

## myGPhCpharmacy sign up user guide

### Sign up

- Before you can use myGPhCpharmacy you need to sign up.
- You will need the letter we sent with your renewal notice, which has your myGPhCpharmacy login details.
- If you don't have this letter, phone us on 020 713 8000.
- Go to [www.mygphcpharmacy.org](http://www.mygphcpharmacy.org)
- On the sign-in page enter the username and temporary password on the letter and click on 'Sign in'.

### Provide an email address

- On the email address page enter your email address and click 'Send'.
- **You must use your own email address, which you use as a pharmacy owner or superintendent pharmacist. If you want someone to use myGPhCpharmacy on your behalf, you can add them as a user later.**
- We will use this email address in future to send you information about myGPhCpharmacy, such as notices of completed renewals.

### Confirm your email address

- We will send you an email to the email address you have given us. This is so you can confirm that you have sent us the address, rather than someone pretending to be you.
- The email contains a link which opens the myGPhCpharmacy password page.

### Choose a new password

- On the password page, choose your new password, then enter and confirm it and click on 'Change'.
- You have now finished signing up.
- When you have set up your permanent password your temporary password will no longer work.

### Sign in

- You need to have finished signing up.
- To sign in go to [www.mygphcpharmacy.org](http://www.mygphcpharmacy.org)
- On the sign-in page enter your username and new password and click on 'Sign in'.

### Forgotten password

- If you have forgotten your password click on the 'Forgotten password' link on the sign-in page.
- Enter your username and click on 'Send email'.
- We will send you an email. Click on the link in the email. This will open the myGPhCpharmacy password page.
- On the password page enter and confirm your new password and click on 'Change'. You can now sign in using your username and new password.