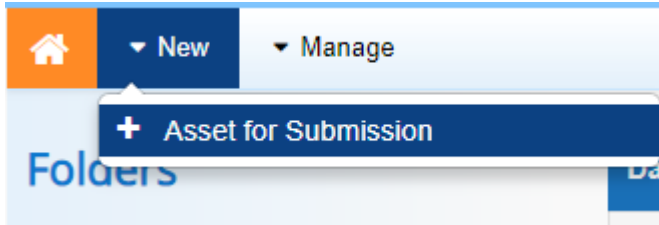


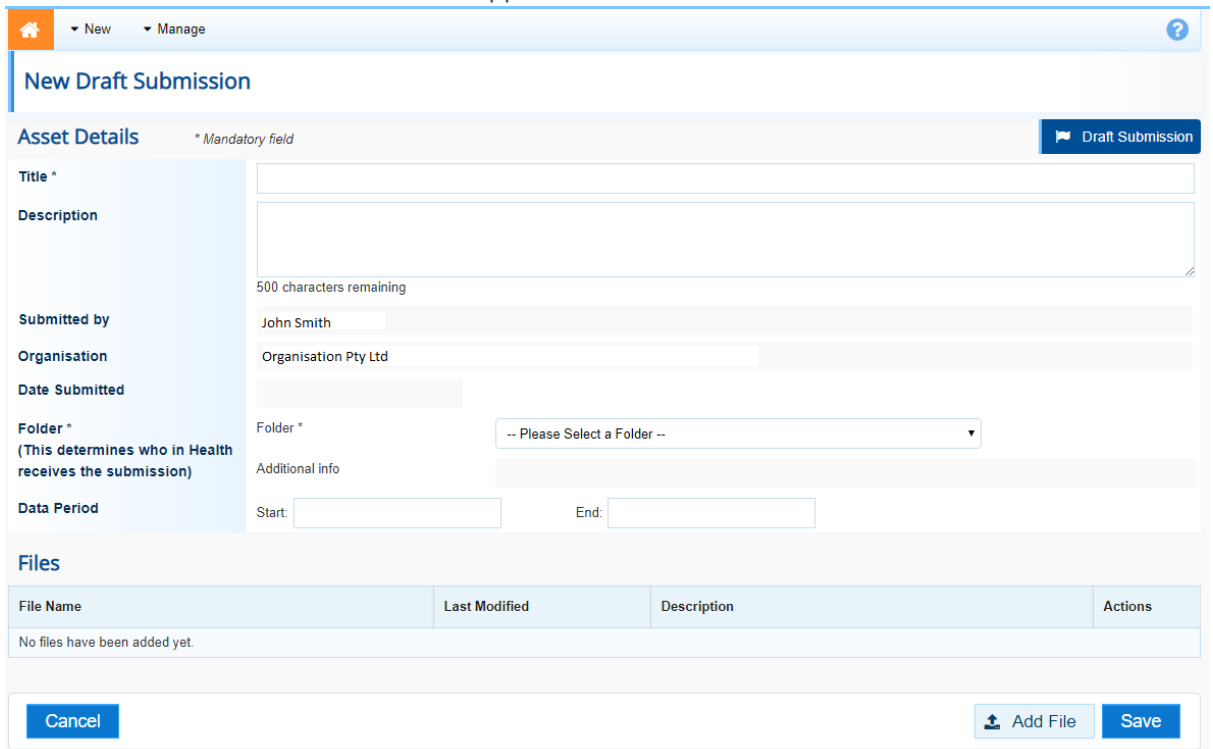
## How to Submit an Application:

In order to lodge an application once you have logged onto the Health Data Portal, you will need to follow the steps below:

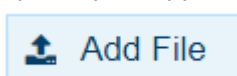
- 1) Click on “New” button followed by “Asset for Submission” button



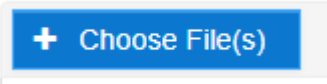
- 2) The “Data Asset Details” screen should appear

A screenshot of the 'New Draft Submission' form. The form is titled 'New Draft Submission' and has a 'Draft Submission' button in the top right. The form is divided into several sections: 'Asset Details' (with a '\* Mandatory field' note), 'Files', and 'Data Period'. The 'Asset Details' section includes fields for Title, Description (with a 500 character limit), Submitted by (John Smith), Organisation (Organisation Pty Ltd), Date Submitted, Folder (with a dropdown menu showing '-- Please Select a Folder --'), and Additional info. The 'Data Period' section includes Start and End date fields. The 'Files' section is a table with columns for File Name, Last Modified, Description, and Actions, and a message stating 'No files have been added yet.' At the bottom of the form, there are 'Cancel', 'Add File', and 'Save' buttons.

- 3) When entering the title of your submission, please state the type of application, the locality (suburb/town) and the pharmacy name e.g. Relocation – Geelong – Discount Pharmacy
- 4) The description can be used as supportive text for the submission
- 5) You **MUST** select the **PBS Approved Suppliers** folder
- 6) Upload your application and supporting documents by clicking


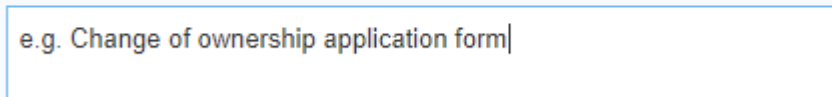


then

A blue rectangular button with a white plus sign icon on the left and the text "Choose File(s)" in white.

7) Attach the file you would like to upload and select open or you can drag and drop the file into the box

8) Add the description of the file uploaded

A light blue header bar with the word "Description" in bold black text.A text input field with a light blue border containing the text "e.g. Change of ownership application form".

9) Repeat steps 6-8 to upload additional files

10) Once you have uploaded all your documents click "Save"

A blue rectangular button with the word "Save" in white.

11) To complete your submission click on "Change" which can be found at the top of your Data Asset Details screen

A blue rectangular button with the word "Change" in white.

12) Click the drop down box for "Action" and select **Approve for Submission** and finalise by clicking the Approve for Submission button.

A blue rectangular button with the text "Approve for Submission" in white.