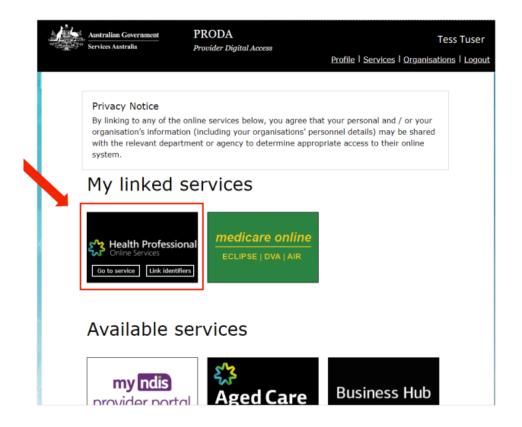# Update Accreditation information for MyMedicare

To remain eligible for the MyMedicare program, accreditation details must be kept up to date in the Organisation Register

To update this information, individuals must have access to HPOS on behalf of the organisation
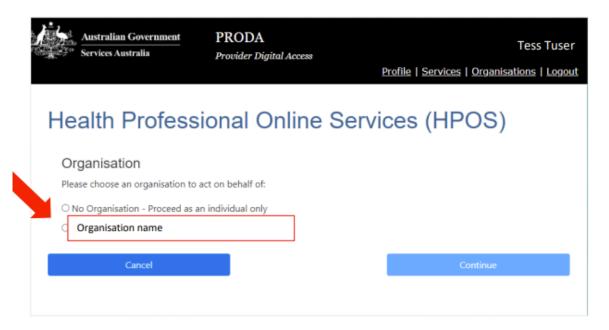
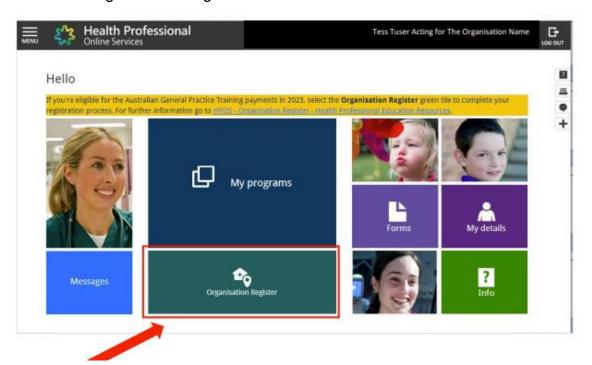## Step 1

Log into Proda

Access HPOS – Go to Service

Step 2

Proceed on behalf of the organisation

Step 3

Select the 'Organisation Register' tile

Step 4

Select the **'Associated Sites'** tab (on the very left) and select the **Site ID** (Blue Hyperlink under ID)

Step 5

Select the '**Accreditation**' tab

Select **'Add Accreditation'** and add new certificate details (do not use the 'amend' button. for new certificates, you must ensure you ADD the details as a new entry)

Step 6

Ensure you select SUBMIT to confirm any changes – A preview page will appear

Scroll to the bottom of the page and select save