

myGPhCpharmacy renewal user guide

Sign in

- If you haven't signed up to myGPhCpharmacy yet you will need to do this first. You can see how to do this in our **'Signing Up'** user guide.
- Go to www.mygphcpharmacy.org
- Enter your username and password and select 'Sign in'.

Start a renewal session

- On the **welcome page**, click **'Renewal'**. This is on the 'navigation bar' at the top of the screen.
- The renewals home page will show all your pharmacies that are due for renewal.
- Click 'Start renewal session' to renew some or all of your pharmacies.

Select your pharmacies

- Your pharmacies are grouped by expiry date on the **selection page**.
- Select the pharmacies you want to renew by clicking on **'Renew'**. You can also use this page to select any pharmacies you are not renewing.
- You can change your selection by clicking on **'Unselect'**.
- When you are happy with your selection click on **'Save selection'**.

Confirm your selection

- You can review your selection on the confirmation page. To go back to the selection page click on **'Change selection'**. If you are happy, click on **'Continue'**
- If you have selected pharmacies for non-renewal you will need to give a reason ('voluntary removal' or 'transfer of ownership') on the non-renewal page and then you can end the session and do not need to proceed further.

Make your declaration

- You need to make a declaration for all the pharmacies you are renewing by clicking **'Agree'** on the **declaration page**
- If some of your pharmacies handle, use or manage controlled drugs you will also need to make a controlled drug declaration. You can then click **'Continue'**

Make your payment

- If you want to make an online card payment, select **'Credit/Debit card'** on the payment selection page, and then select your card type. You will now be directed to the WorldPay payment site to make your payment. Once you have made your payment, your renewal is complete.
- Otherwise, select either Direct Debit or BACS. You can select Direct Debit if you have a Direct Debit instruction set up with us and BACS if you do not
- If you have selected Direct Debit, we will collect your payment
- If you have selected BACS, you will now need to send a BACS payment to us