

REGISTRATION PORTAL

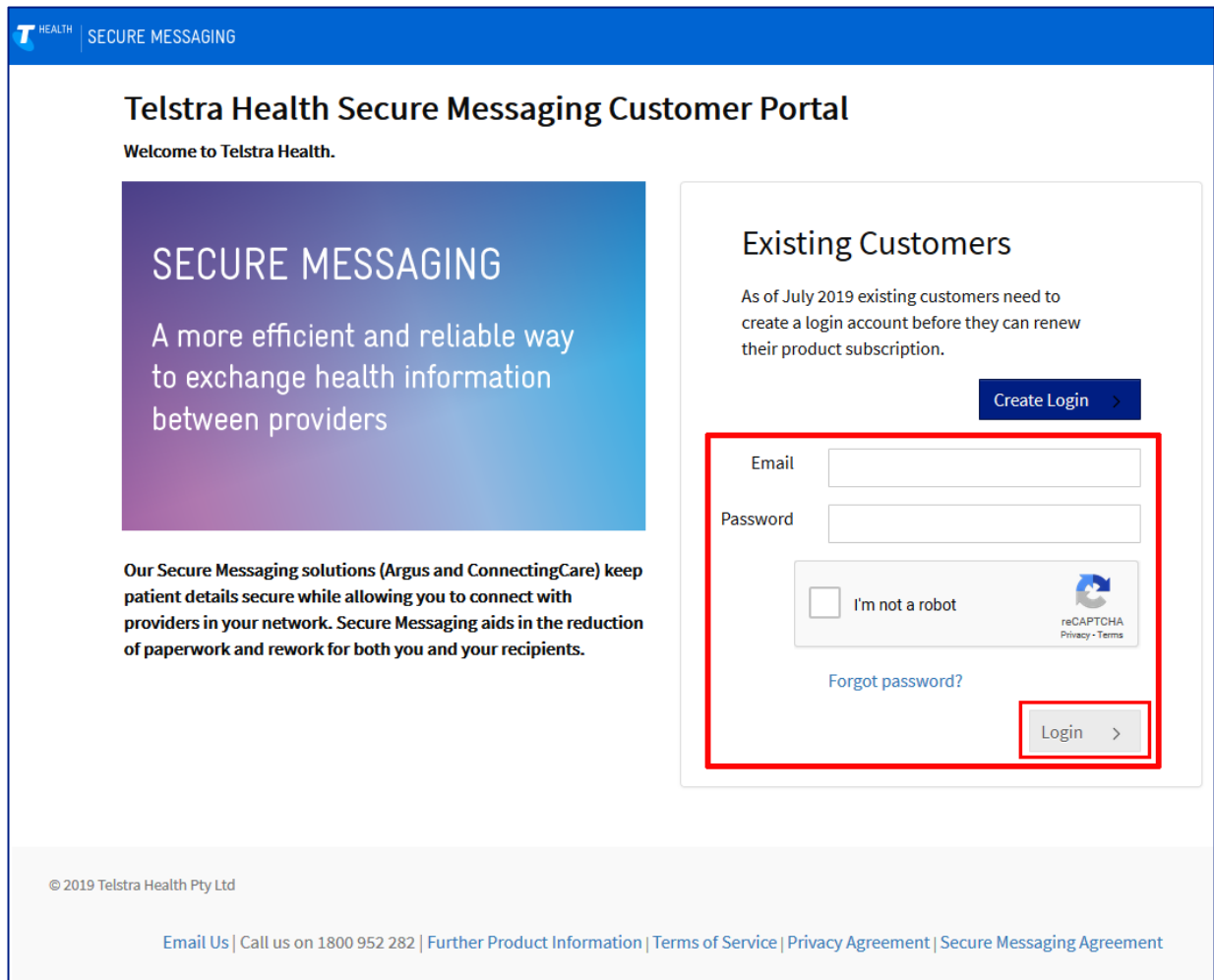
QUICK REFERENCE GUIDE – EXISTING CUSTOMERS

Summary

This guide is for existing Telstra Health customers that need to renew their Argus subscription using the Telstra Health registration portal and have previously created a login.

Create a login

1. Enter the following address in your preferred web browser – <https://securemessaging.telstrahealth.com/registration>
2. Enter your email address and password in the fields provided then check the captcha “I’m not a robot” and cycle through any required images, then select the “Login” button.





3. Once logged in, a page will display with your organisation summary and messaging account details.
4. If your subscription is due for renewal, select the “**Renew**” button from the subscription status box.



5. Subscription plan is preselected. Select next to proceed to the next screen.

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6. Review your practitioner list – Add  or remove  practitioners as required, Your practitioner list will determine who will appear in your Argus Address Book and who can receive correspondence.

Note: If selecting “Add An Existing Practitioner”, you can choose from practitioners already listed at other locations. Provider numbers must be different for each location.

7. Select “Add A New Practitioner”, a new pop up window will appear. Complete the required details of the new practitioner.
8. Update details of sessions worked by selecting the two options available –
 - a. Part time – 5 sessions or less per week / less than 3 days per week
 - b. Full time – 6 sessions or more per week / 3 days or more per week

Note: If you are only registering one practitioner you **must** select full time. All practitioners will default to 6 sessions or more.

9. Select an Employment Type – Three options are available
 - a. Permanent (Practitioner with regular hours)
 - b. Locum (Temporary practitioner)
 - c. Registrar (e.g Trainee specialist / GP)

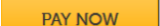
Once all practitioners have been added, select next

10. Review the subscription summary, terms and conditions, and select the “I agree” checkbox at the bottom.

Note: The system requires that you scroll through and review the terms and conditions before proceeding.

11. Select a payment type. Three choices are available.
 - a. Credit / Debit Card Online – Pay your subscription now via credit/debit card.
 - b. Credit / Debit Card Over Phone – Produce a 30 day invoice and call Telstra Health to finalise your Pay by Credit / Debit Card.
 - c. EFT / Direct Deposit – Produce a 30 day invoice, call Telstra Health to finalise your account, pay via EFT or other available means.

12. Finalise your renewal process.
 - a. Select the “Finalise Subscription” button

13. If payment type credit / debit card online was selected, complete the required payment information and select the  button.

14. Finalise your renewal by selecting the “Finalise Subscription” button.

Note: A notification email will be sent to the nominated address with a summary, link to download your invoice and contact information should you need to get in touch with Telstra Health

15. Renewal process is complete.

Note: Review your updated subscription expiry date. If practitioners were updated, the relevant changes will soon appear in your Argus address book. This process can take up to 14 days and you may be contacted by the NHSD to verify the information.