

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](#).

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.

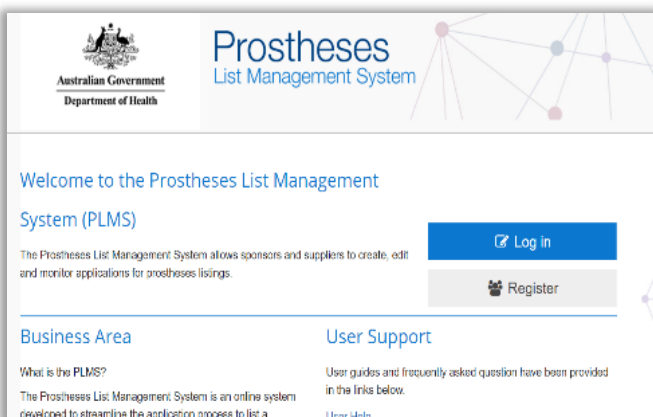
STEP 3 – Add your identity documents. A standard identity strength allows you to access all participating government online services, if you have added two Australian identity documents such as your: driver's license, passport, birth certificate or medicare card.

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

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.

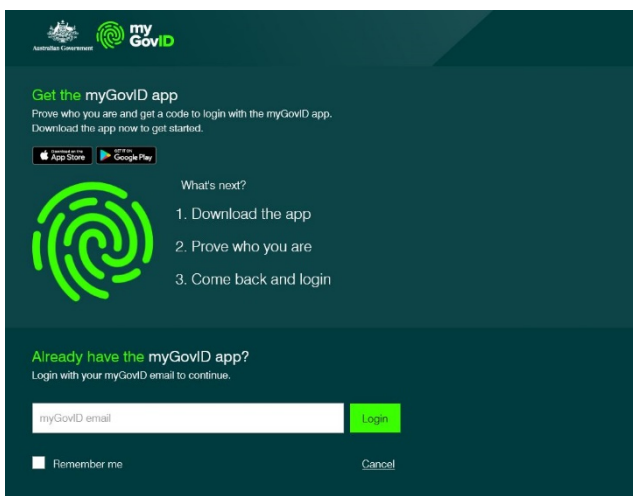
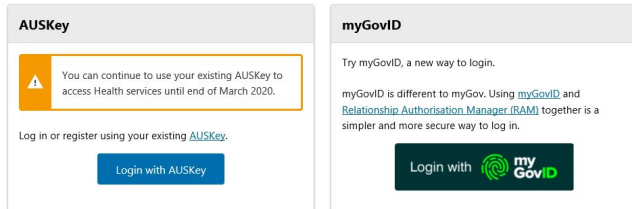
STEP 3 – For regular users click Login.

myGovID Login



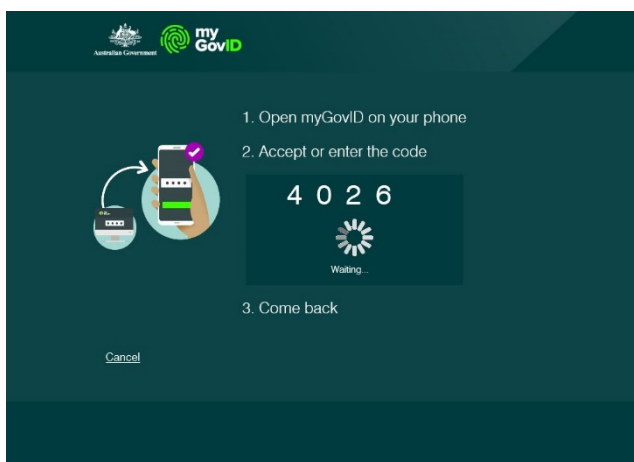
STEP 1 – Select myGovID login.

Which credential would you like to use?



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](#) 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.

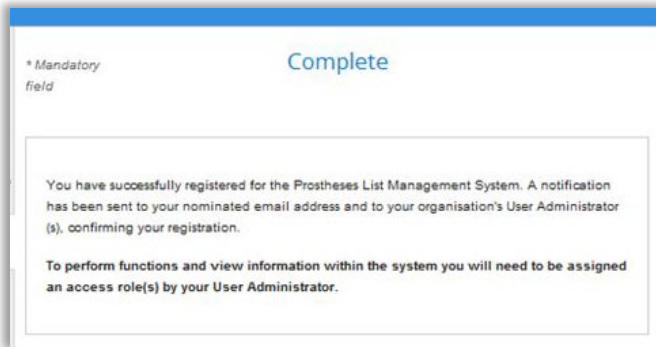
You can also add a second contact number.

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.

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

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

If you have any questions regarding myGovID, contact 1300 287 539 or visit the [myGovID Need Help page](#).