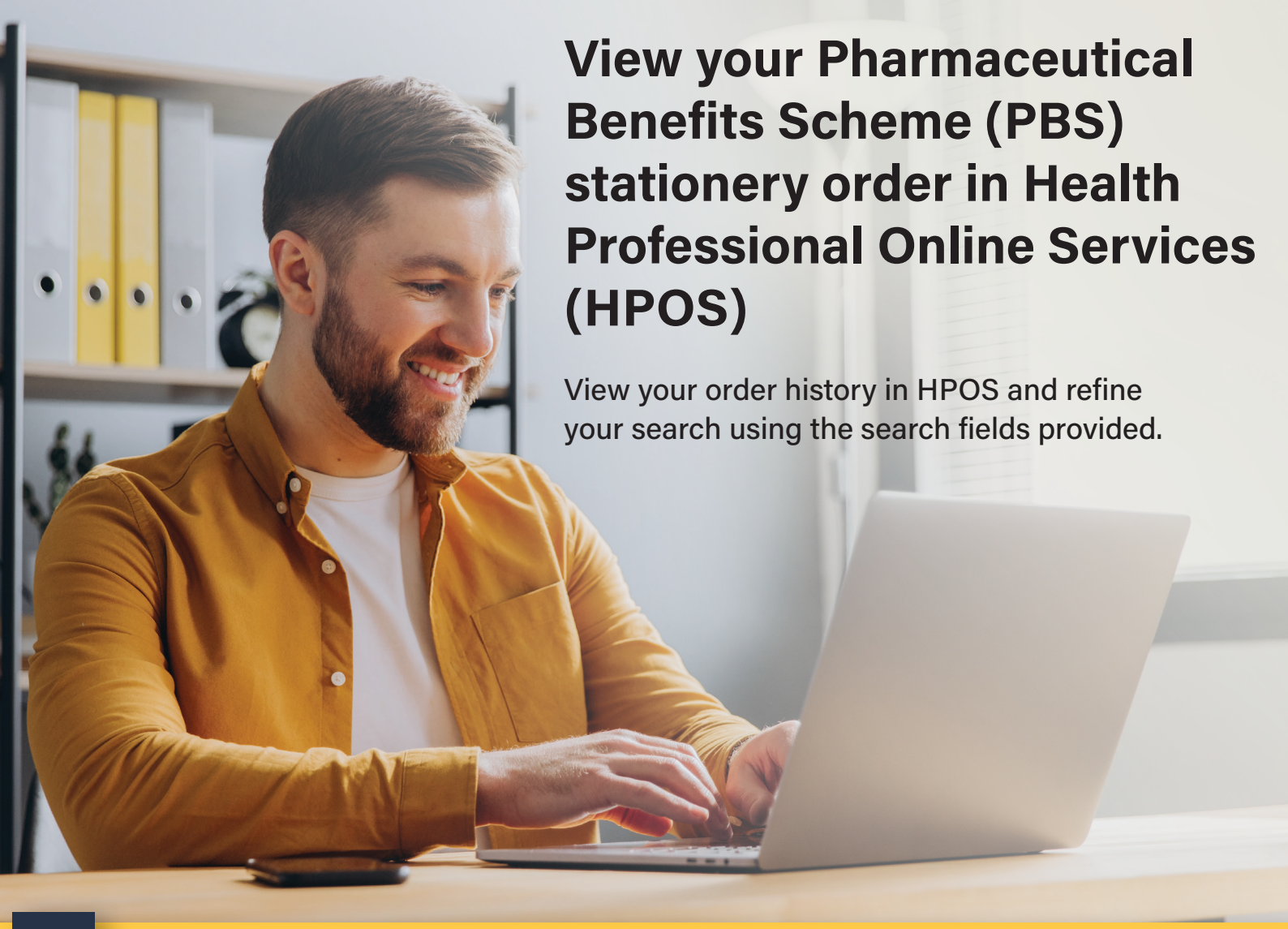

# View your Pharmaceutical Benefits Scheme (PBS) stationery order in Health Professional Online Services (HPOS)

View your order history in HPOS and refine your search using the search fields provided.

1. Log on to **HPOS** using your **Provider Digital Access (PRODA) account.**
   - Authorised delegates need to select the provider they are acting for in HPOS.
   - Pharmacy and hospital staff need to select the organisation they are acting for when entering HPOS.
2. Select **My Programs**.
3. Select **PBS Stationery Online Ordering**.
4. Go to the **Your Orders** screen to view your order history.
5. Search for an order using an **Order Number** or **Tracking Number**.
6. **Refine your search** using one or more of the fields provided.
7. Select an **Order Number** to view its details.

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