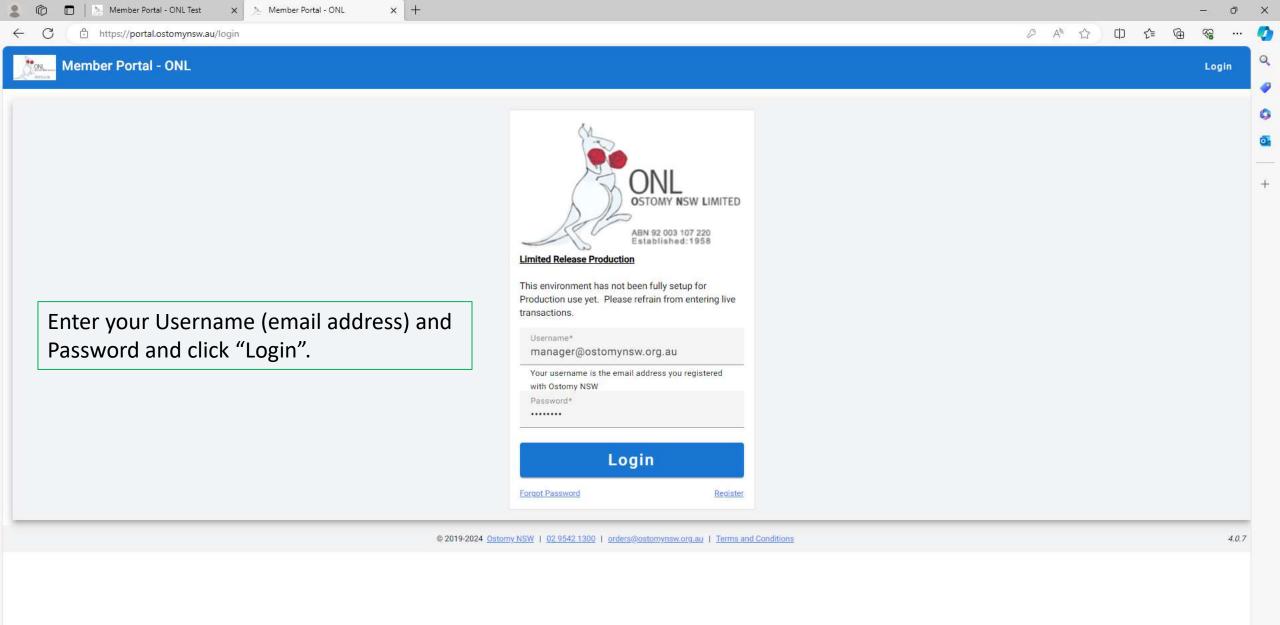
# How do I place an order through the portal?

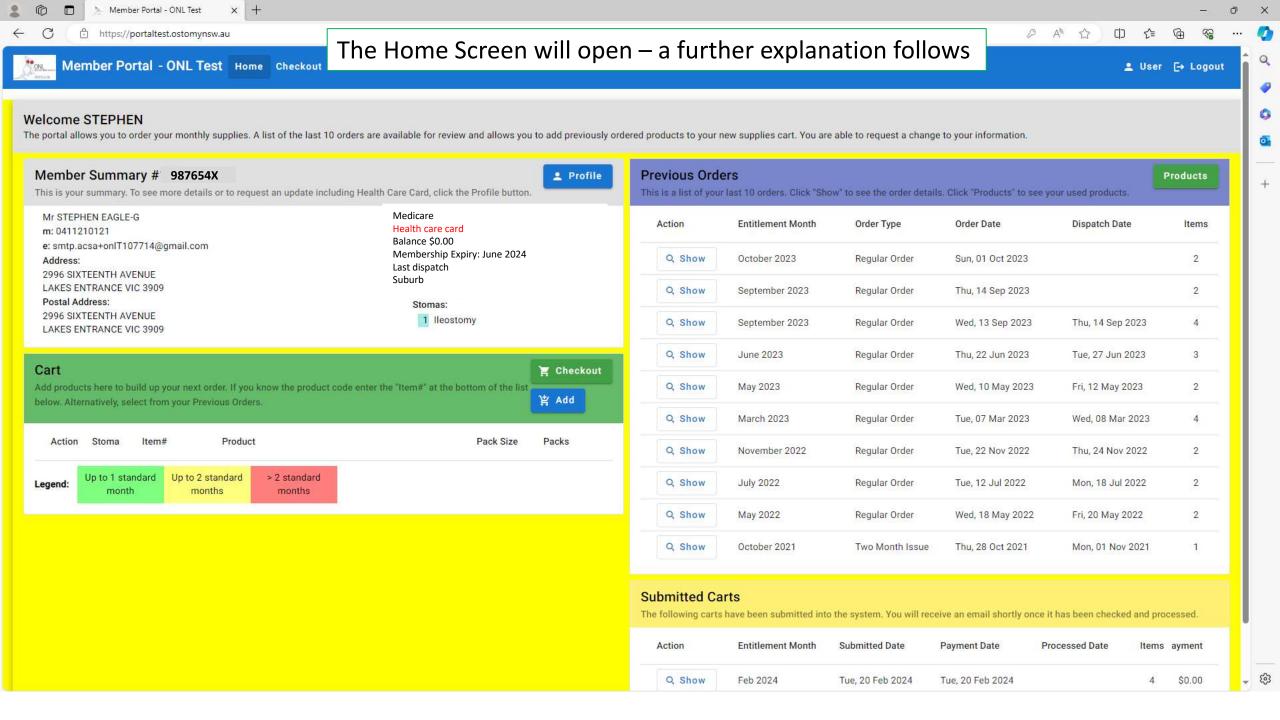
#### **Important information:**

The Stoma Appliance Scheme provides ostomy products to eligible persons that need them.

Products obtained through the Scheme are funded by Medicare, and selected from the Stoma Appliance Scheme schedule by the eligible person in consultation with their Stoma Nurse or other medical professional.

To add a new or not recently ordered item to your portal order, please liaise with your Stoma Nurse or other healthcare professional to check the appropriateness of the product for your use and to obtain the product code of the item, as it appears on the Schedule. The item's product code as it appears on the Schedule is necessary to add the item to your product list.





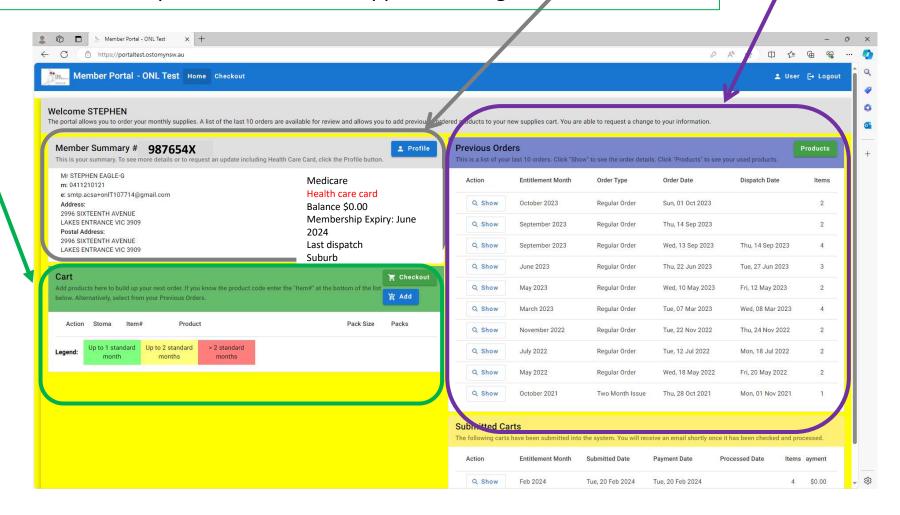


Member information is contained in the grey area "Member Summary".

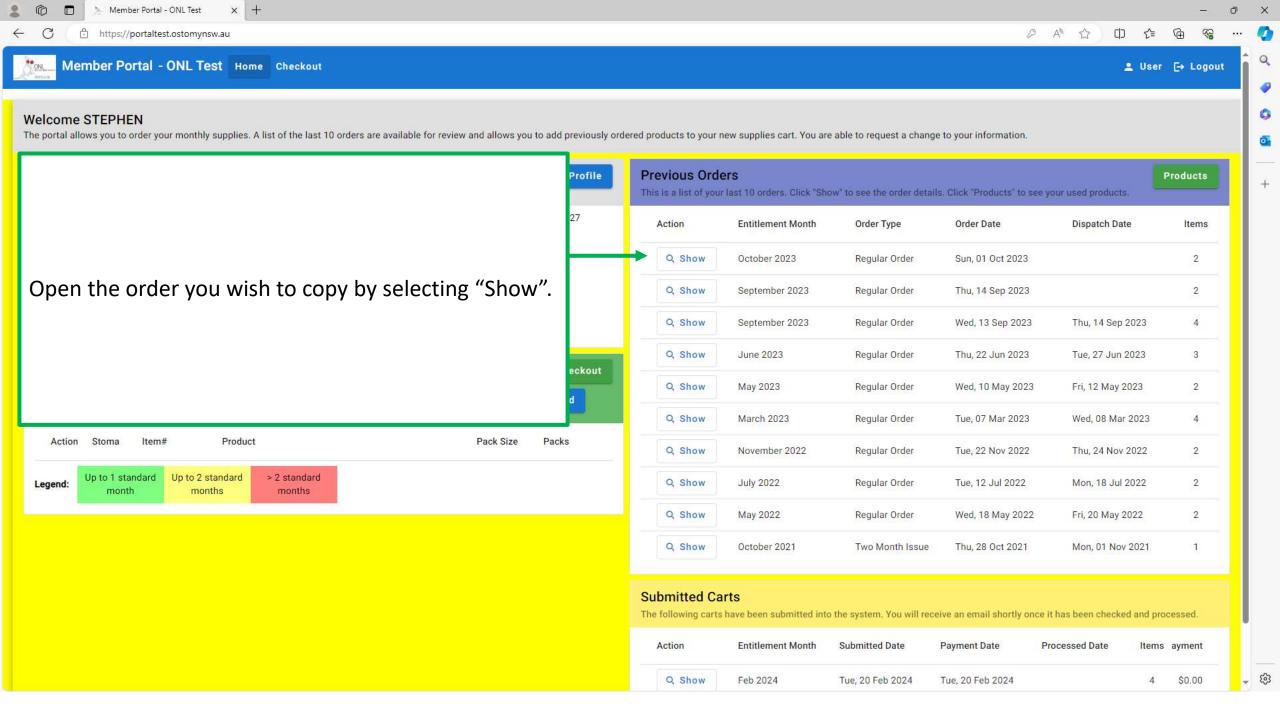
Previous Orders in the purple area contains your past 10 orders.

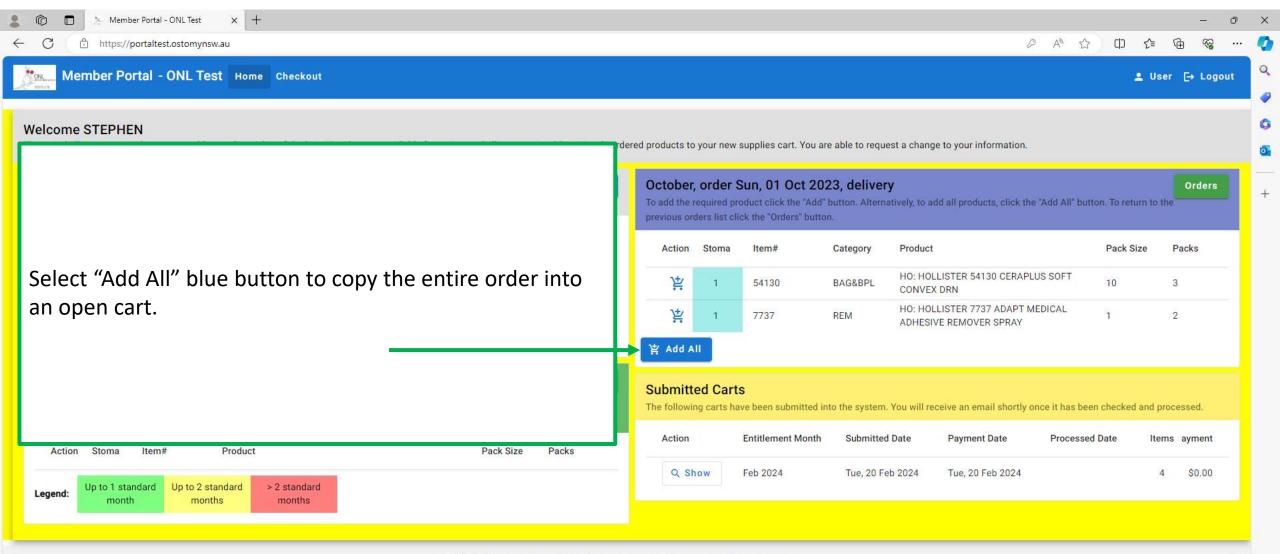
Select the green "Products" button to change to all the products you have ordered in your past 10 orders.

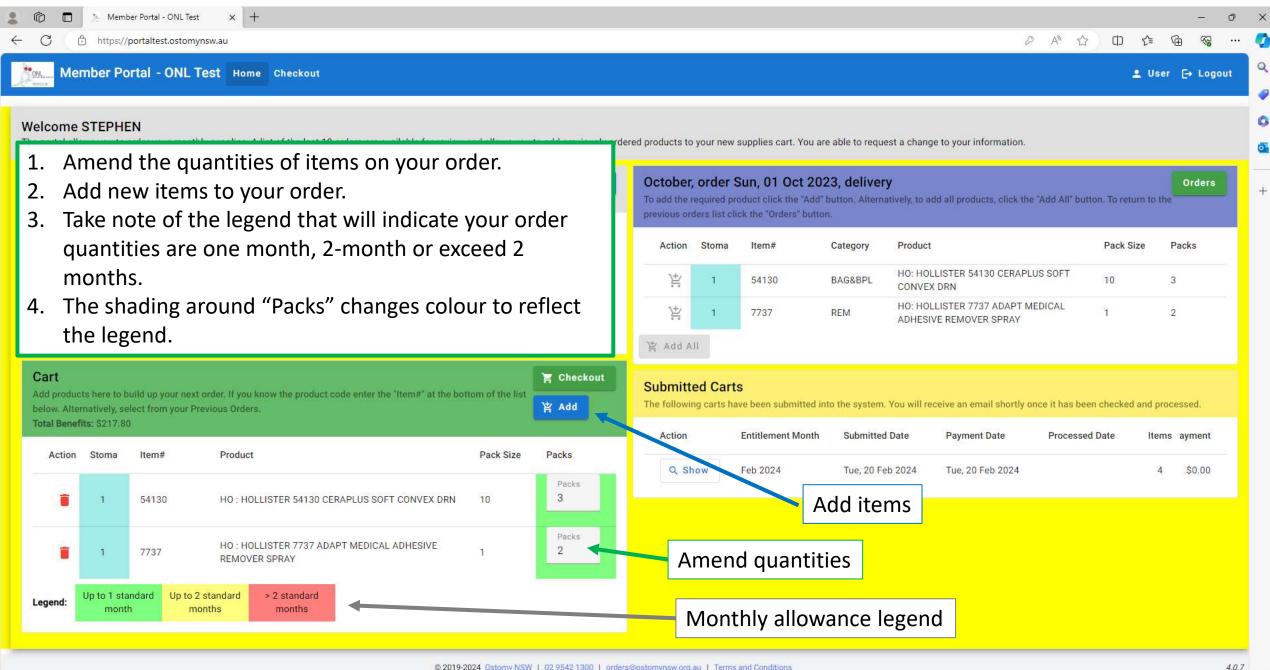
When you are about to complete an order it will appear in the green area "Cart".



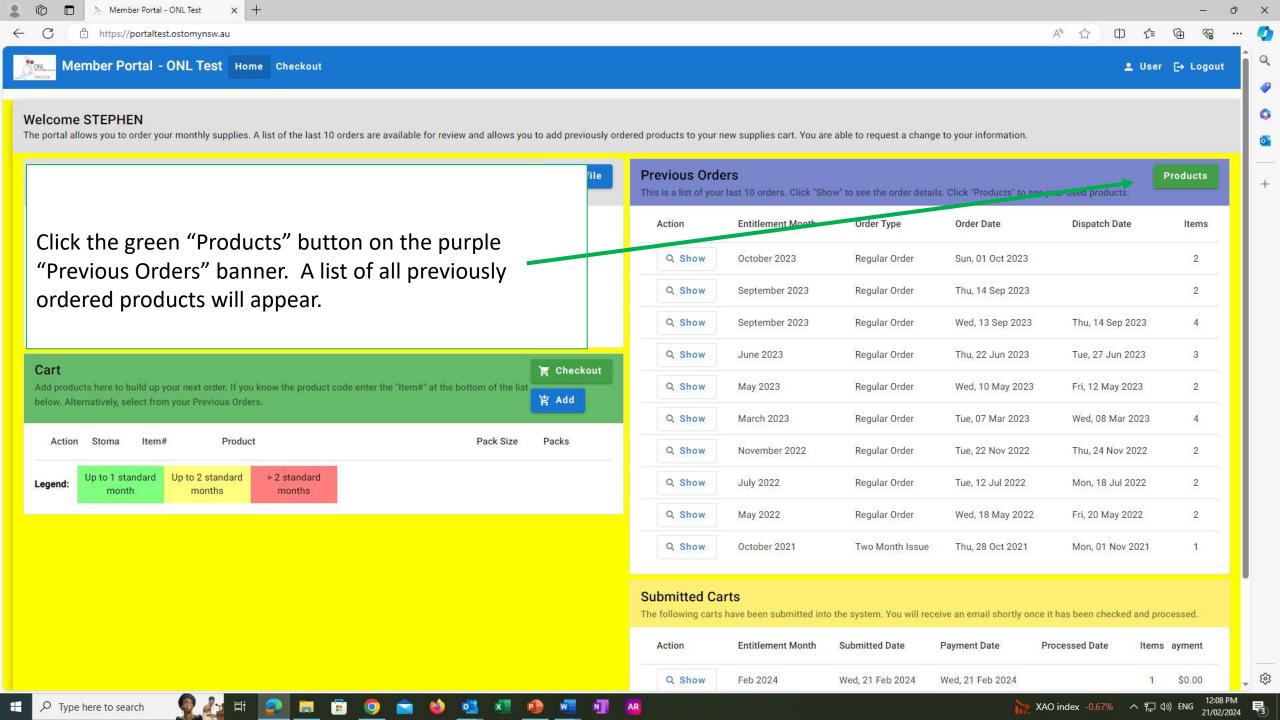
## Repeat a previous order

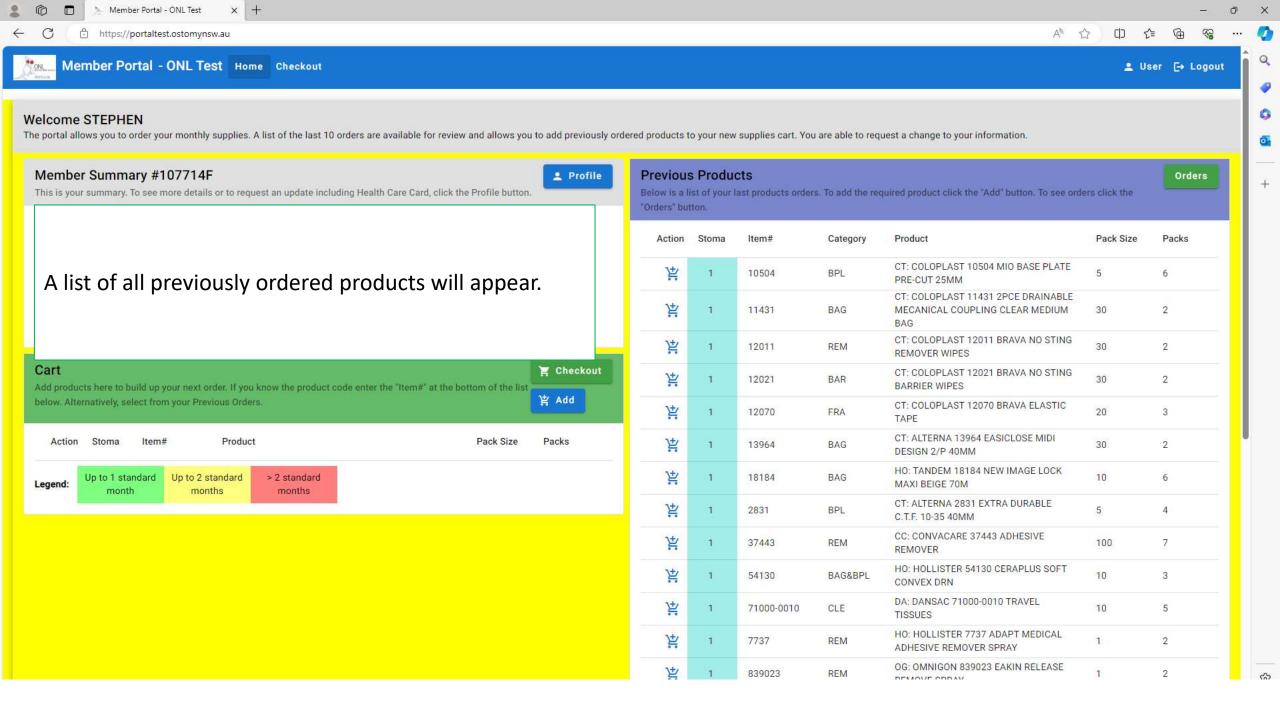


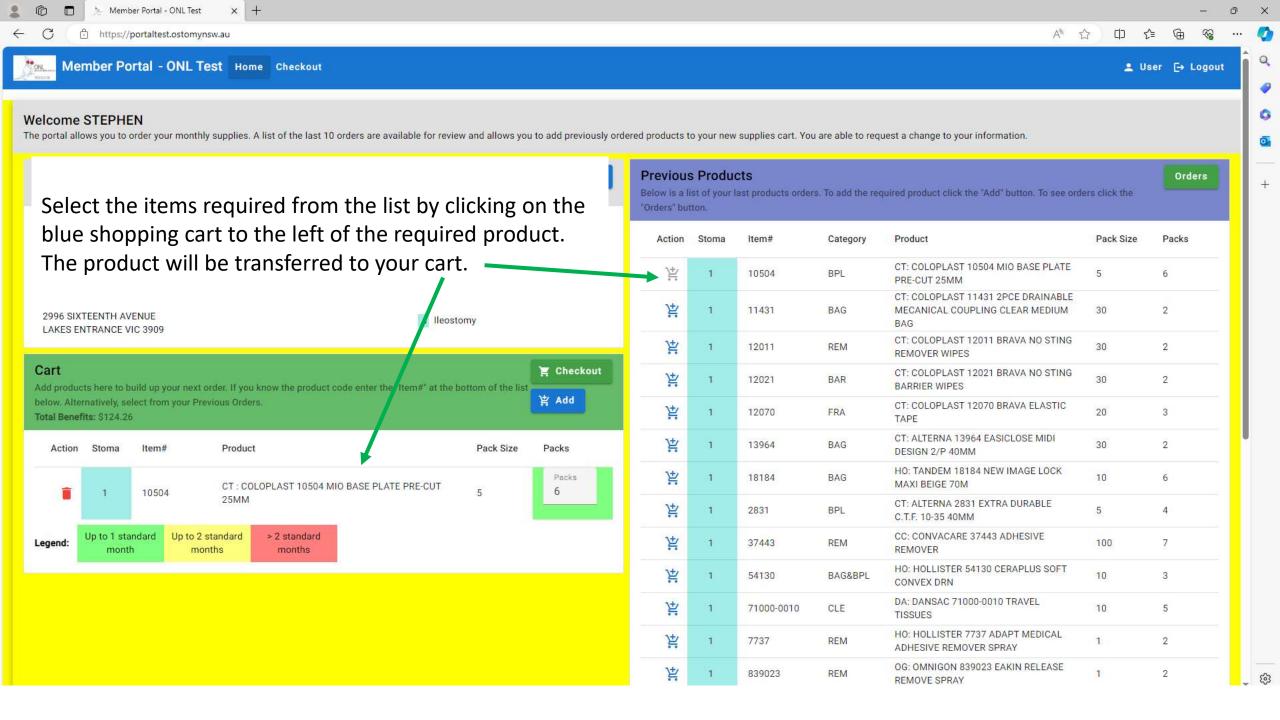


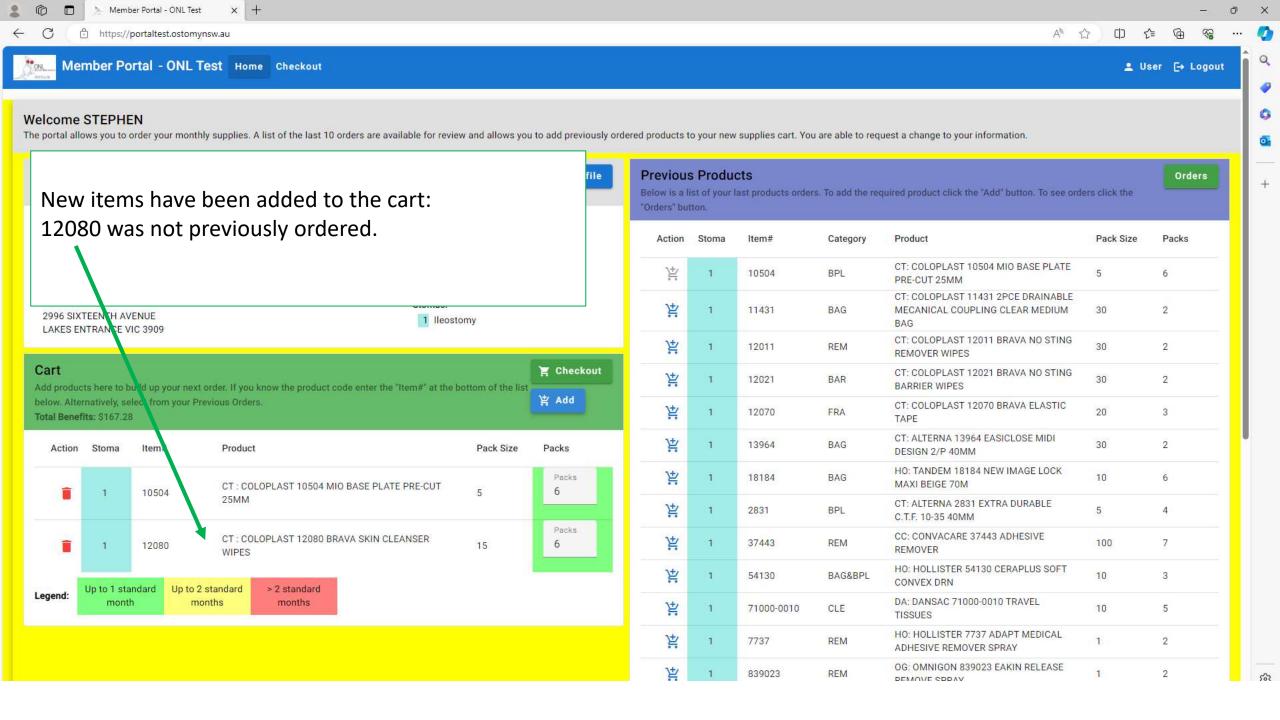


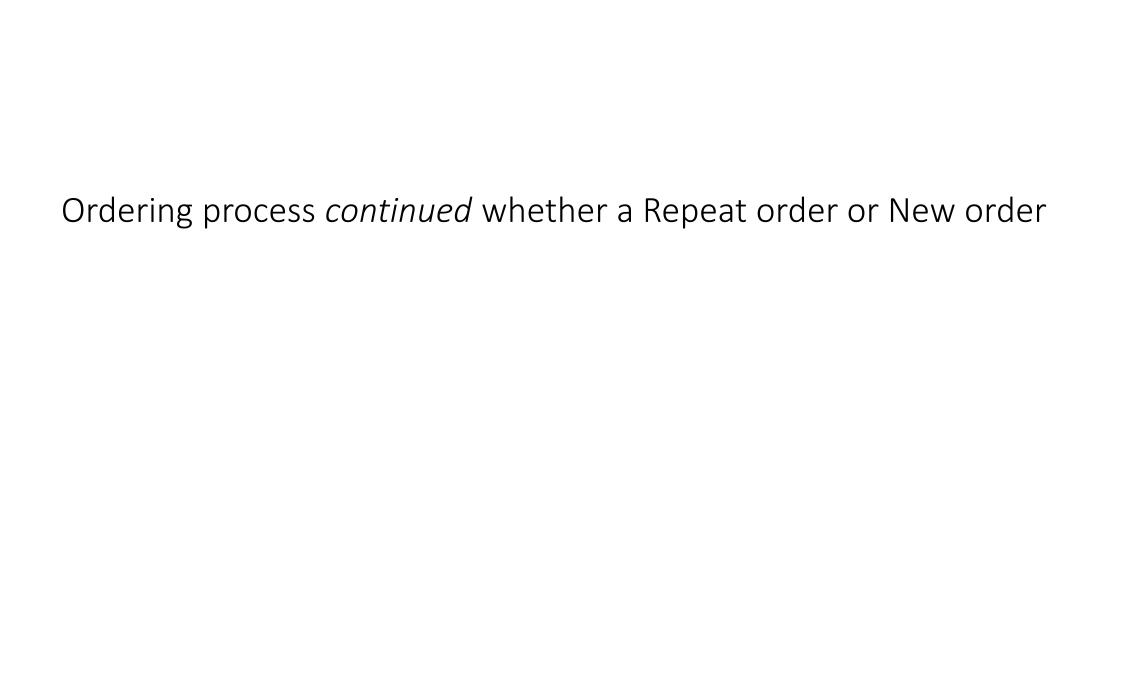
### Place a new order

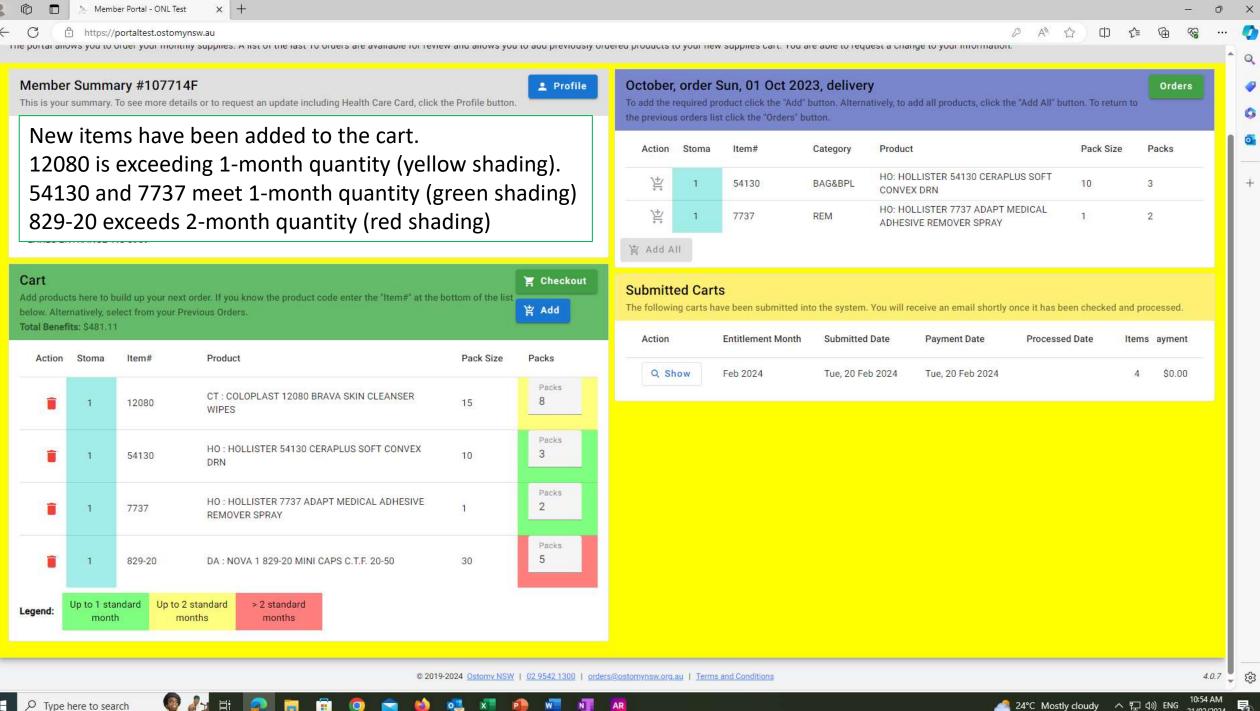


































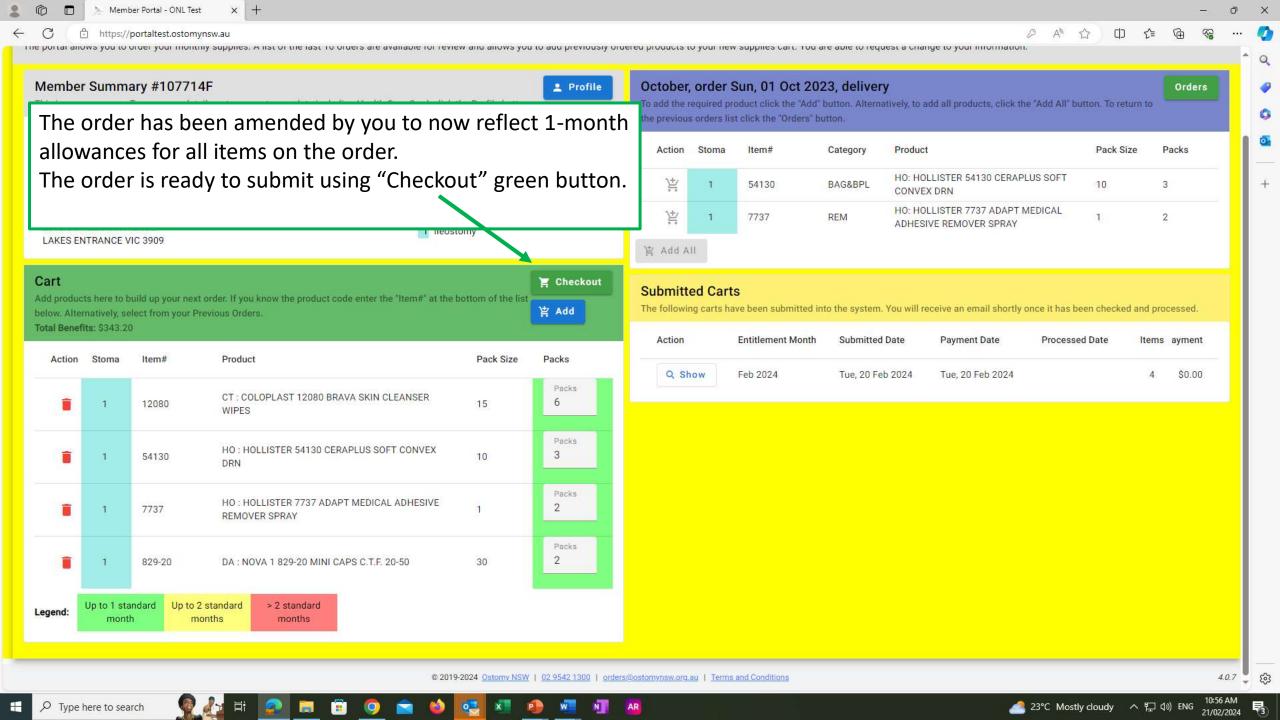








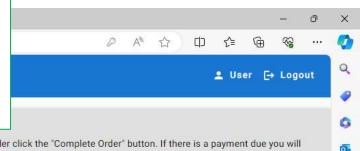




# Step 1. Y https://portalte Member Portal Step 2. D Step 3. D

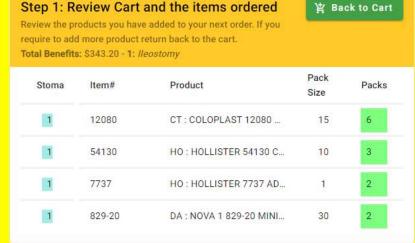
#### The Checkout screen shows

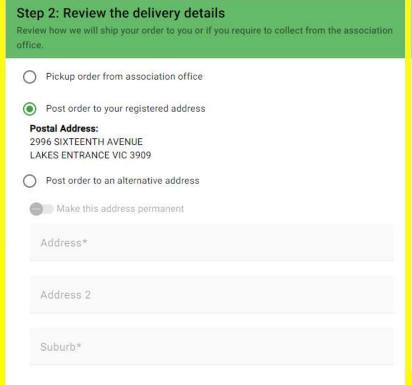
- Step 1. Your cart order (last chance to review).
- Step 2. Delivery Details.
- Step 3. Payment required; if required when you
- "Submit Checkout" you will be redirected to the payment screen.

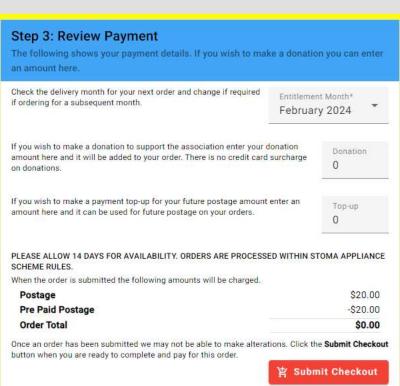


Check out your order S

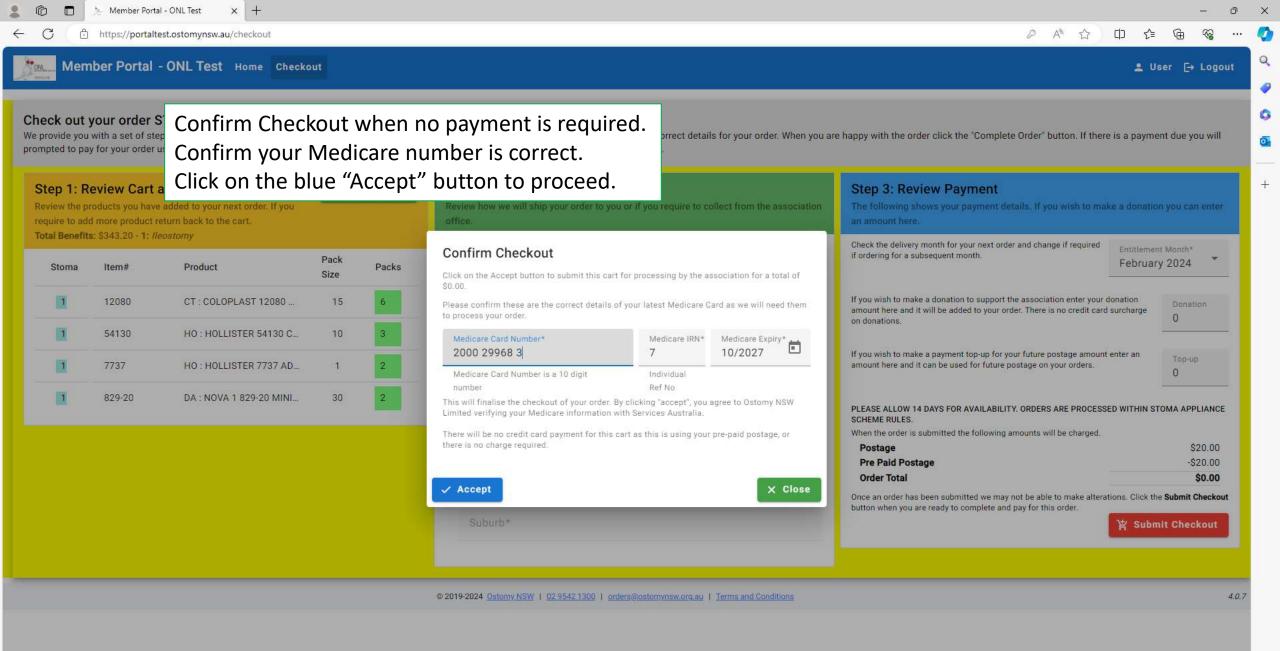
We provide you with a set of steps for you to check that we have your order correct before paying for it. Please check at each step that we have the correct details for your order. When you are happy with the order click the "Complete Order" button. If there is a payment due you will prompted to pay for your order using a credit card (if you make alternative payment methods please contact the association to place a manual order).

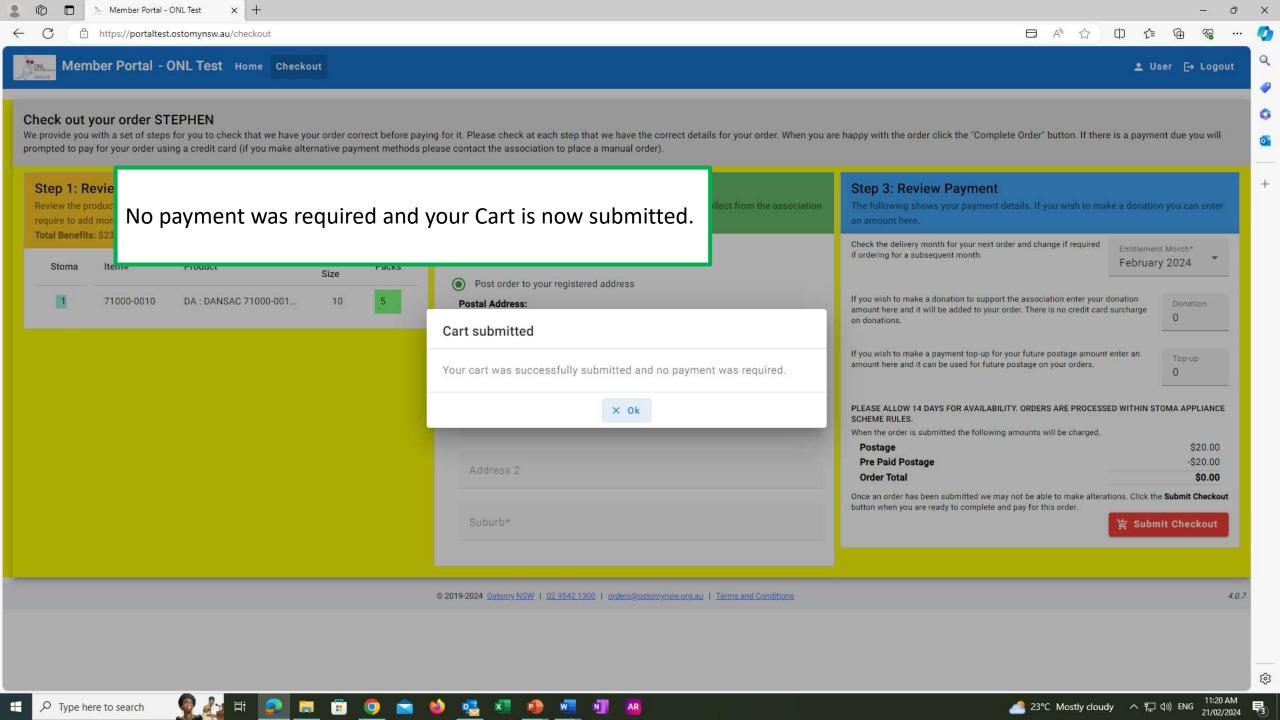


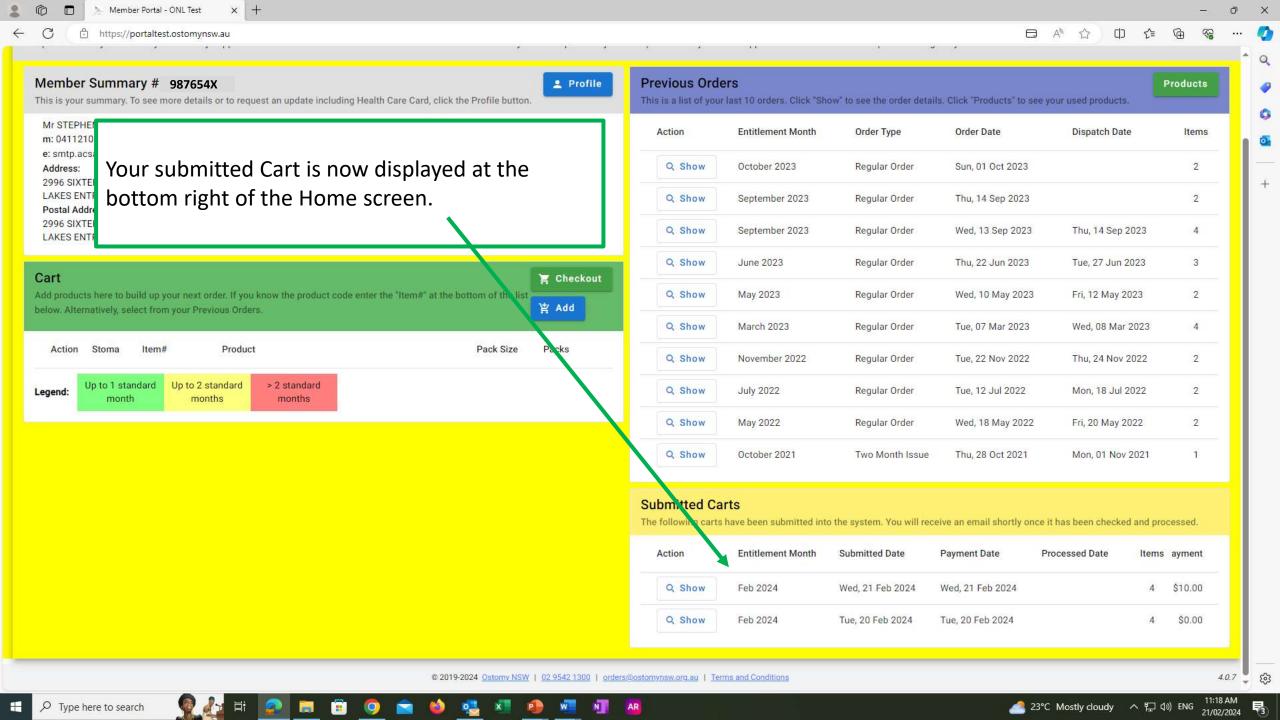




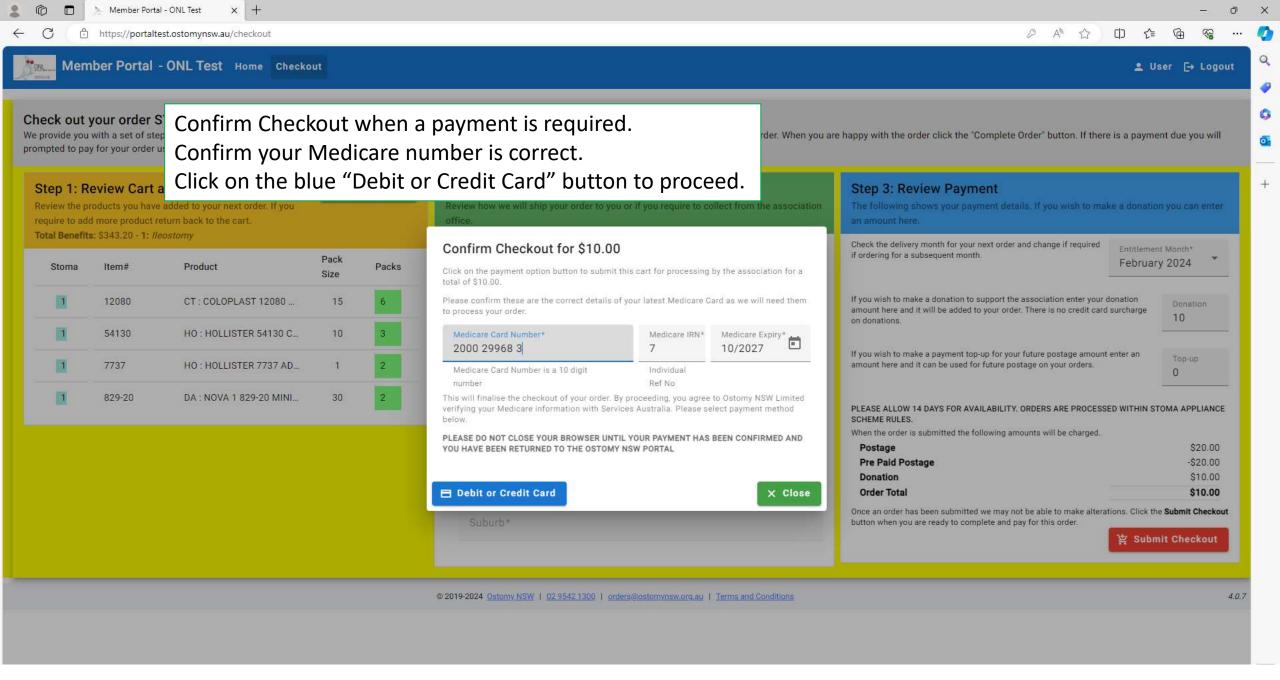
Checkout: no payment required

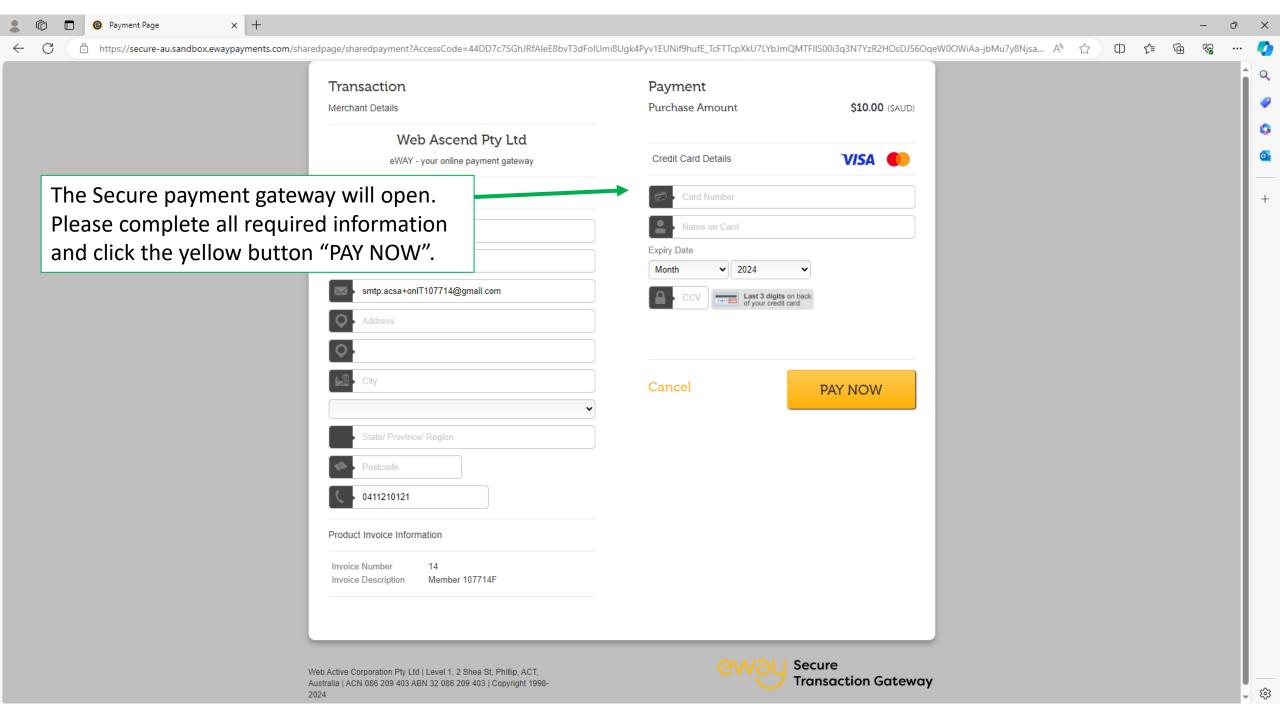


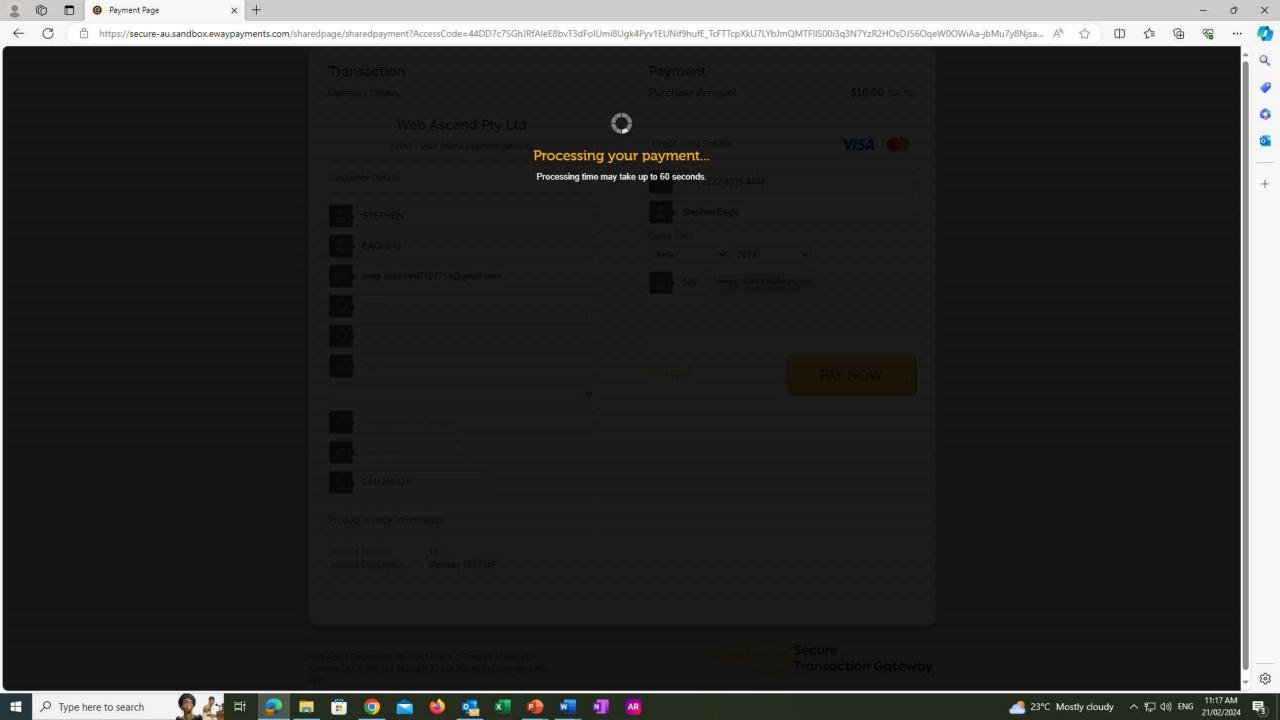


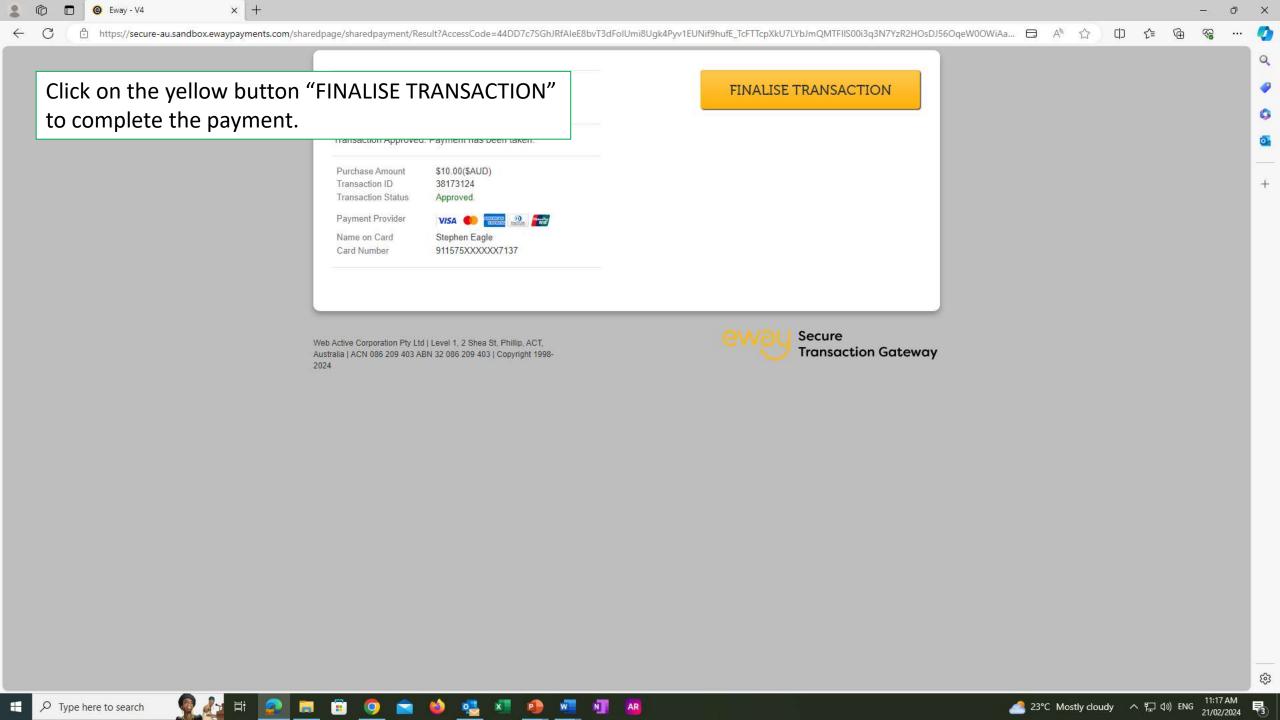


Checkout: payment is required





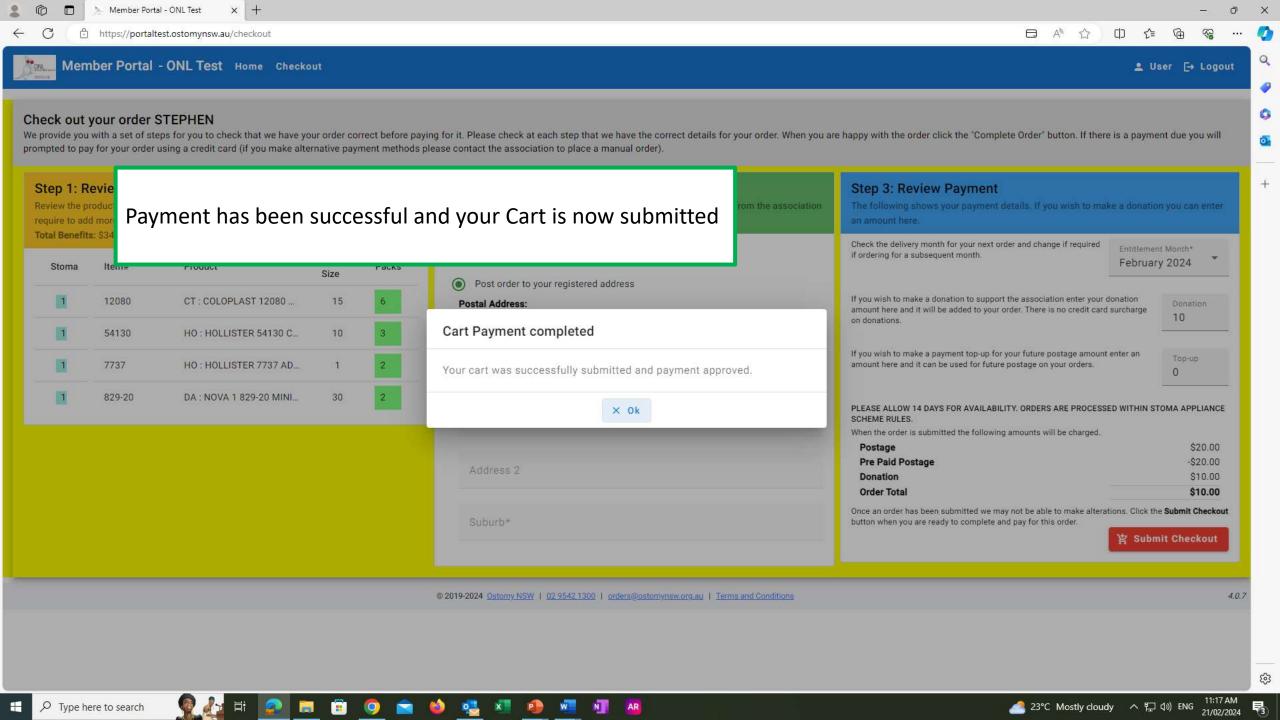


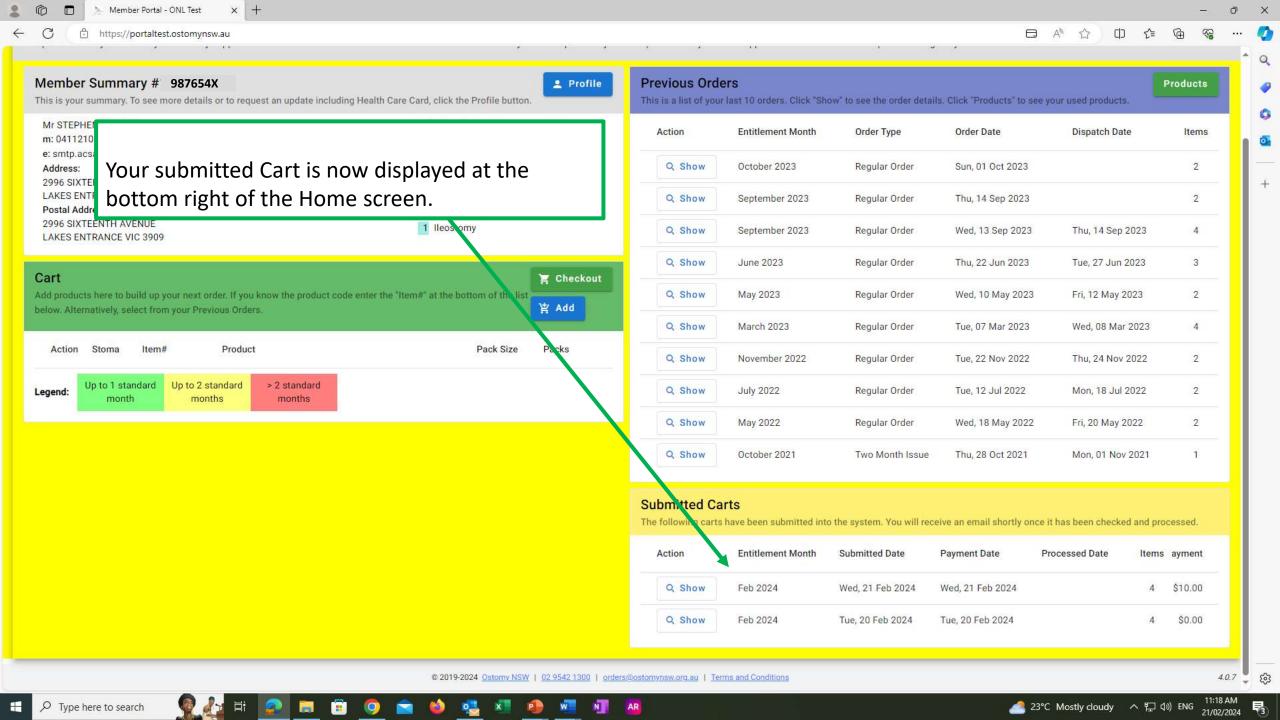


If your payment transaction fails, contact Ostomy NSW as your order will not be able to proceed using the portal.

The reason a transaction fails is determined by the Payment Gateway (eWAY) and is independent of Ostomy NSW.

You may need to add funds into your account or contact your bank.





Your order is now submitted and will be reviewed by our team.

Ostomy NSW will still need to validate the order – a submitted order is not a guaranteed order.

We will contact you via email and the portal if changes or amendments are required.