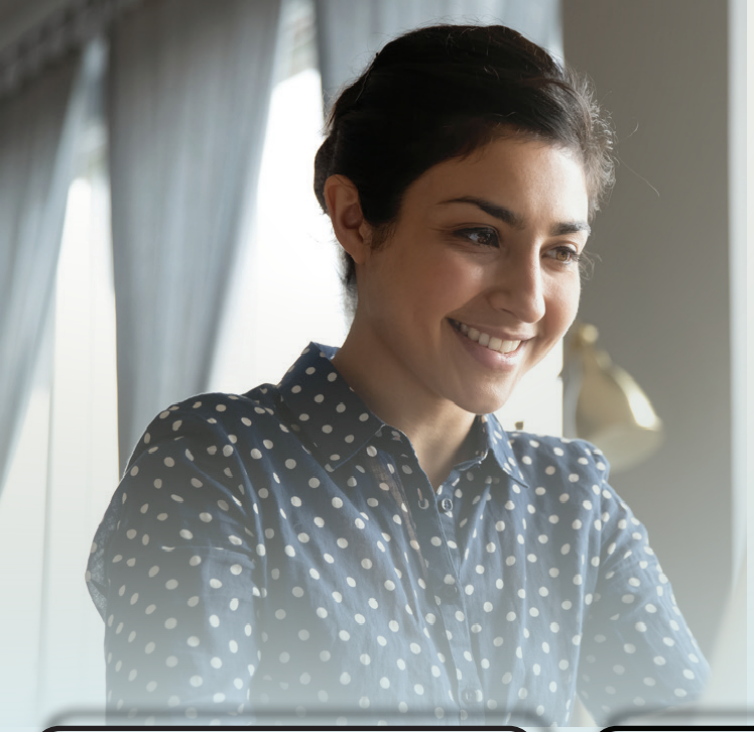

How providers nominate someone to order Pharmaceutical Benefits Scheme (PBS) stationery on their behalf

As a provider, you can nominate someone who has their own Provider Digital Access (PRODA) account to do tasks on your behalf in Health Professional Online Services (HPOS). Pharmacies and hospitals should refer to Connecting Pharmacies to PRODA for PBS Online and HPOS for information on how to do this.

1. Log on to **HPOS** using your **PRODA account**.
2. Select **My details**.
3. Select **My delegates**.
4. Select **Add new delegate**.
5. Enter the Registration Authority (RA) number for your nominated delegate, then select **Search**.
6. Enter an **end date** up to a maximum 12 month period.
7. Deselect services that you don't want your delegate having access to on your behalf.
8. Select **Nominate** to confirm. The new delegate will appear in your **My delegates** list.

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