



HOW TO AMEND PHARMACY/BUSINESS DETAILS

You can amend some of your details in the 6CPA portal. These details include:

- Address – both physical and postal
- Phone Number
- Secondary Contact
- Details of owners
- ABN
- Bank Account Details

To complete these, log in to the portal and open the 'Update Details' tab. Scroll down to you 'Your Pharmacy/ Business' and click on this.

A table of your business/es will open under this. Click the blue 'Edit' button under Actions. This will open a page of your business details.

You will find areas to update your phone numbers, addresses and secondary contacts on the first page. Simply type in the correct information and select the yellow 'Next' button at the bottom of the page.

To change the secondary contact, please refer to the corresponding FAQ section.

On the second page you will be able to amend your ownership details, ABN and bank account details. Again, simply type in the correct information and select the yellow 'Next' button at the bottom of the page

On the third page, scroll down to the bottom and press the yellow 'Submit' button. You do not need to attach any extra documents at this stage, and the page does say in green writing at the bottom right of the page that all required documents have been added.

You will now be brought back to a page that states your registration has been submitted. Please press the yellow 'Return to Home Page' button to return to the front page of the 6CPA portal.

To change your **PBS Approval/ s90 Number** please email us at support@6CPA.com.au.

To change the **email address** that you use to log in to the portal, or to **amend the contact details** for the primary please refer to 'How to amend the Primary Contact'.