REGISTRATION PORTAL
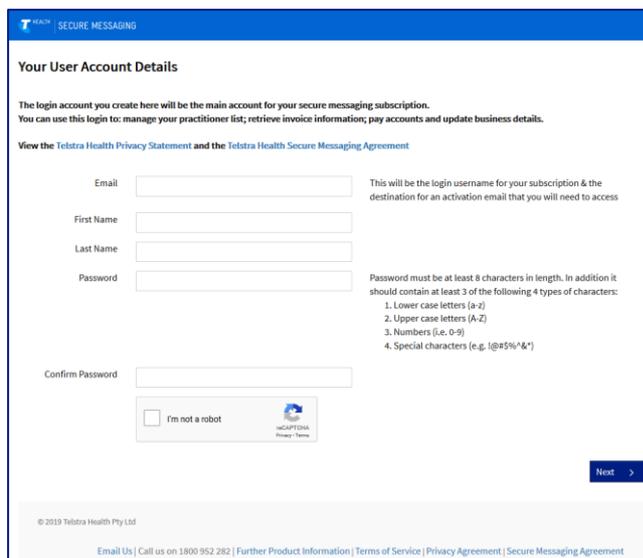## QUICK REFERENCE GUIDE – NEW CUSTOMERS

T HEALTH

Summary

This user guide is for a new customer registering for an Argus Secure Messaging Subscription using the Telstra Health registration portal

How to register

1. Follow this link or enter the following address in your preferred web browser – https://securemessaging.telstrahealth.com/registration/Auth/Signup

2. Complete the account details as required, check the captcha "I'm not a robot" box and cycle through any required images.

3. Check your nominated email inbox for an email from Telstra Health Secure Messaging titled "Account Verification Needed", follow the link to activate your account.

4. Once you have activated your account, you will be redirected to the customer portal webpage where you can login as an "Existing Customer" with the credentials you just created.
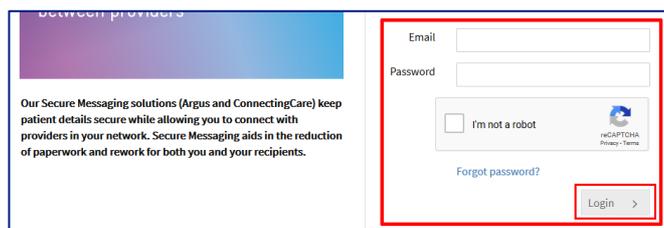
5. Find your listing - Search for your site in the field provided, if you are unable to find your site, select the "Enter Site Details Manually" button and continue to the next screen.

6. Complete the details required. Ensure you select the correct organisation type for your healthcare category. e.g. specialist, allied health, general practice

7. Select the appropriate operating system for your environment (i.e. Windows or MacOS) and select MediRecords under clinical software.

8. Complete the organisation contact details and check the box "technical contact is also the organisational contact".

9. The next section relates to the Argus dedicated email address, as you are utilising cloud-based software you must select the first option

    a. Allow Telstra Health to create a free email address for you.

10. Complete the error notification email address, it is important to provide details for an email account that will be monitored and maintained by your organisation. This is because in the event of a transport error, the message will be delivered here.

11. Have you been provided with a NASH PKI certificate from Medicare? Yes | No | Unsure

> ***Note:** **A National Authentication Service for Health (NASH) Public Key Infrastructure (PKI) Certificate. Issued by the Department of Human Services is used to allow health care providers to securely access and share health information.***

12. If you wish to add another site location, select the add ☐ + ☐ button and complete the required details, otherwise select next to proceed to the next screen.

> ***Note:*** Any additional sites will use the same Argus account, new Argus accounts require a new registration.

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

14. Add your practitioners. Select the ☐ + ☐ symbol to add a practitioner to your site, continue this process to add any additional practitioners. When you have added your practitioners, select Next.

15. Ensure that you enter the promotion code of **MREC** into the promotion code box and click Apply Promotion code. This will remove the installation charge from the summary and replace it with a cloud configuration fee.

16. Your subscription summary will display – review your subscription, add any relevant promotion code, read the terms and conditions and select the "**I agree**" check box at the bottom.

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

    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 account by Credit / Debit Card.

    c. EFT / Direct Deposit - A 30-day invoice will be produced, call Telstra Health to finalise your account, pay via EFT or other available means.

17. Finalise your subscription – once ready to complete the renewal process.

18. If payment type credit / debit card online was selected, complete the required payment information and select pay now. Finalise your transaction to return to the registration portal.

19. Review your updated subscription expiry date. if practitioners were updated, the relevant changes will appear over the coming days once updated in the directory.

20. 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.

21. Registration process is complete.