



## Government Provider Management System Quick Reference Guide: How to add a user

Organisation Administrators can add new users to the GPMS provider portal. These new users can be added either at the organisation level or at the provider level. The level the new user is added to will determine what kind of access roles can be attributed to them.

## Adding a user at the organisation level

To add a new user at the organisation level, complete the following actions:

1. In the Manage users screen, ensure the ACO account is highlighted, and select the + Add New User button.



2. In the Add new ACO user screen, enter the new user's company email address and select the Next button.

ACO Account ACO ID:	>	Add new ACO user	8
Provider ID:	3	User details Please enter the new user's Company Email Address. Email  Please enter the new user's Company Email Address.  Cancel Next	

If the user does not exist in the GPMS provider portal go to step 3. If user does exist in GPMS provider portal, you will receive a notification of this. Go to step 4.

- **3.** Add the new user's Salutation, First name, Surname, and Date of birth. If the date of birth is not provided you can enter a default of 19/01/1900.
- 4. Under User roles, tick the check box for Organisation administrator and/or Star ratings reviewer (org)

5. Select the Add User button.

## Adding a user at the provider level

To add a new user at the provider level, complete the following actions:

1. In the **Manage users** screen, ensure the **provider account** is highlighted, and select the **+ Add New User button**.

Australian Government	Government Provider Management System		Home	Switch Provider	Manage Users	8
Manag	ge users					
ACO IE	):	Users within this prov	ider			+ Add New User
Provi	ider ID: I	No users within this provider ye	t.			
Provi	ider ID.					
Provi	ider ID: I					

2. In the Add new provider user screen, enter the new user's company email address and select the Next button.

Autoline Geremannt	m	Home Switch Provider Manage Users
Manage users		
		Add new provider user
ACO ID:	>	
Provider ID:	>	User details Please enter the new user's Company Email Address.
Provider ID:	>	Email 💿
Provider ID:	>	
		Cancel Next

- 3. Add the new user's Salutation, First name, Surname, and Date of birth.
- 4. Under User roles, tick the check box for Star ratings reviewer (service).
- 5. Tick the check box for All services to let the new user view the Star Ratings for all the listed services or tick the check box for services individually.
- 6. Select the Add User button.

The Manage Users screen will display again. A green banner will display at the top of the screen advising an invitation has been sent to the new user. The new user will need to select the link in the email and log into GPMS to complete their registration.