**Account Setup and Login**

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

* Get a myGovID
* Register for the PLMS
* Get assigned a User Role(s)

# Get a myGovID

To access the PLMS, you will first need to register for a myGovID (previously AUSkey). myGovID is a secure login that allows you to access online government services on behalf of a business. Please note, **myGovID** is different to **myGov**. If you are acting on behalf of a business, you will need to set up [RAM.](https://info.authorisationmanager.gov.au/help#when_will_other_government_agency_services_use_ram)

To get a myGovID:

STEP 1 – Download the myGovID app on a smart device

*Note: must have iOS 10 or later on Apple Devices or Android 7.0 (Nougat) or later*

STEP 2 – Enter your details: Open the myGovID app and follow the prompts. You will need to enter your full name, date of birth and email address.

STEP 3 – Add your identity documents. A standard identity strength allows you to access all participating government online services, if you have added two Australian identity documents such as your: driver’s license, passport, birth certificate or medicare card.

*Note:* *If you have issues with myGovID, please contact 1300 287 539 or visit the* [*myGovID Need Help page*](https://www.mygovid.gov.au/need-help)*. If the myGovID login is working but the PLMS login is not, please contact Health for support at* [*Prostheses@health.gov.au*](mailto:Prostheses@health.gov.au)

# Register for the PLMS

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

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| ***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.  STEP 3 – For regular users click Login. |

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| ***myGovID Login*** | STEP 1 – Select myGovID login.  STEP 2 – On the next screen, login using your myGovID email. If you haven’t logged in before, follow the prompts on the screen to get the myGovID app. *Note: If you are acting on behalf of an organisation, you must make sure your* [*RAM*](https://info.authorisationmanager.gov.au/help#when_will_other_government_agency_services_use_ram) *has already been set up before proceeding to the next step.*  STEP 3 – Click **login** to go to the next page.  STEP 4 – Open the myGovID app on your phone and enter the four-digit code displayed on screen.  STEP 5 – The screen should refresh and take you back to PLMS. |
| ***Confirm details*** | STEP 1 – Check your myGovID details are correct.  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. |

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| ***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 a myGovID 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 myGovID, contact 1300 287 539 or visit the [*myGovID Need Help page*](https://www.mygovid.gov.au/need-help)*.*