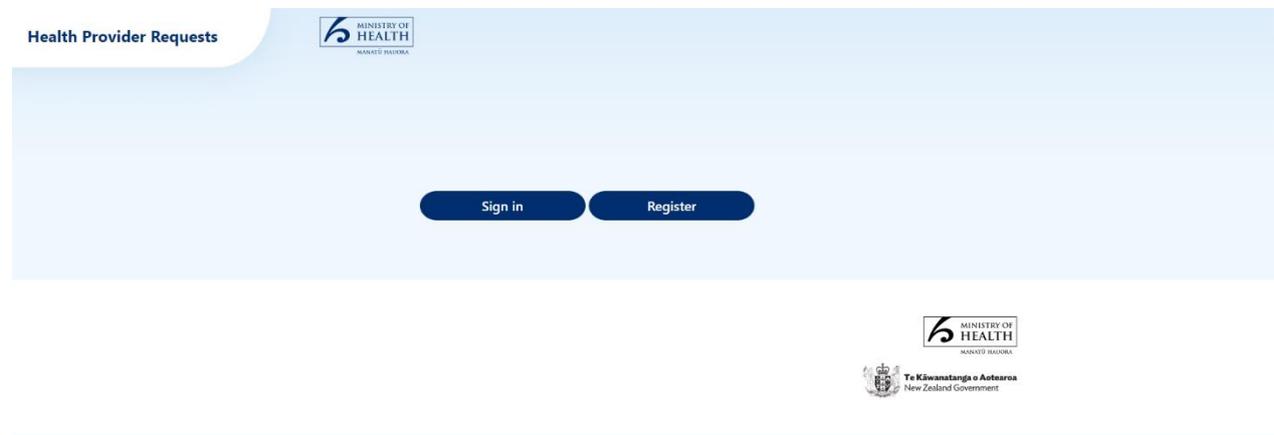


Provider set-up guide- Influenza Reimbursement Portal

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

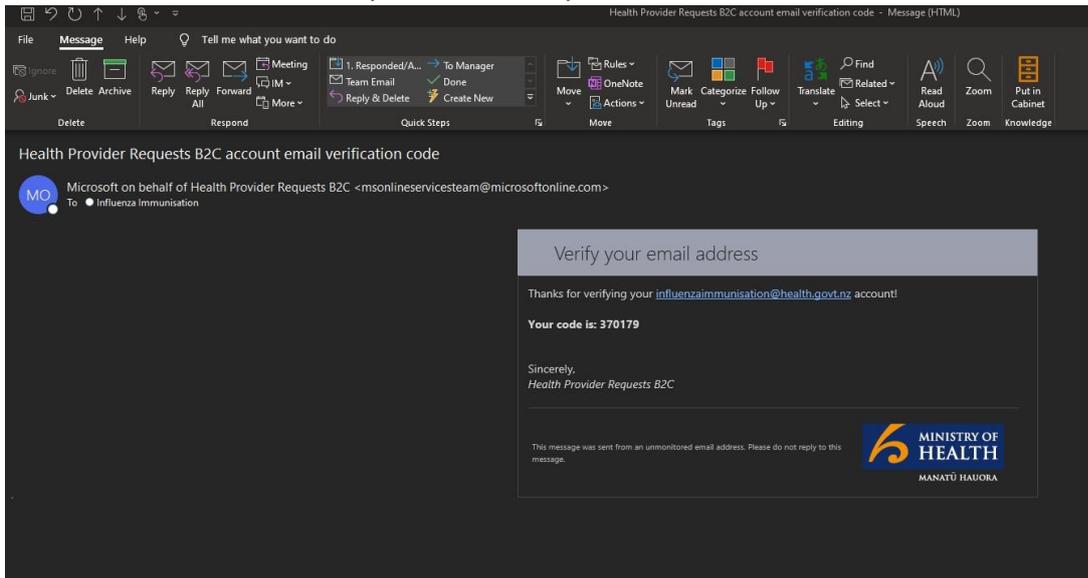
Given Name

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'

A screenshot of a web form titled "User Details" with the Ministry of Health logo at the top. The form contains the following elements:

- A back arrow and "Cancel" text.
- The text: "Verification code has been sent to your inbox. Please copy it to the input box below."
- An input field containing the email address "influenzaimmunisation@health.govt.nz".
- An input field containing the verification code "370179".
- Two blue buttons at the bottom: "Verify code" and "Send new code".

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

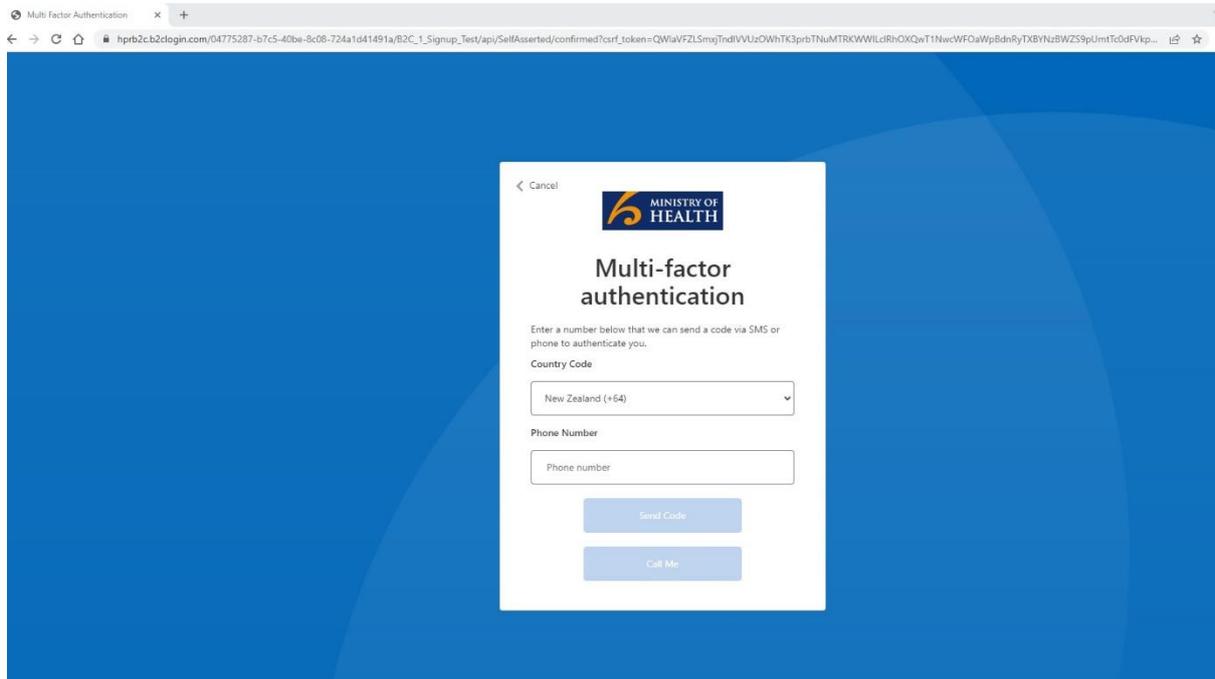
Step 4- Once verified, proceed to enter your password and given names.

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

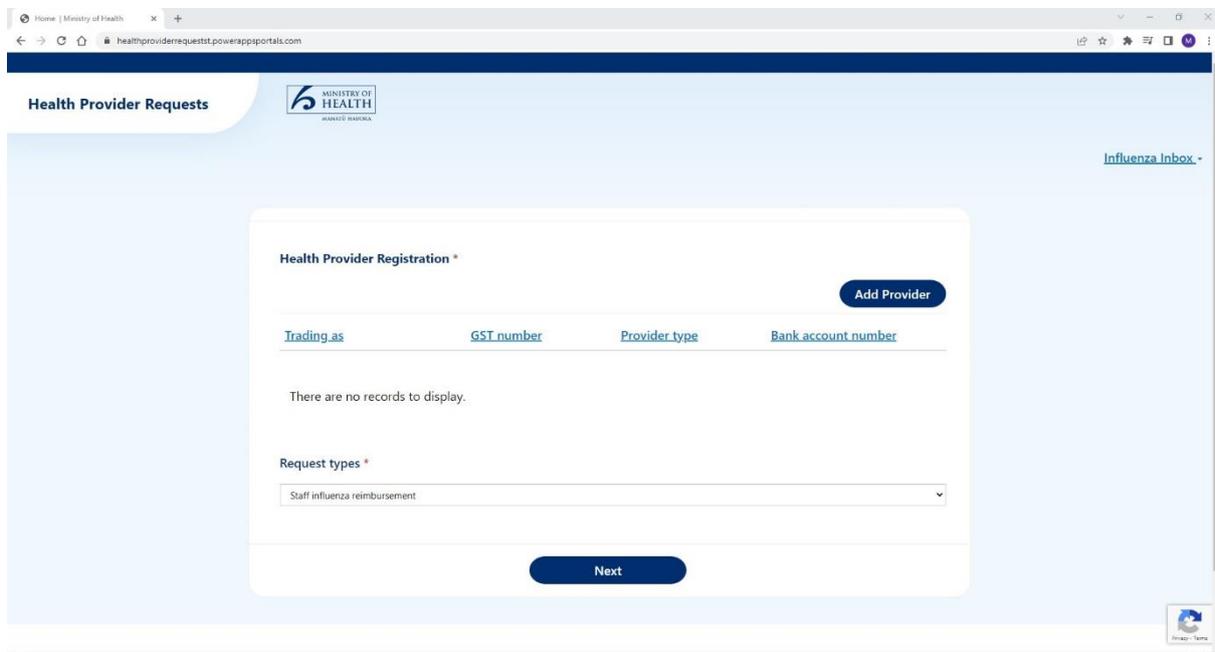
Your password must have at least 3 of the following:

- 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 *

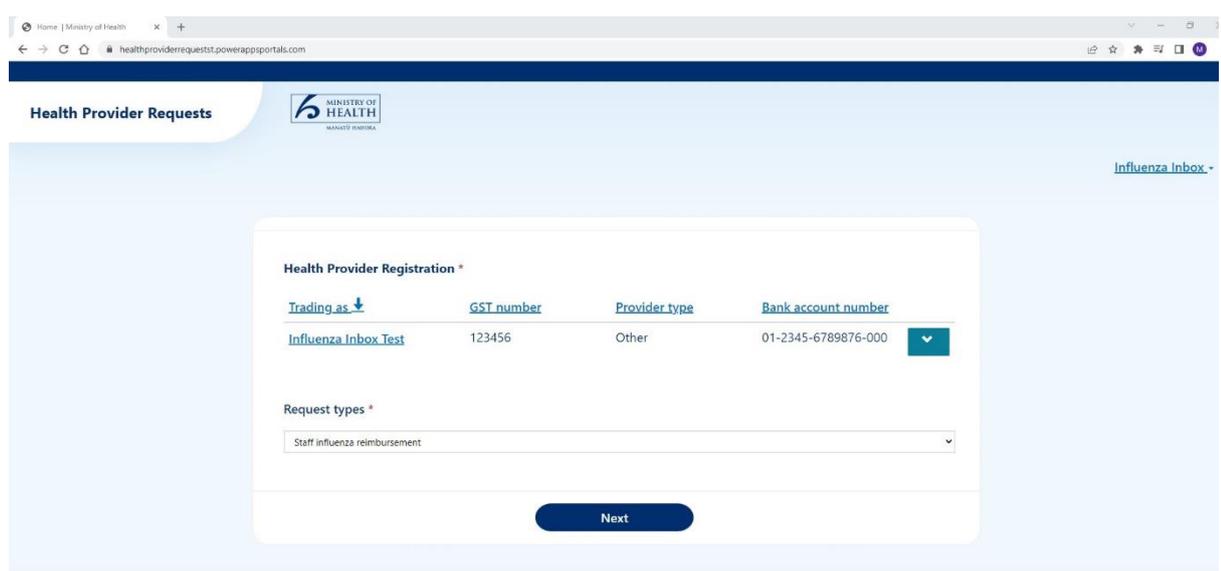
Street address *

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 header includes "Health Provider Requests" and the "MINISTRY OF HEALTH" logo. A link for "Influenza Inbox" is visible in the top right. The main content area displays the "Health Provider Registration" details in a table:

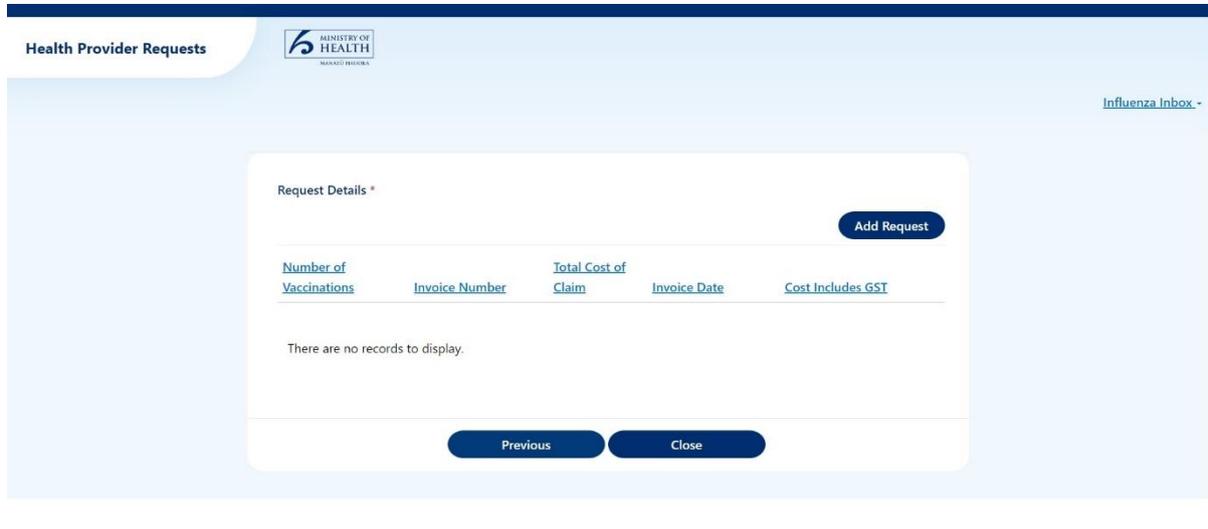
Trading as	GST number	Provider type	Bank account number
Influenza Inbox Test	123456	Other	01-2345-6789876-000

Below the table, there is a "Request types" dropdown menu with "Staff influenza reimbursement" selected. A "Next" button is located at the bottom of the registration 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.

Number of Vaccinations	Invoice Number	Total Cost of Claim ↑	Invoice Date	Cost Includes GST
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 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