

The Australian Immunisation Register (AIR)

Uploading AIR forms using

HPOS form upload




To upload an AIR form, if you **are not** the provider that signed the form, you must lodge;

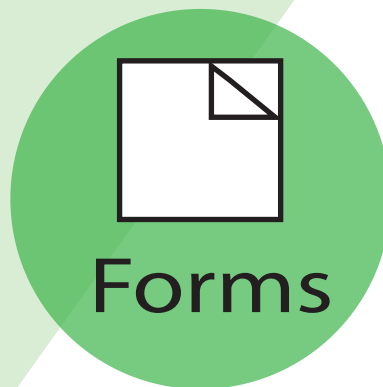
- on their behalf as a nominated HPOS (Health Professional Online Services) delegate, or
- on behalf of a PRODA (Provider Digital Access) organisation that you're a member of.

How to lodge as a delegate

To lodge AIR forms using HPOS form upload function, you need to log in **on behalf of the provider**. You must have access to the provider's HPOS mailbox to do this.

To log in to the AIR on behalf of the provider, you:

- 1** go to servicesaustralia.gov.au/PRODA 
- 2** log on to your **PRODA individual account**
- 3** select **Go to Service** on the HPOS tile under My Linked Services
- 4** select **No Organisation - Proceed as an individual only** 
- 5** select **My providers** from the HPOS home page
- 6** select the **provider** from the My providers table in the Action column
- 7** then proceed to use the form upload function under the **Forms** tile. 



How to lodge on behalf of a PRODA organisation

To log in to the AIR on behalf of an organisation that you're a **member** of and have been **delegated HPOS access**, you:

- 1** go to servicesaustralia.gov.au/PRODA
- 2** log on to your **PRODA individual account**
- 3** select **Go to Service** on the HPOS tile under My Linked Services
- 4** select the name of the **organisation** or **sub-organisation** to act on behalf of
- 5** then proceed to use the form upload function under the **Forms** tile.

