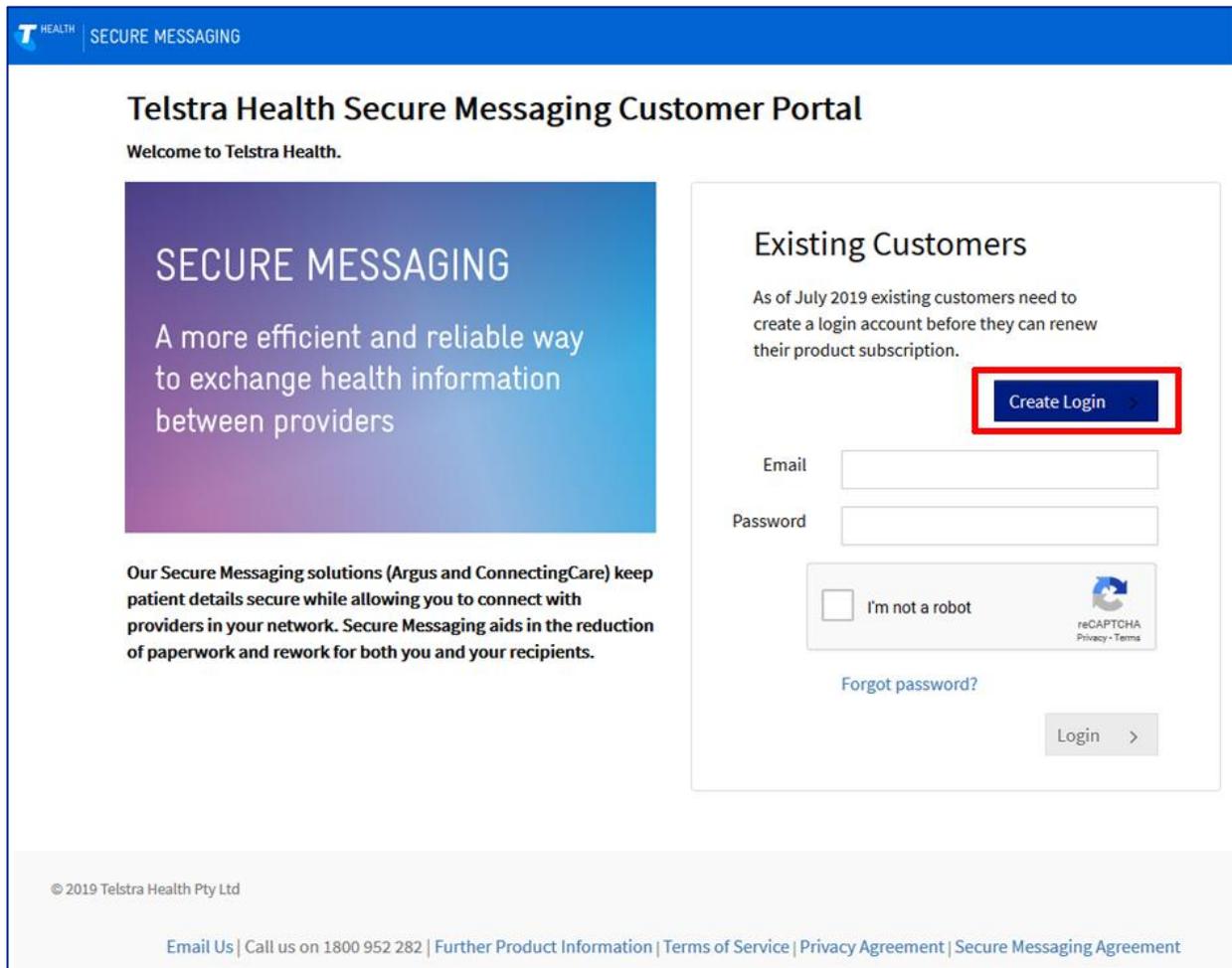# REGISTRATION PORTAL

QUICK REFERENCE GUIDE – EXISTING CUSTOMER INITIAL LOGIN

T HEALTH

Summary

This guide is for an existing Telstra Health customer who needs to renew their Argus Secure Messaging Subscription using the registration portal and who has not used this system previously.

Create a login

1. Enter the following address in your preferred web browser – https://securemessaging.telstrahealth.com/registration/

2. Select the "**Create Login**" button.

3. Complete the user account details as required, once all fields are complete, select next.

4. Check your nominated email inbox for an email from Telstra Health Secure Messaging titled "Account Verfication Needed" and follow the link to activate your account.

5. Complete the email and password fields, check the captcha "I'm not a robot" box and cycle through any required images, select login.

6. Once logged in, a page will display with your organisation summary and messaging account details.

7. If your subscription is due for renewal, select the "Renew" button located to the right of the screen within the "Subscription Status" box

Organisation Summary	Subscription Status
Secure User Your address SUBURB State Postcode Phone	Expiry Date: 01/01/2019 Renew

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

9. 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.

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

11. When selecting "Add A New Practitoner", a new pop up window will appear. Complete the required details of the new practitioner.

12. Sessions worked, two options are 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 of 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.

13. 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, click next

14. Subscription summary, review the terms and conditions, and select the "I agree" check box at the bottom.

    > **Note:** You will need to scroll through the terms and conditions before you can proceed.

15. 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.

    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.

16. Finalise your renewal by selecting the "Finalise Subscription" button.

17. If payment type credit / debit card online was selected, complete the required payment information and select the [PAY NOW] button.

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

    > **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

19. Renewal process is complete.