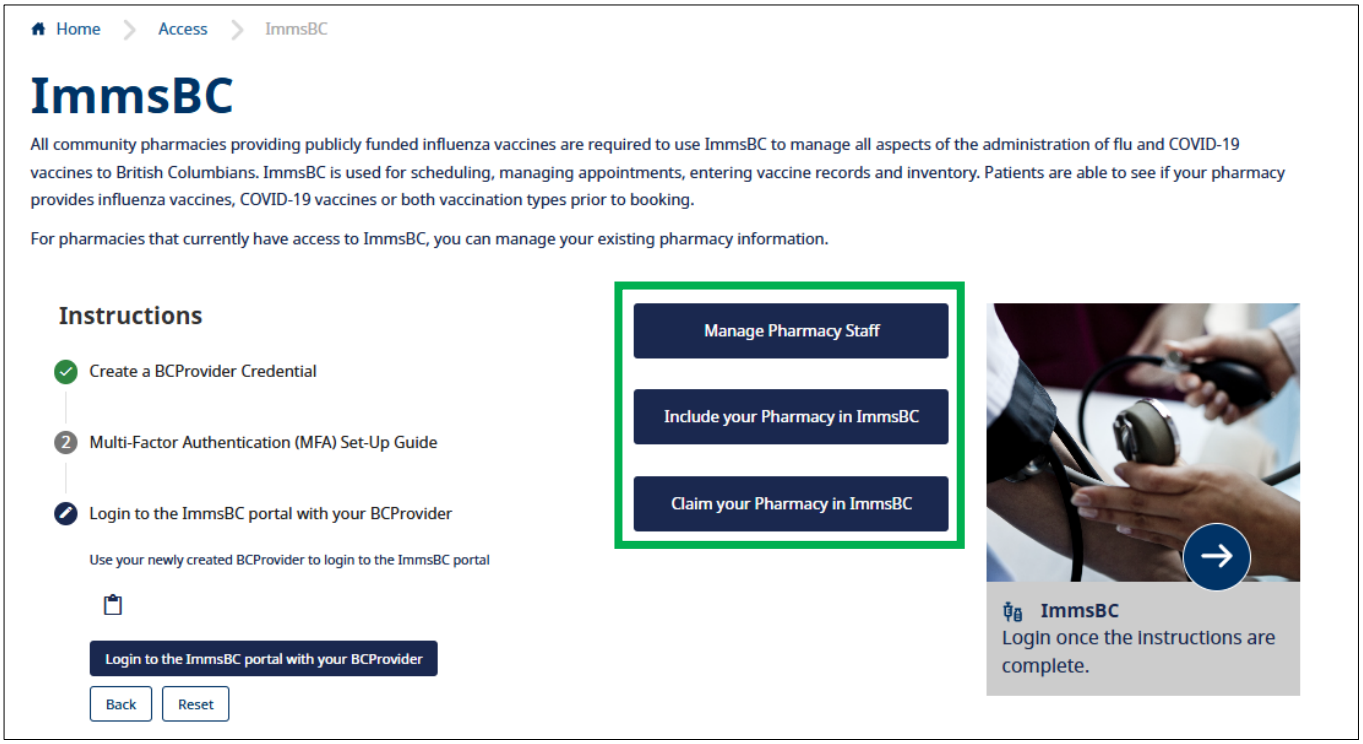
Pharmacy provisioning for ImmsBC via OneHealthID

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BCPhA is no longer granting pharmacy users access to ImmsBC. Instead, pharmacy users must go to OneHealthID (www.healthprovideridentityportal.gov.bc.ca), click on ImmsBC, then click on one of the three buttons in the green box in the screenshot below: ***Include your Pharmacy in ImmsBC, Claim your Pharmacy in ImmsBC*** *and* ***Manage Pharmacy Staff****. See more information and next steps below.*



A. Include your Pharmacy in ImmsBC

If your **pharmacy has NOT been registered** with ImmsBC for a previous immunization campaign:

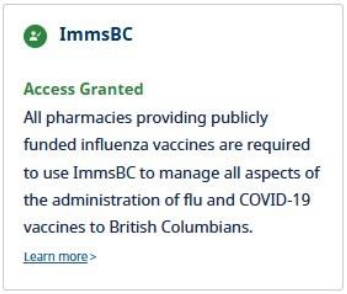


Make sure you are registered for CareConnect.
In OneHealthID, in the ImmsBC card, click ***Include your Pharmacy in ImmsBC*** (see screenshot right). An e-Survey will launch. Complete the survey. Registration may take up to five business days. If you have issues with this step, see the *Troubleshooting* section below.

B. Claim your Pharmacy in ImmsBC

Claim your Pharmacy in ImmsBC allows a registered pharmacist with a college ID to claim a pharmacy registered with ImmsBC. If:

- the *Include your Pharmacy in Imms BC* survey is complete, OR
- if your pharmacy has been registered with ImmsBC for a past immunization campaign,

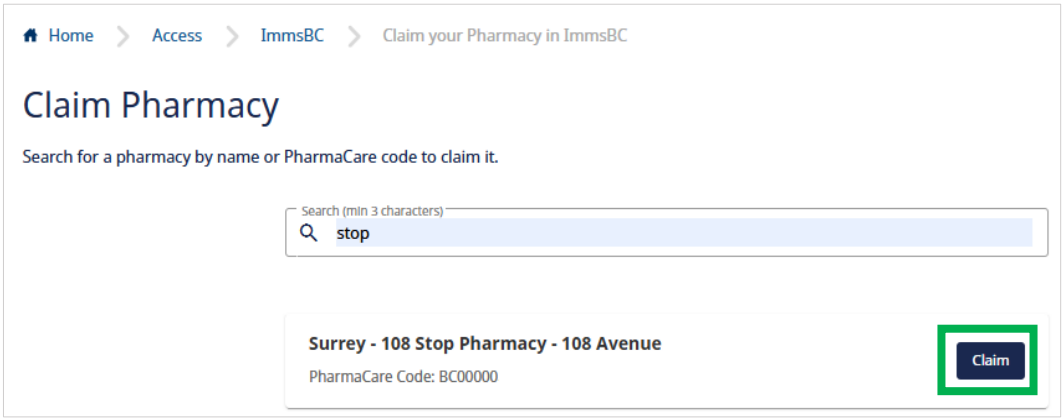


go to OneHealthID. Click the **ImmsBC card**.

Click ***Claim your Pharmacy in ImmsBC***.



A search box will display as in the screenshot right.



Start entering the **pharmacy name** as it appears on the CareConnect Compliance Certificate, or its **PharmaCare code**. Matches will display. Click ***Claim*** for the pharmacy you want. This will make you the pharmacy Lead for this pharmacy. You can claim multiple pharmacies.

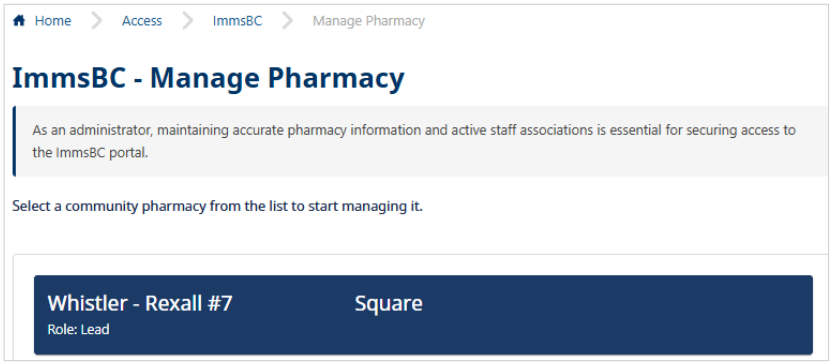
If your pharmacy doesn't appear or if you claim the wrong pharmacy, see *Troubleshooting* below.

C. Manage Pharmacy Staff

Manage Pharmacy Staff allows a pharmacy Lead to invite staff to their pharmacy in ImmsBC. Once you've claimed one or more pharmacies, click ***Manage Pharmacy Staff***.



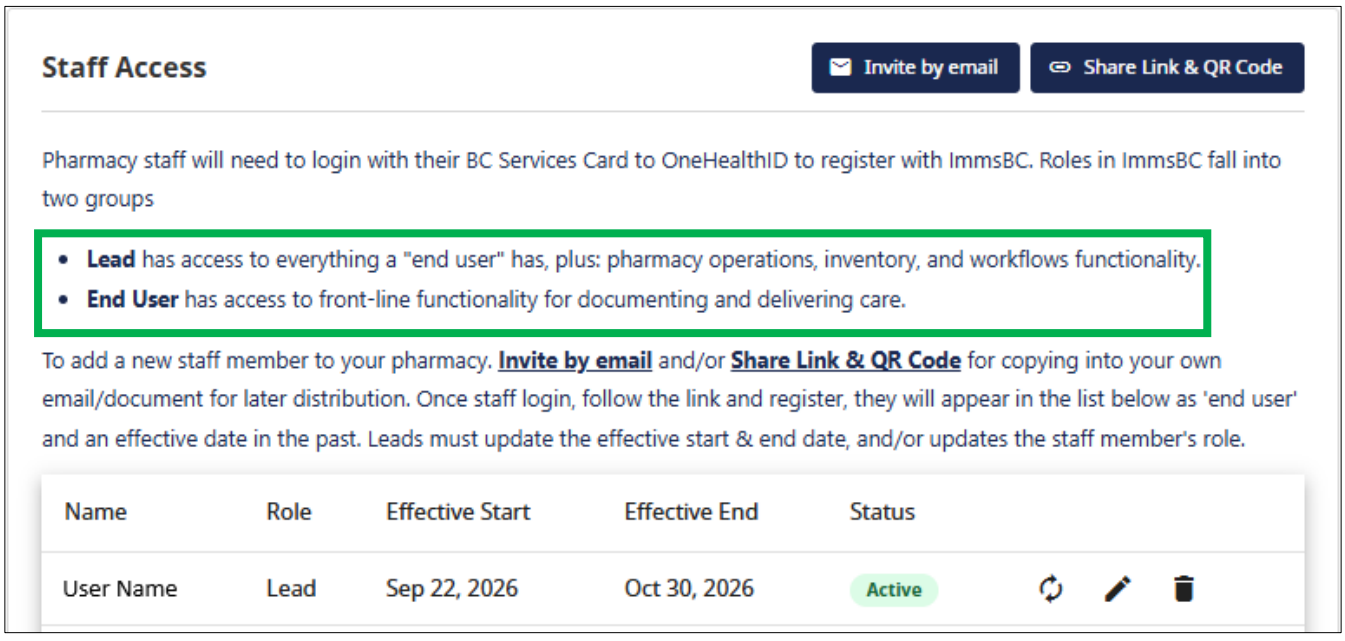
Your claimed pharmacy/pharmacies will display as in the screenshot right. Select a ***Pharmacy***. The first time you select one, you'll have to enter the pharmacy or pharmacy Lead's email.



Staff Access

The *Staff Access* screen will display. The user who claims the pharmacy will be given a *Lead* role. All other users start with the *End User* role. The *Lead* can change other user's *Roles* to create more *Leads.*

For descriptions of the *Lead* and *End User* roles, see green box in the screenshot below.



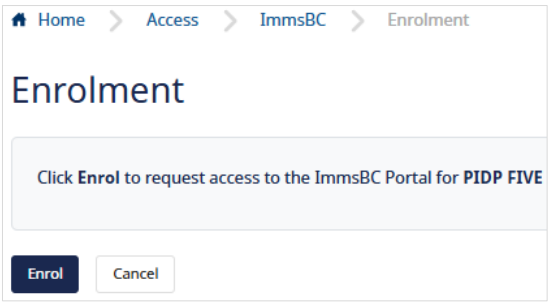
Invite Staff



The first pharmacy lead must invite other pharmacy staff (licenced or un-licenced, new or returning) to "attach" to the pharmacy in ImmsBC using the *Invite by email* or *Share Link & QR Code* buttons at the top of the page. See screenshot above.

- Click ***Invite by email*** to generate an email.
- Click ***Share Link & QR Code*** to generate a web link and QR code that can be emailed.
- Invite multiple staff by separating emails with a semicolon, e.g. First.Last@example.ca; First.2.Last@example.ca; First.3.Last@example.ca.
- All methods will provide instructions on how to access OneHealthID, create a BC Provider ID, access ImmsBC 2.0 and "attach" to the pharmacy.

Once the invited staff member has completed the instructions, they'll see the message in the screenshot right.



After they click *Enrol*, the *Enrolment Successful* message will display as in the screenshot right.



Once the staff member clicks *OK*, the staff member's name will display in the pharmacy's *Staff Access* tools. The pharmacy lead may need to refresh the page to see them.

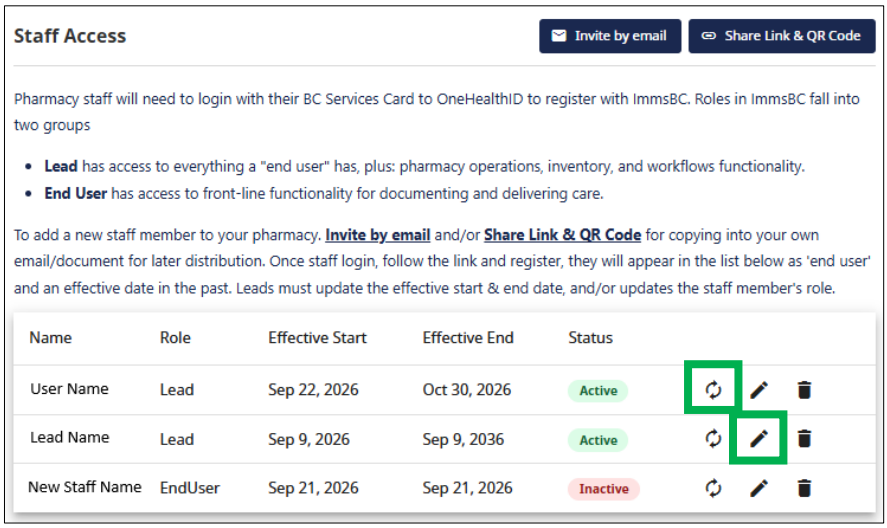
All added staff start with *Status* of *Inactive*. The pharmacy lead must activate them. See instructions below.

Staff changes: Activate, change Role, renew, delete

To activate a staff member, use a. or b. below.

a. Click ↻ to set the staff member's *Effective End* to Aug. 1, 2027.

b. Click ✎ and click on ***Effective End*** to set a different end date.



To change a staff member's ***Role***, click ✎ then select from the *Role* dropdown.

Act

To **delete** a staff member, click 🗑. To **re-add** a staff member, invite the member again.

NOTE Activated staff have access to ImmsBC 2.0 even if they are not a pharmacist.

D. Troubleshooting

If you **claim the wrong pharmacy**, contact OneHealthID@gov.bc.ca.

If your **ImmsBC bookmark doesn't work:** The saved link may be out of date. The current link for ImmsBC is: https://cp.getvaccinated.gov.bc.ca.

Revision history

DATE	#	AUTHOR(S)	CHANGES/COMMENTS
2026SEP28	2.0	M. Wayling, D. Bartoszewski	Created.