

## myGPhCpharmacy delegate users user guide

### Selecting delegate users

- You can create extra user accounts if you want other people to use myGPhCpharmacy on your behalf. We call these users 'delegate users'.
- You can have any number of delegate users linked to your account.
- You are still responsible for your myGPhCpharmacy account and for all actions taken by delegate users linked to your account.
- To create a delegate user you will need their name and email address. Their email address will be their user name.

### Creating delegate users

- Sign in to myGPhCpharmacy
- On the **Delegate users page**, click on '**New delegate user**'. This will open a 'create delegate user box'.
- In the 'Create delegate user box' enter the delegate user's title, name and email address. You will need to read and accept the statement on responsibility for delegate users before you create a user. Click on 'Save'.
- The delegate user will be added to the user list and we will send them an email so they can finish signing up.

### Delegate user sign-up

- If you are a delegate user:
- Click the link in the email. This will open the myGPhCpharmacy password page.
  - Choose, enter and confirm your password and click on '**Change**'.
  - You have now finished signing up.
  - To sign in go to [www.mygphcpharmacy.org](http://www.mygphcpharmacy.org)
  - On the sign-in page, enter your username and password and click on '**Sign-in**'.

### Managing delegate users

- On the **Delegate user page** you can edit and delete any delegate users you have.
- To update a delegate user's details click on '**Edit**'. You can update their name and email address. When you have finished click on '**Update**'.
- If you have updated their email address, we will send the delegate user an email so that they can confirm their new email address.
- To delete a delegate user click on '**Delete**'. This will permanently delete their user account and they will lose access to myGPhCpharmacy immediately.