



**Australian Government**  
**Department of Health and Aged Care**

# **Prostheses List Public Beta**

## Quick Reference Guide



# Quick Reference Guide

This guide has been designed to assist you in successfully participating within Protheses List Public Beta testing. You have been asked to lodge a Protheses List example application (Part A and C) within the Health Products Portal (HPP) testing environment.

Please do not hesitate to contact us at [HPP.Support@health.gov.au](mailto:HPP.Support@health.gov.au) if you have any questions or queries during the Beta testing process.



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Please take note of your user experience throughout the process. All feedback will be collated and utilised to inform the final design of the Protheses List application within the HPP.

Click on the following link to navigate to the Beta testing environment <https://hpp-beta.powerappsportals.com>

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## Creating a myGovID

To register and sign in to the HPP Beta testing environment, you will need a myGovID which has been linked to an organisation in [Relationship Authorisation Manager \(RAM\)](#). This is a one-off activity.

Note: If you have been using PLMS previously, you will already have a myGovID.

To set up a myGovID, download the free myGovID app from the app store and register using your personal details including your email address. For more information on myGovID set up please visit <https://www.mygovid.gov.au/set-up>.



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If you are using a myGovID with a **basic strength**, you may need to [complete a proof of identity check](#) prior to accessing online government services including the HPP.

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## Linking myGovID to an Organisation

The Principal Authority of your company will need to link your myGovID to your organisation in RAM. The Principal Authority is usually located in the finance area, as all business with the Australian Tax Office requires a myGovID and [Relationship Authorisation Manager RAM](#).

# Logging onto the Beta testing environment

The Beta testing environment has been created separately to the Health Products Portal (HPP) live environment. Please follow the below instructions to log on and begin drafting a mock example of a Prostheses List Application (Part A and C).

Click on the following link to navigate to the Beta testing environment:

<https://hpp-beta.powerappsportals.com>

## Accessing User Support – Knowledge base articles

Our Knowledge Base Articles (KBAs) provide technical guidance and answers to frequently asked questions. We address topics ranging from how to access the HPP to troubleshooting and can assist you during the Beta testing process when completing an Application.

The KBAs can be accessed via the blue information icon  within each page of the Prostheses List application.

Please be aware the KBAs are currently in a draft state, and we welcome your input regarding the these

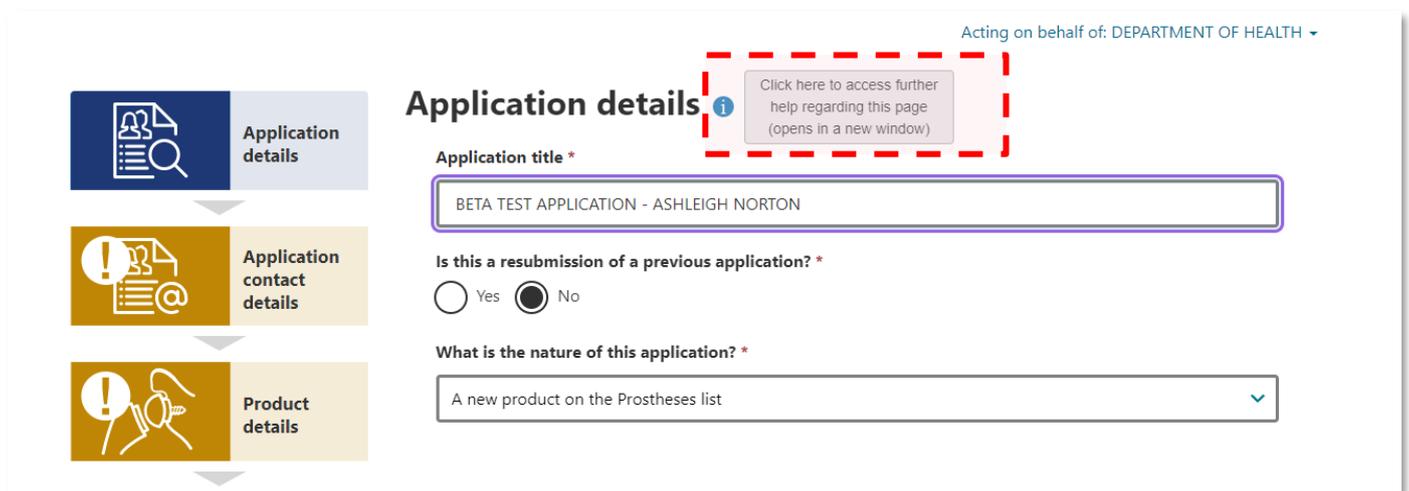


Figure 1: User Support Articles with the information icon highlighted to access within the Application details page.

Please do not hesitate to contact us at [HPP.Support@health.gov.au](mailto:HPP.Support@health.gov.au) if you have any questions or queries during the Beta testing process.

## Step 1: Open the HPP Sign in page

Click on the 'Sign in' button below the heading 'Continue with digital identity'.

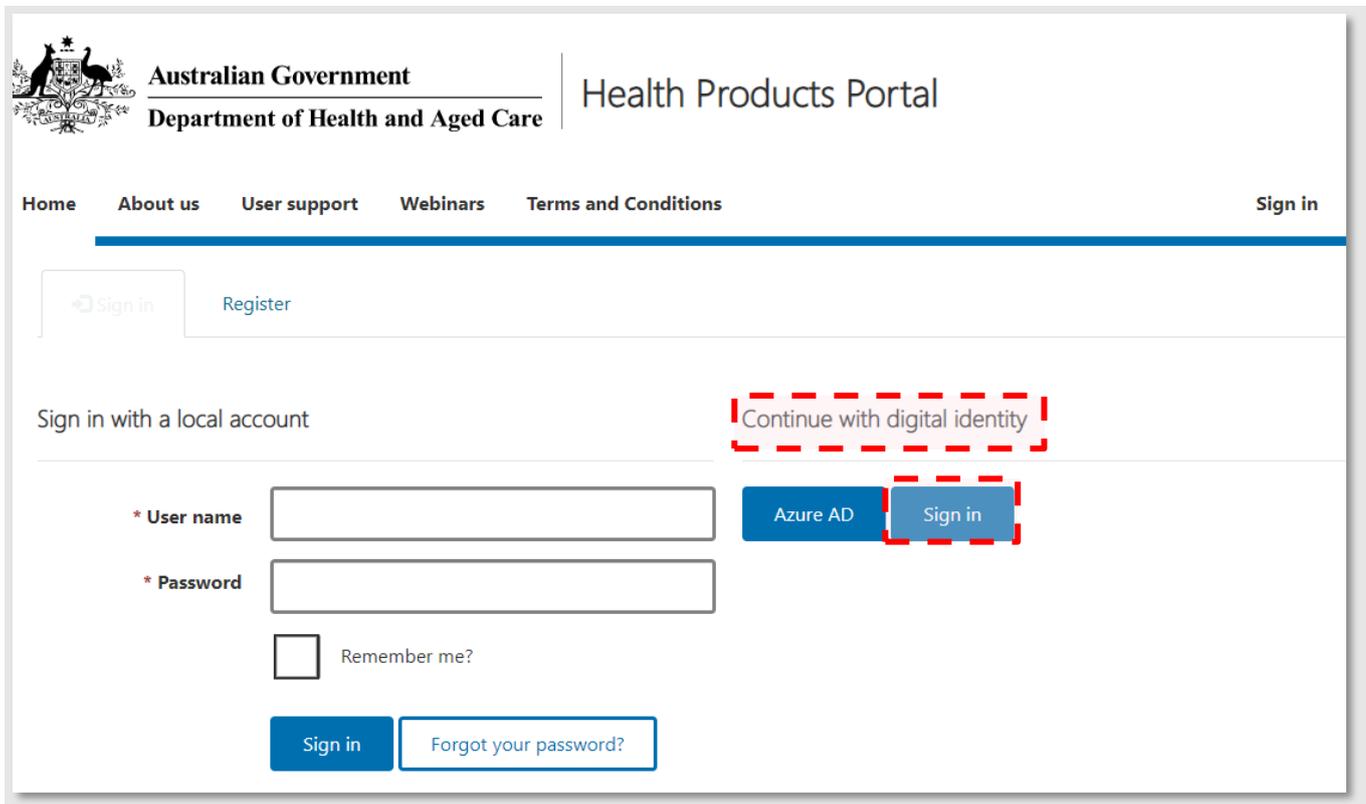


Figure 2: HPP Beta Sign in page with 'Sign in button' outlined

You will need to confirm your log in using myGovID within the grey box displayed within the next screen 'Select your identity provider'. Once you have checked this box, you will be taken to the myGovID login page.

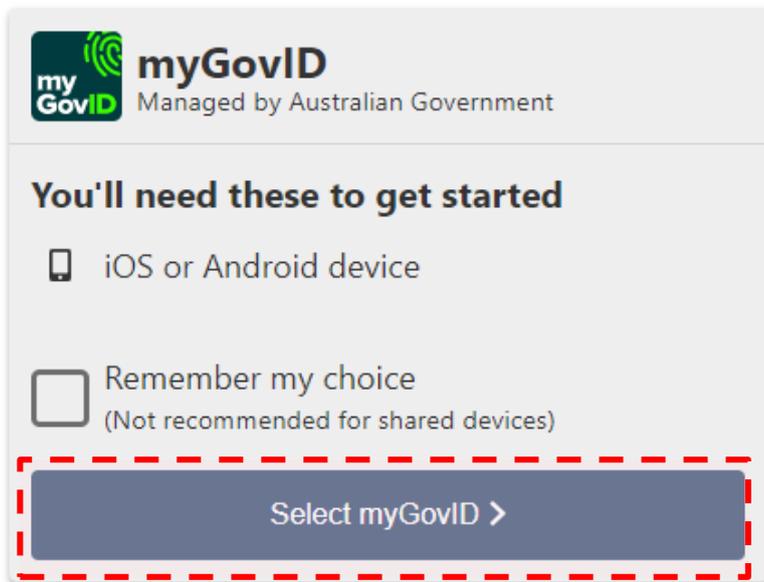


Figure 3: Select your identity provider page with the select myGovID button outlined

## Step 2: Verify your identity using myGovID

Within the myGovID login page, enter your myGovID email and verify your login using the code provided by the mobile app. This will display the Terms and conditions page.

**Note:** If you are associated with more than one organisation in RAM, please ensure you only use one for the purpose of accessing the HPP.

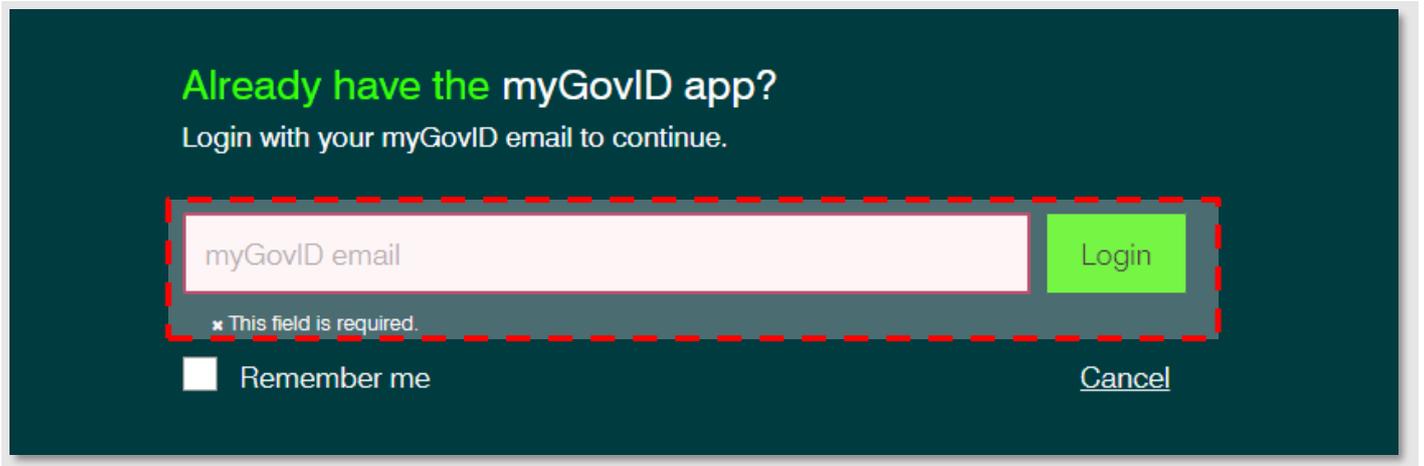


Figure 4: myGovID log in page with myGovID email outlined

## Step 3: HPP Terms and Conditions

Within the Terms and conditions page, the I agree to the terms and conditions checkbox must be selected to proceed via the Continue button.

Note: if you are entering into the HPP for the first time you will be required to **'Update your personal profile'**.

## Step 4: Update personal profile

Click on the 'User menu' located on the top right of the screen. This will display the User menu drop-down. From the User menu drop-down, click the Profile option. This will display your Personal profile page.

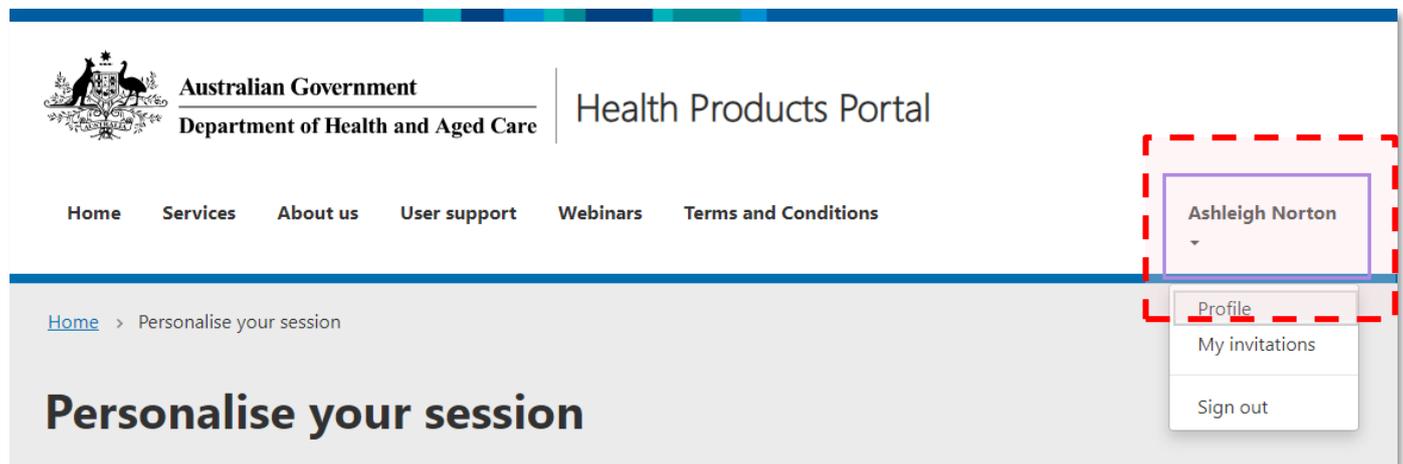


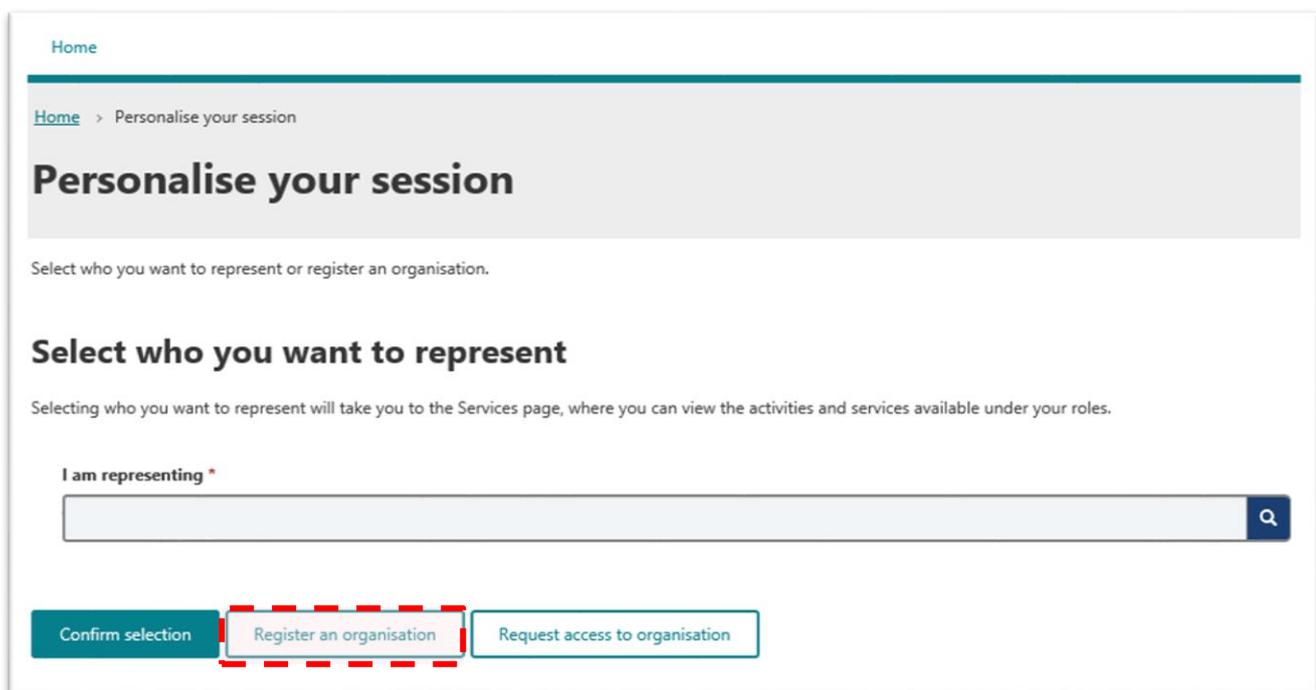
Figure 5: Personalise profile page with User menu drop-down menu outlined

Within the Personal profile page, update any of the details (**do not update your email address**), then click the Update button located at the bottom of the page. This will display a confirmation message confirming the changes.

Once completed return to the 'personalise your session' page.

## Step 5: Register your organisation

Within the Personalise your session page, click the Register an organisation button. This will display the Register an organisation page.



The screenshot shows the 'Personalise your session' page. At the top, there is a breadcrumb trail: 'Home > Personalise your session'. Below this is the main heading 'Personalise your session' and a sub-heading 'Select who you want to represent or register an organisation.' The main content area is titled 'Select who you want to represent' and includes a sub-heading 'Selecting who you want to represent will take you to the Services page, where you can view the activities and services available under your roles.' There is a search bar labeled 'I am representing \*' with a magnifying glass icon. At the bottom, there are three buttons: 'Confirm selection', 'Register an organisation' (which is outlined with a red dashed border), and 'Request access to organisation'.

Figure 6: Personalise your session page with 'Register an organisation' button outlined

Within the Register an organisation page, complete all mandatory and relevant form fields. Read and accept the terms and conditions then click the Submit button.

**Note:** An **ABN can only be registered once**. If multiple users from your organisation would like to participate in Beta testing, please ensure each **new user registers with an individual and unique ABN**.

If you are wanting to add users to one organisation under the same ABN, please contact us at [HPP.Support@health.gov.au](mailto:HPP.Support@health.gov.au).

New users will need to have a myGovID linked to the same organisation in RAM (and will also need to log into HPP Beta to create a profile).

# Register an organisation

Does your organisation have an Australian Business Number (ABN)?

No  Yes

Search for the organisation ABN

Search ABN

Organisation name \*

Please provide details of the organisation, including why there is currently no registered ABN (accepted file types: pdf, doc, docx) \*

Choose files

No file chosen

Figure 7: Register an organisation page

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**Note:** When registering an organisation, it may take a few minutes for it to display on the Personalise your session page.

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## Step 6: Lodging a Protheses List Application

Once completed return to the 'personalise your session' page. Select the organisation you just registered to represent within the HPP Beta testing environment and confirm selection.

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**Note:** Where there is mandatory file upload, you can upload a dummy word document with the word 'Test' typed within the document.

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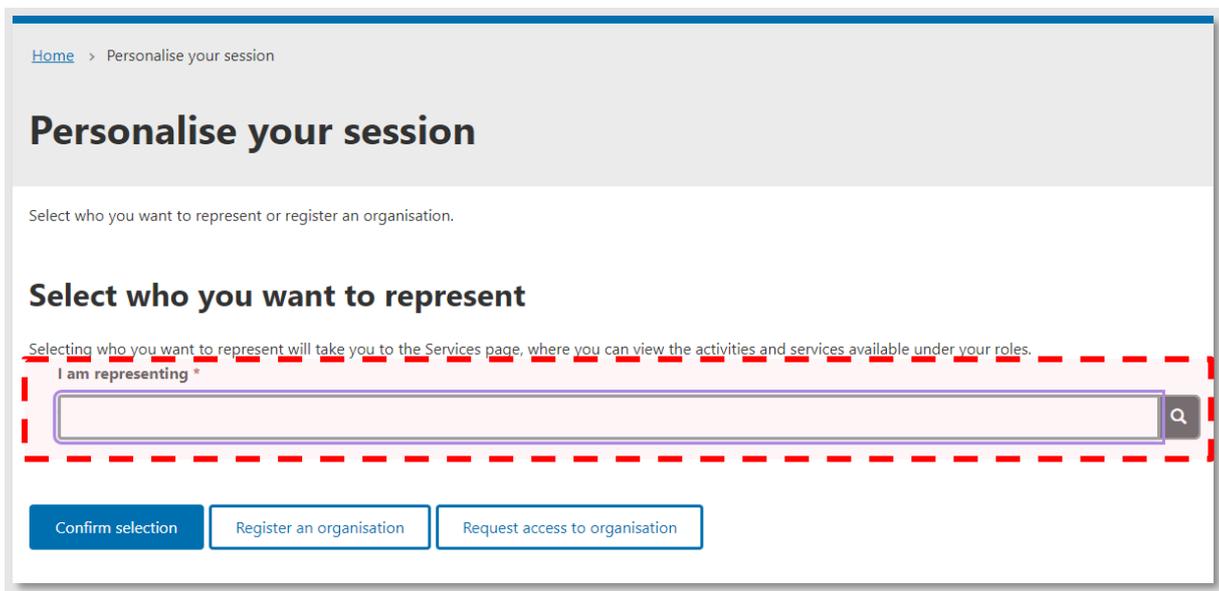


Figure 8: Personalise your session page with 'I am representing' search bar outlined

Once your organisation has been selected, you will be taken to the 'Services' page. Click on the Applications icon, as highlighted below.

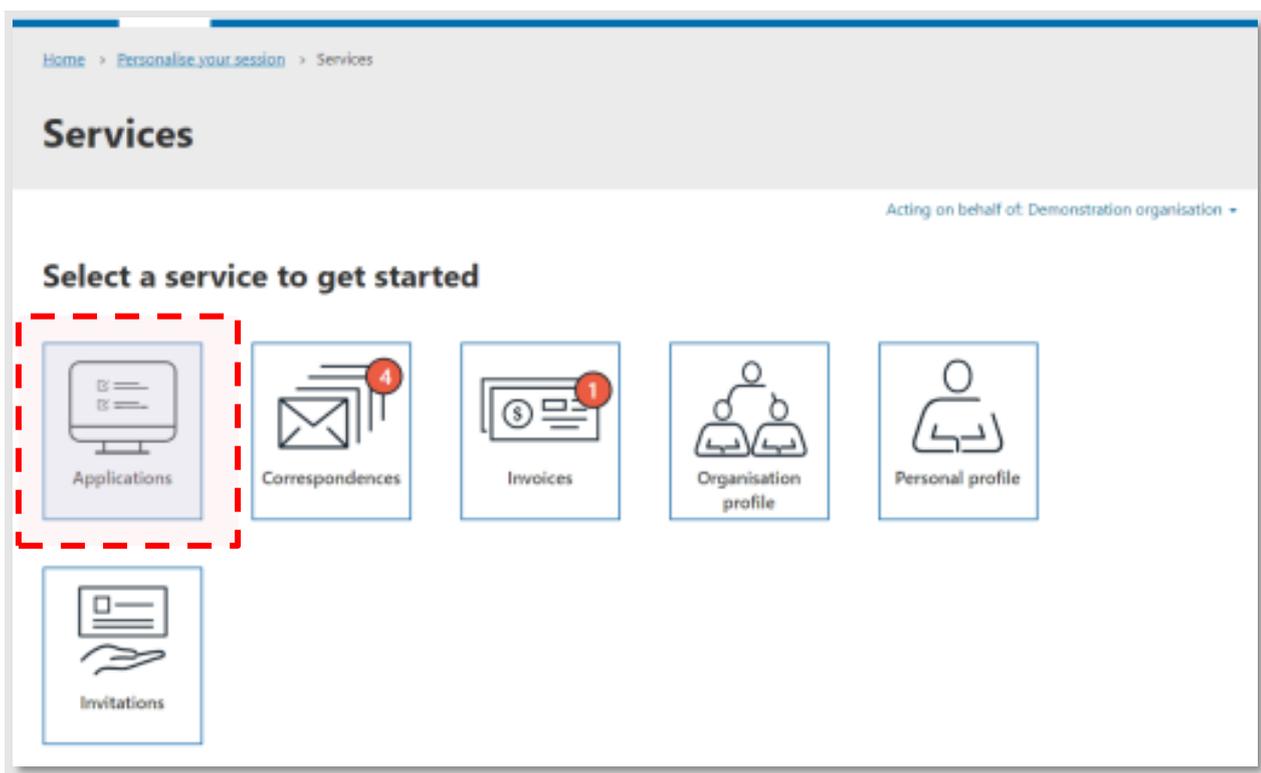


Figure 9: Services page with the applications icon outlined

After clicking on the 'New applications' icon, you will be taken to the applications page. Click on the 'New application' button to the right-hand side of the screen, select 'Devices' then click on 'Prostheses List Application'.

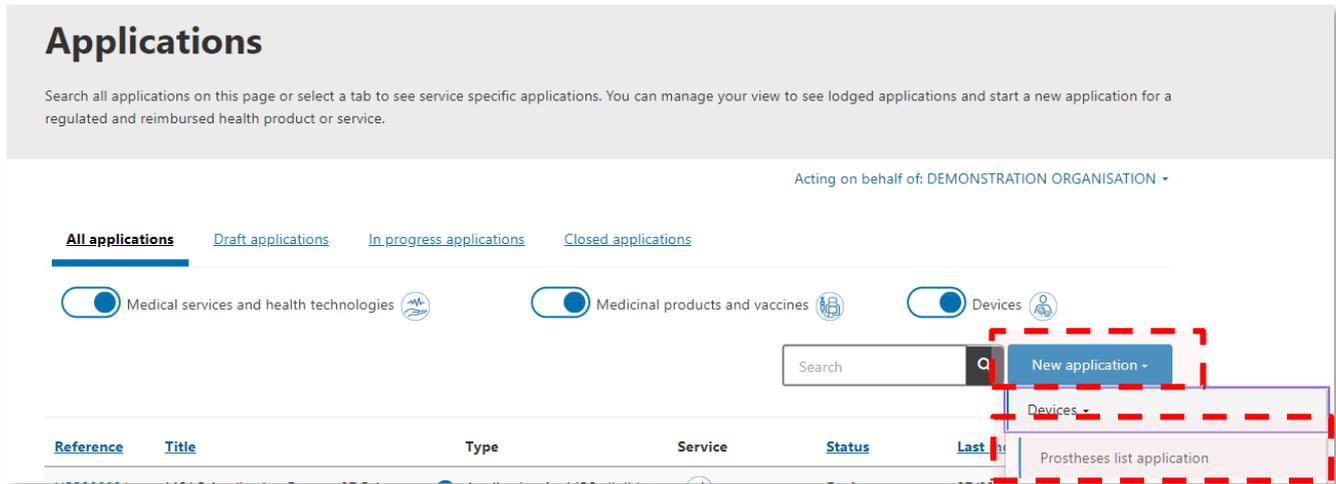


Figure 10: Applications page with the new application button and Prostheses List application pathway outlined

You will be required to agree to the declaration text and terms and conditions. Once ticked, click on the 'Start application' button.

From here you can begin to follow the form and complete the relevant fields to lodge an example Prostheses List application. Please note that you are only required to fill in example information throughout the application itself.

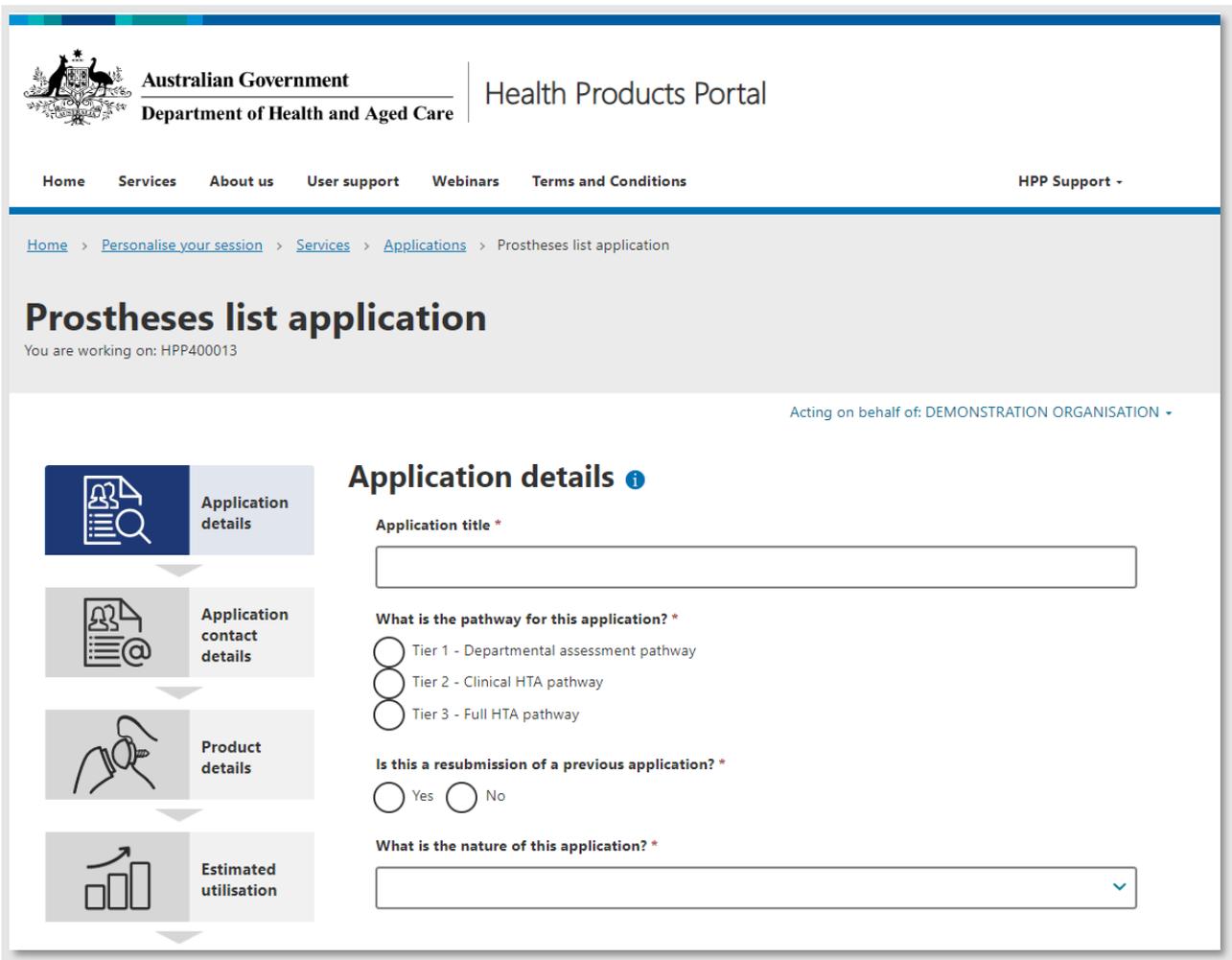


Figure 11: Prostheses List application displaying the Application details page

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**Note:** All fields marked with a \* must be completed before proceeding. Where you are required to submit supporting documentation, you can upload dummy documents within relevant formats (e.g., Word, PDF, Excel).

**Note:** Within the Product Details page of the Prostheses List Application form, when adding a new device, you will need to download a device description excel spreadsheet. Once dummy data has been entered into the spreadsheet and saved, you will then need to upload the spreadsheet using the 'Upload Device Description' button.

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## Guiding Questions

Please take note of your user experience throughout the process, we have provided an example of a few questions we will ask you within our feedback sessions. You can use these questions as a guide when you are logging onto the HPP and lodging an example Prostheses List Application.

Please do not hesitate to contact us at [HPP.Support@health.gov.au](mailto:HPP.Support@health.gov.au) if you have any questions or queries during the Beta testing process.



Please take note of your user experience throughout the process, you can use the example questions provided below as prompts. All feedback will be collated and utilised to inform the next steps of the Prostheses List application build within the HPP.

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What was your user experience like?

How did you find navigation of the pages within the HPP?

- Logging in
- Registering an organisation
- Starting a PL application
- Drafting and lodging an application

Did you refer to the guidance material?

- If yes, which sections did you refer to?
- Did the sections you refer to assist you with your questions?
- How did you find the guidance material and rationale for your answer?

Within the Application, did you understand the questions being asked?

- If no, can you please explain further?