

## Account Setup and Login

To gain access to the Prostheses List Management System (PLMS) you must:

- Get an AUSKey
- Register for the PLMS
- Get assigned a User Role(s)

### Get an AUSKey

To access the PLMS, you will first need to register for an AUSKey. AUSKey is a secure login that allows you to access online government services on behalf of a business.

To get an AUSKey:

STEP 1 – Go to the [Australian Business Register website](#) and complete the online registration for Standard AUSKey.

STEP 2 – Download and install AUSKey to your computer, USB device or network server.

*Note: Download AUSKey to a USB device or network server if you plan on using it on multiple computers within an organisation*

STEP 3 – Test your AUSKey is working by logging into [AUSKey manager](#). Once you have your AUSKey, you can register for the PLMS.

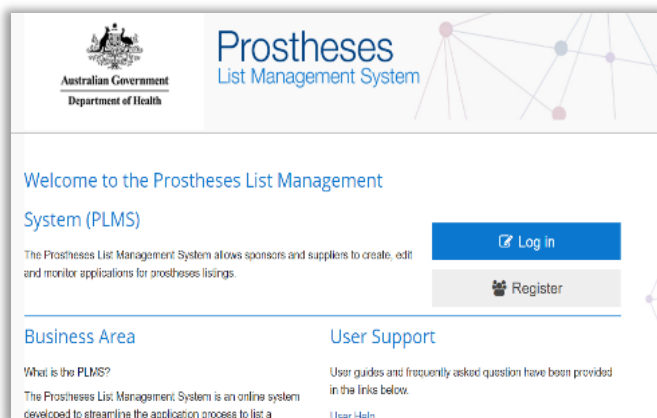
*Note: If you have issues logging into AUSKey manager, please contact 1300 AUSKEY (1300 287 539) or visit the [Australian Business Register website](#). If the AUSKey manager login is working but the PLMS login is not, please contact Health for support at [Prostheses@health.gov.au](mailto:Prostheses@health.gov.au)*

For more information about AUSKey, view [AUSKey FAQs](#).

### Register for the PLMS

Follow the screen by screen guide to Register for the PLMS.

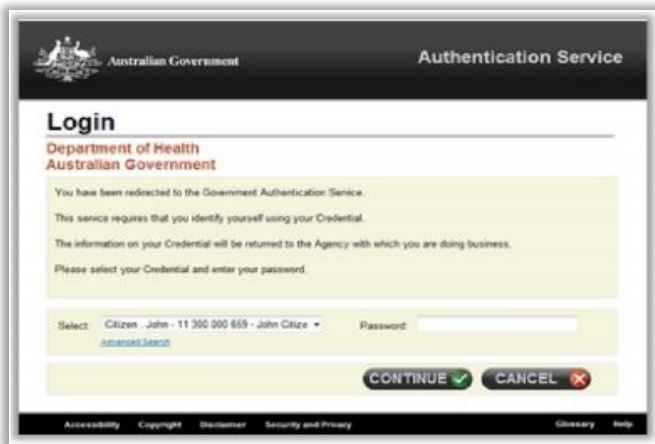
#### Prostheses List Management System Homepage



STEP 1 – Go to <http://prostheses.health.gov.au>

STEP 2 – For first time users, click **Register** on the right hand side of the screen.

### AUSKey Login



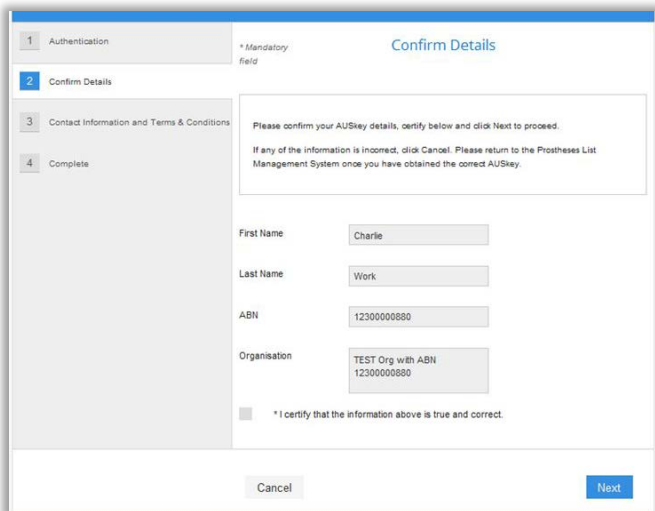
STEP 1 – Read the information displayed on the screen.

STEP 2 – Select your AUSKey from the drop down menu.  
*Please make sure you select the correct AUSKey profile from the list provided. There may be more than one user registered to your business accessing the PLMS from the same computer as you. Some users may also have different profiles for different businesses.*

STEP 3 – Enter your AUSKey Password.

STEP 4 – Click **Continue** to go to the next page.

### Confirm details



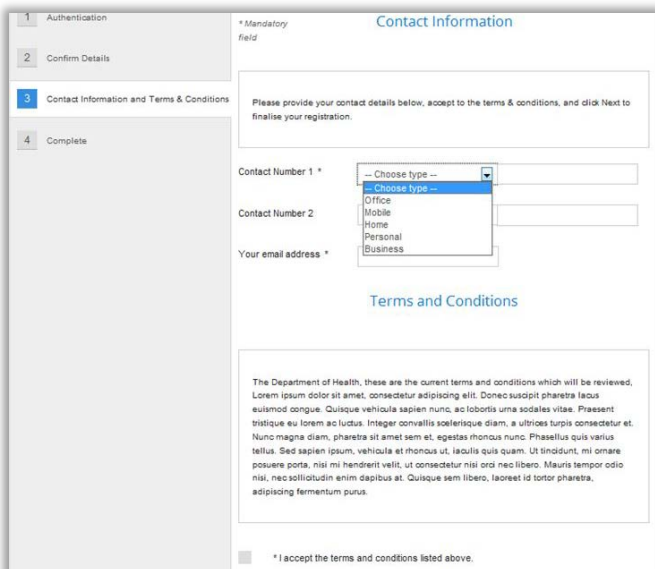
STEP 1 – Check your AUSKey details are correct.

*If your AUSKey details are incorrect, please go to the [Australian Business Register website](#), or contact 1300 AUSKEY (1300 287 539).*

STEP 2 – Tick the box under your details to certify that the information above is true and correct.

STEP 3 – Click **Next** to save information and go to the next page.

### Contact information & Terms and Conditions



STEP 1 – Select a **Contact Number** type from the drop down menu, and enter your number into the space provided.

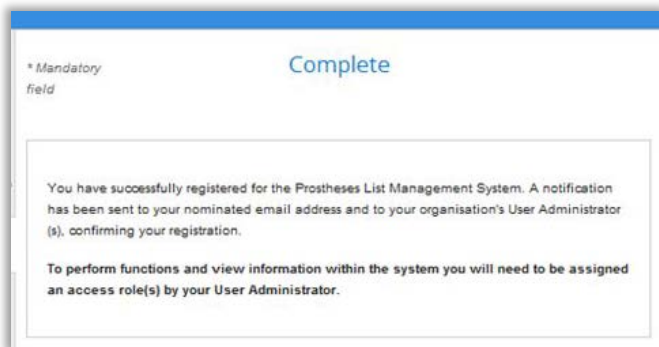
You can also add a second contact number.

STEP 2 – Enter your email address.

STEP 3 – Read the **Terms and Conditions** and tick the box underneath if you accept.

STEP 4 – Click **Next** to complete your registration.

## Complete



If you are presented with this screen, then you have successfully registered for the Prostheses List Management System.

STEP 1 – Click **Finish** to go to the PLMS Home.

*Before you can view or edit applications, the User Administrator for your organisation must assign you a User Role(s).*

## Get assigned a User Role(s)

After getting an AUSkey and registering for the PLMS:

STEP 1 – Contact the User Administrator for your organisation. The User Administrator will then assign you a role in the PLMS. If you do not know who the User Administrator for your organisation is, contact the Department of Health at [prostheses@health.gov.au](mailto:prostheses@health.gov.au)

*Note: You will not be able to view or edit applications unless you are assigned a User Role.*

For a full description of each role and its permissions, view the [Quick Reference Guide: PLMS User Roles](#).

## Contact information

If you have any questions about using the Prostheses List Management System, contact the Department of Health at [prostheses@health.gov.au](mailto:prostheses@health.gov.au)

If you have any questions regarding AUSkey, contact 1300 AUSKEY (1300 287 539) or visit the [Australian Business Register website](#)