

## How to get a new username and password if you haven't used the new PharmOutcomes system

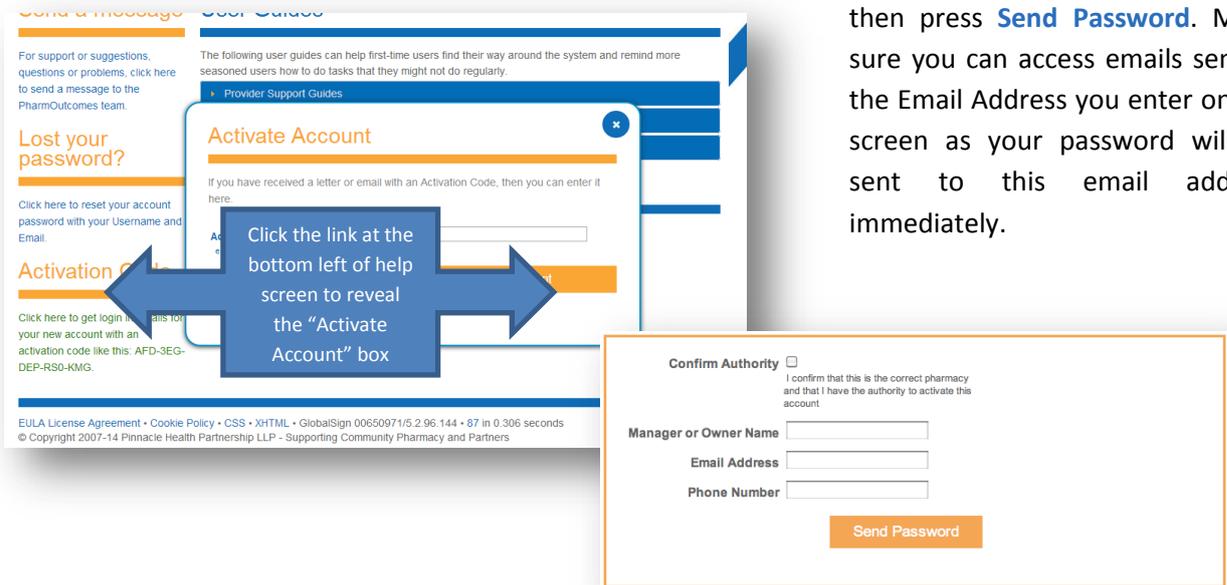
1. Using a web browser, go to [www.pharmoutcomes.org](http://www.pharmoutcomes.org) and click on **Help** in the grey menu bar:



2. If you have been sent an activation code, from the help tab at the bottom left of the screen, click the link under the orange heading "Activation code", this reveals a box entitled **Activate Account**. Enter your activation code and click the orange button to activate account

3. The system will then show you which pharmacy this code is associated with and you should complete the

details on the screen as below, then press **Send Password**. Make sure you can access emails sent to the Email Address you enter on the screen as your password will be sent to this email address immediately.



4. You can then log into the system with your username and password that will be sent to you by email.
5. When you first log in, you will be asked to reset your password and select a security word – do not forget this word as there is no means to automatically reset it.

If there is a problem, then please use the message service on the help screen to ask us to help you – we'll be in touch as quickly as possible.

Please ensure you read and fully understand the PharmOutcomes service guide so that the service is delivered as required