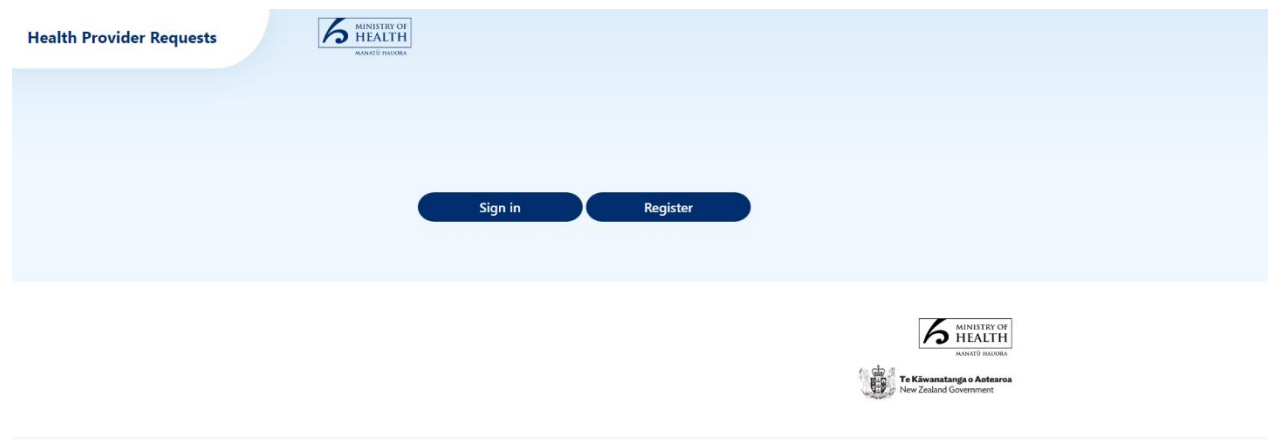


## Provider set-up guide- Influenza Reimbursement Portal

### Notes before starting

- Each business entity will need a separate sign in
- The same email address cannot be used for multiple uses e.g., a pharmacist owner of two separate sites will need an email address for each business
- You will need a mobile phone for multi-factor authentication
- You will not be able to edit your details after they have been entered into the system. Take your time, and ensure you make no mistakes

**Step 1-** Enter [Sign in | Ministry of Health \(powerappsportals.com\)](https://powerappsportals.com) into your browser. You should come up with the following page.



**Step 2-** Click on the 'Register' button to begin.

< Cancel



## User Details

Email Address

Send verification code

New Password

Confirm New Password

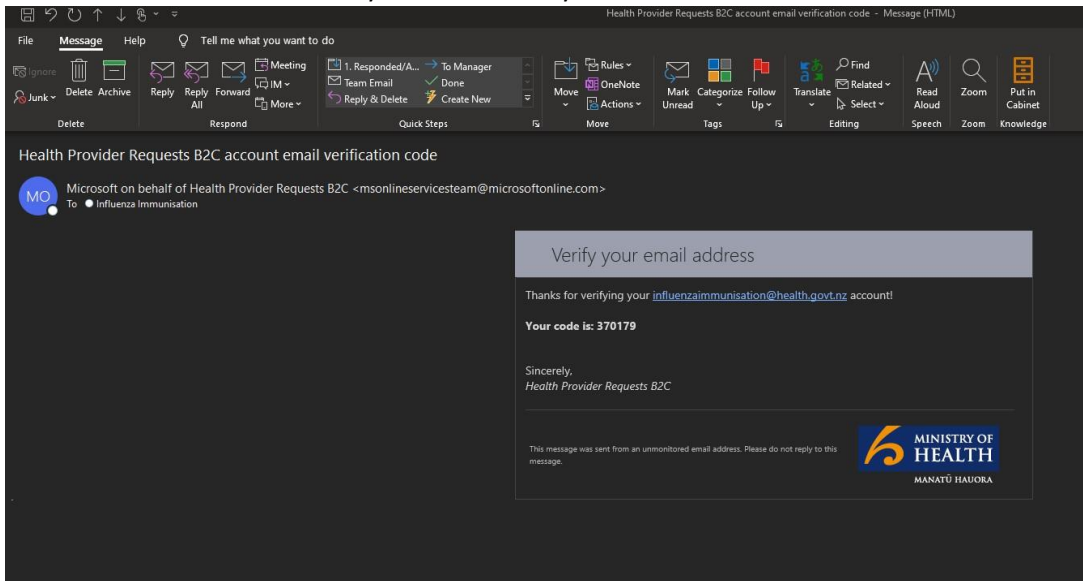
Given Name

Surname

Create


### Step 3- Enter your email address and click 'send verification code'

You will receive an email with your code shortly.



Copy and paste the code and click 'Verify Code'

< Cancel

 **MINISTRY OF HEALTH**

## User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

Note: If you try to fill in your details without verifying your account you will encounter an error as follows

< Cancel



## User Details

A required field is missing. Please fill out all required fields and try again.

measles.campaign@health.govt.nz

Send verification code

.....

.....

Measles Campaign

Inbox

Create

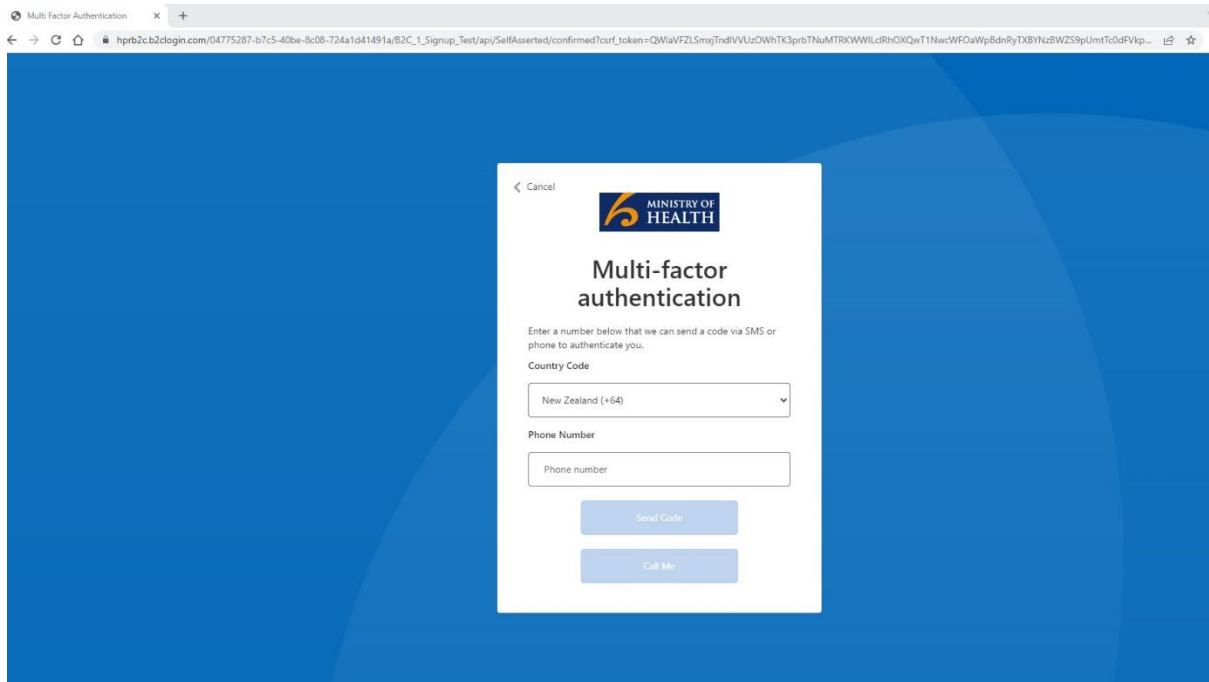
**Step 4-** Once verified, proceed to enter your password and given names.

Note: The password must be between 8 and 64 characters.

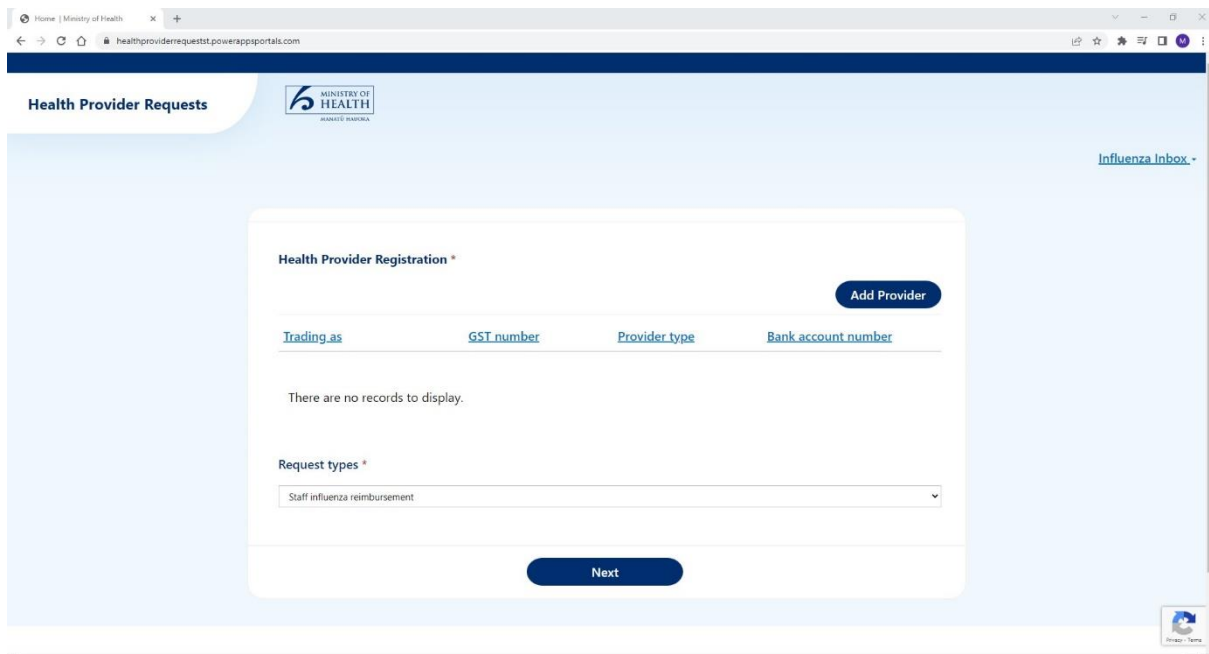
Your password must have at least 3 of the following:

- a lowercase letter
- an uppercase letter
- a number
- a symbol

**Step 5-** Multi-Factor authentication (MFA) is required to progress. Please make this a phone number that you will have continued access to as MFA will be required on all further sign ins.



**Step 6-** You will arrive at your home screen. This means you have been successfully set up and can log out and return to this point using your sign in details and MFA.



Click on the 'Add Provider' button to prompt a pop-up to enter your business details.

**Note:** Take care in entering your details as you will NOT be able to edit them later



### Health Provider Registration

**Trading as \***

**GST number \***

**Provider payee number**


**Bank account number \***

**Provider type \***

**Street address \***

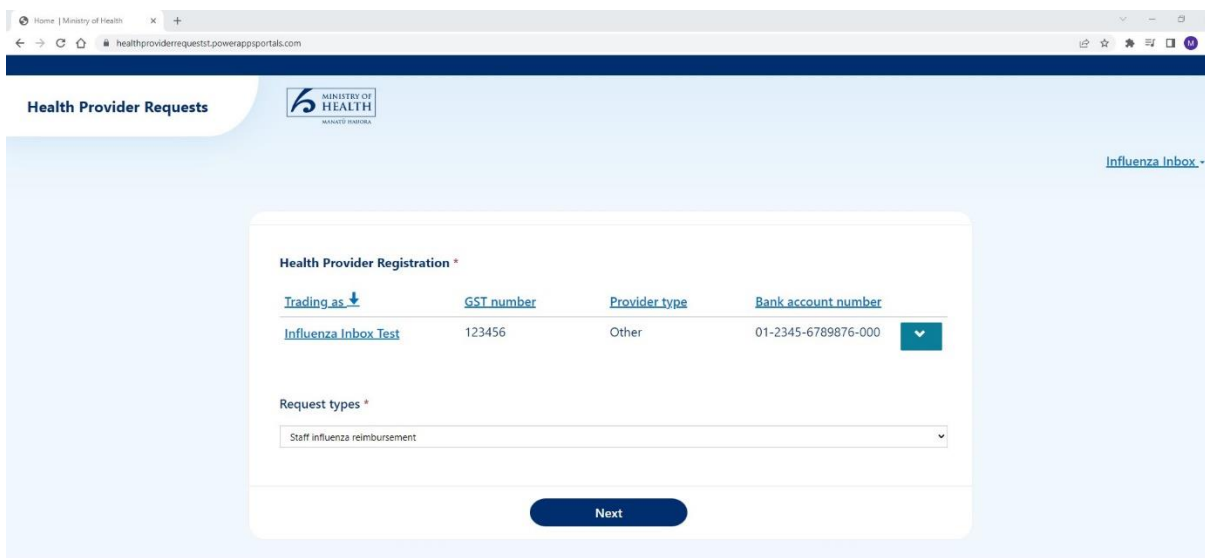
**Town/city \***

**Postcode \***



The boxes with red stars denote a compulsory field. Enter your business details and address.

Once you click 'Submit' your business details will show up as below



The screenshot shows a web browser window with the URL `healthproviderrequestst.powerappsportals.com`. The page title is "Health Provider Requests" and features the Ministry of Health logo. A "Health Provider Registration" summary card is displayed, showing the following details:

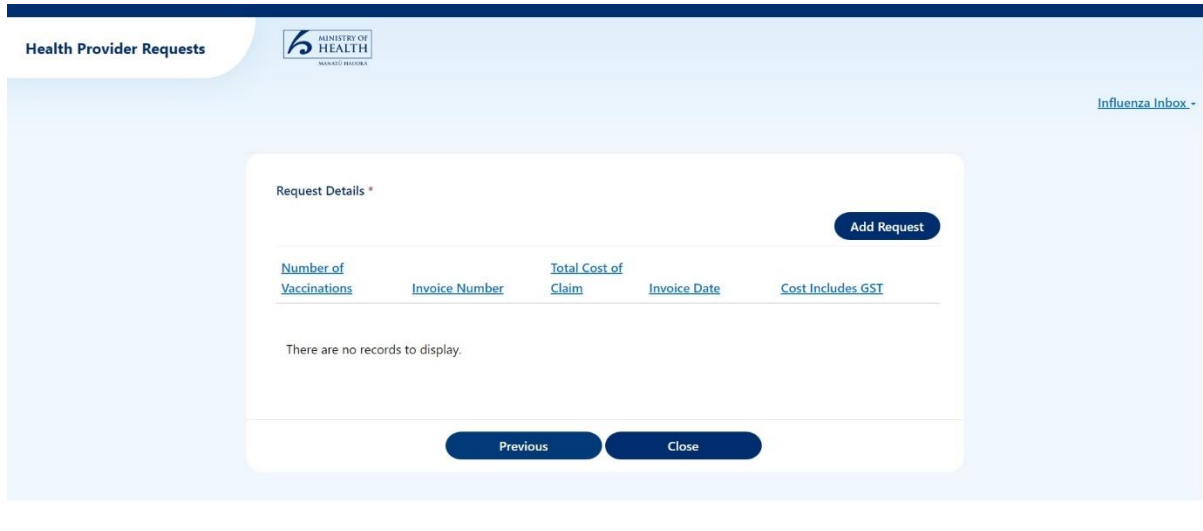
Trading as	GST number	Provider type	Bank account number
Influenza Inbox Test	123456	Other	01-2345-6789876-000

Below the summary, the "Request types" dropdown menu is set to "Staff influenza reimbursement". A "Next" button is located at the bottom of the card.

**Step 7-** Click on the 'Next' button to proceed to enter a staff Influenza reimbursement claim.

You will arrive at the following dashboard. This page serves for two functions.

1. Serve as the site to submit your staff Influenza claims
2. Provide an overview of the claims that you have submitted.



Click on the 'Add Request' button to prompt a pop-up to enter your Influenza claim details

**Note: Please only submit only one invoice per request**

April 2022						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

The boxes with red stars denote a compulsory field. Enter your claim details and attach the tax invoice associated with this claim as supporting evidence.

Click 'Submit' to complete the request and to return to the overview dashboard view.

<a href="#">Number of Vaccinations</a>	<a href="#">Invoice Number</a>	<a href="#">Total Cost of Claim</a> ↑	<a href="#">Invoice Date</a>	<a href="#">Cost Includes GST</a>
53	1	\$1,006.00	07/04/2022	No

Congratulations, you have submitted your claim to the Ministry. You can add multiple requests by clicking on the 'Add Request' button again.

If you have any questions, email [help@imms.min.health.nz](mailto:help@imms.min.health.nz) or phone 0800 223 987 (select from one of the initial options, then press 2 for Flu Vaccinations)

Support hours are 8am-8pm, Monday-Sunday