Product platform, 7. Preview, and 8. Complete. The main content area has the title 'Software development office' and a question 'Is development intended to be overseas? \*' with radio button options for 'Yes' (selected) and 'No'. Below this is the 'Development office address' section with a checkbox labeled 'Same as head office' which is checked. Further down are three text input fields for 'Technical contact Full Name \*', 'Phone number \*', and 'Email address \*'. At the bottom of the form is a large text area for 'Additional comments (enter any additional information relevant to your registration)'. A green button labeled 'Next Page >' is positioned at the bottom center of the form.

Enter all mandatory fields, then select 'Next Page'.

The 'Product Support office' page is displayed.

- As all production support must occur within Australia, there is no option to enter an overseas country.
- If you have 2<sup>nd</sup> or 3<sup>rd</sup> Tier support outside of Australia please provide details in the 'Additional comments' box.

- 1 [Organisation details](#)
- 2 [Head office](#)
- 3 [Software development office](#)
- 4 **Production support office**
- 5 [Email notification preferences](#)
- 6 [Product platform](#)
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- 8 [Complete](#)

## Production support office

*First response production support must be within Australia.*

### Office address

Apartment/Unit number

Street Address \*

Suburb \*

State/Territory \*

Postcode \*

Production support contact Full Name \*

Phone number \*

Email address \*

Additional comments (enter any additional information relevant to your registration)

Next Page >

Enter all mandatory fields then select 'Next Page'.

The 'Email Notification preferences' page is displayed. These email addresses will receive communications and notifications from Services Australia.

1 Organisation details

2 Head office

3 Software development office

4 Production support office

5 Email notification preferences

6 Product platform

7 Preview

8 Complete

## Email notification preferences

Primary recipient \*

Technical recipient \*

Group notifications for internal distribution \*

Next Page >

Enter all mandatory fields then select 'Next page'. The 'Product platform type' page is displayed:

1 Organisation details

2 Head office

3 Software development office

4 Production support office

5 Email notification preferences

6 Product platform

7 Preview

8 Complete

## Product platform type

Where do you store Production data? \*

☐ In the Cloud

☐ On our premises

What Department of Human Services programmes are you interested in developing a product for ?

☐ Medicare Online

☐ Pharmaceutical Benefits Scheme (PBS) Online Claiming

☐ Pharmaceutical Benefits Scheme (PBS) Authorities

☐ Aged Care Claiming

☐ Healthcare Identifiers (HI)

☐ Australian Immunisation Register (AIR)

☐ My Health Record (This programme is owned by the Australian Digital Health Agency)

Additional comments (enter any additional information relevant to your registration)

If you select 'In the Cloud' the following is displayed:

1 [Organisation details](#)

2 [Head office](#)

3 [Software development office](#)

4 [Production support office](#)

5 [Email notification preferences](#)

6 **Product platform**

7 [Preview](#)

8 [Complete](#)

## Product platform type

**Where do you store Production data? \***

☒ In the Cloud

☐ On our premises

**Cloud information**

Is your cloud provider on the [Certified Cloud Services List \(CCSL\)](#)?

☐ Yes

☐ No

**Name of Current Cloud Services Provider \***

If you select 'On our premises', the screenshot immediately below displayed, while if you select both, the screenshot on the next page is displayed:

1 [Organisation details](#)

2 [Head office](#)

3 [Software development office](#)

4 [Production support office](#)

5 [Email notification preferences](#)

6 **Product platform**

7 [Preview](#)

8 [Complete](#)

## Product platform type

**Where do you store Production data? \***

☐ In the Cloud

☒ On our premises

**On premise address**

**Apartment/Unit number**

**Street Address \***

**Suburb \***

**State/Territory \*** **Postcode \***

- Select -



1 Organisation details

2 Head office

3 Software development office

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7 Preview

8 Complete

## Product platform type

Where do you store Production data? \*

☒ In the Cloud

☒ On our premises

Cloud information

Is your cloud provider on the Certified Cloud Services List (CCSL)?

☐ Yes

☐ No

Name of Current Cloud Services Provider \*

On premise address

Apartment/Unit number

Street Address \*

Suburb \*

State/Territory \*      Postcode \*

- Select -

Complete all mandatory fields then select 'Preview'.

### What Department of Human Services programmes are you interested in developing a product for ?

☐ Medicare Online

☐ Pharmaceutical Benefits Scheme (PBS) Online Claiming

☐ Pharmaceutical Benefits Scheme (PBS) Authorities

☐ Aged Care Claiming

☐ Healthcare Identifiers (HI)


☐ Australian Immunisation Register (AIR)

☐ My Health Record (This programme is owned by the Australian Digital Health Agency)

Additional comments (enter any additional information relevant to your registration)

Preview

The following message will display on the screen:

 Please review your submission. Your submission is not complete until you press the "Submit" button!

1 Organisation details

2 Head office

3 Software development office

4 Production support office

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8 Complete

Organisation details

Head office

Software development office

Production support office

Email notification preferences

Product platform

< Previous

Submit registration

Each of the Headings can be clicked on to check content.

If amendments need to be made, click on the title to the left to make amendments.

Click 'Submit registration'. The following message will display, confirming the organisation creation:

1 Organisation details

2 Head office

3 Software development office

4 Production support office

5 Email notification preferences

6 Product platform

7 Preview

8 Complete

Portal registration submitted.

Thank you for registering your organisation in the Health Systems Developer Portal.  
You will be sent an email when your registration has been reviewed and accepted.

Return Home

You will receive an email from the Developer Support team with your portal login details **after your registration has been processed**. Please email the team if you have any questions prior to registration at [devsupport@servicesaustralia.gov.au](mailto:devsupport@servicesaustralia.gov.au)