

Optical Dispensers Licensing Board

Online System Manual

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1 Overview

The Optical Dispensers Licensing Board has been developing its capability to provide online services.

Dental Technicians now have the option of submitting their application for the renewal of their registration using online forms and payments.

Alternatively, the option remains of completing the registration renewal form mailed to you and then sending it to the Optical Dispensers Licensing Board at PO Box K599, Haymarket NSW 1238.

The online system provides the following facilities:

- Pay your registration renewal fees online using your credit card.
- Submit your annual return.
- Provide your professional indemnity insurance details.
- Submit your workforce survey.

The Optical Dispensers Licensing Board online system uses 128 bit Secure Sockets Layer (SSL) encryption to ensure the security and privacy of any data entered using web-based forms. Registrant credit card details are not stored or retained by the Optical Dispensers Licensing Board or the Health Professional Registration Boards.

2 Login Screen

You can access the online system:

- Directly at <http://optical.hprb.org> , or
- Go to the Optical Dispensers Licensing Board Website <http://www.opticalreg.health.nsw.gov.au> and follow the links to the online system.

You will see the following screen display:

OPTICAL DISPENSERS LICENSING BOARD LOGIN

If you do not have a login or have forgotten your password [Click Here](#), fill out the form and then click submit. A password will be sent to you by email.


Please enter your **User ID** and **Password** in the form below and click the Submit button.


Registrant Login. Access Restricted.
Please enter User ID and Password

User ID:

Password:

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 Download Privacy Statement

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If you have already been issued with a user name and password, you can log in and follow the links and instructions on the Home page to complete the registration process (go to the **Home Page** section).

If you have not been issued with a user name and password (or have forgotten your password) click on the [Click Here](#) text and apply for online access (see below).

3 Apply for Online Access

For security reasons, the online access form requires you to fill in some information about your registration details. If the details you enter match the information on the Optical Dispensers Licensing Board Register, you will receive your user name and password by email.

The online access form will display as below:

OPTICAL DISPENSERS LICENSING BOARD ONLINE ACCESS

If you wish to have full access to online services, please fill out the form below and click Submit. On confirmation of your details, an email will be sent to you with your login details.

Online Access Form.
Please enter the details below

Registration Id:	<input type="text"/>	← Enter your 9 character Registration Id here, this must start with EA. e.g. EA0012345.
Surname:	<input type="text"/>	← Enter your surname as registered with the Board
First Name:	<input type="text"/>	← Enter your First Name only, middle names are not required.
Date of Birth:	<input type="text"/> / <input type="text"/> / <input type="text"/>	← Enter your Date of Birth. This must be dd for day, mm for month and yyyy for year of birth.
Email	<input type="text"/>	← Enter your Email Address. Ensure this is accurate (Your Login will be sent to this address).
Confirm Email	<input type="text"/>	← Reenter your Email Address.
Phone Number:	<input type="text"/>	← Enter your contact phone number. Please ensure you include the area code.

Online Access Form Notes

Registration Id	Your 9 character Registration Id commencing with EA.
Surname	Your Surname as recorded on the Register.
First Name	Your First Name as recorded on the Register.
Date of Birth	Your Date of Birth as recorded on the Register. This must dd, mm and yyyy.
Email	This is where we will send your login details. Please ensure this is accurate.
Confirm Email	Just in case of typographical errors in Email above.
Phone Number	We will call and assist if you don't succeed with this form.

After completing the form click Submit and the system will check the details entered against the Register.

3.1 Online Access is Successful.

If the information in the form matches the Board's records, you will immediately be sent an email with your login details. Upon receipt of this email you can use your user name and password to log in. The first time you log in you will be required to change your password to one that is more easily remembered. **Note:** Your old password and new password will both work anytime that you log in to the online system.

3.2 Online Access is Unsuccessful.

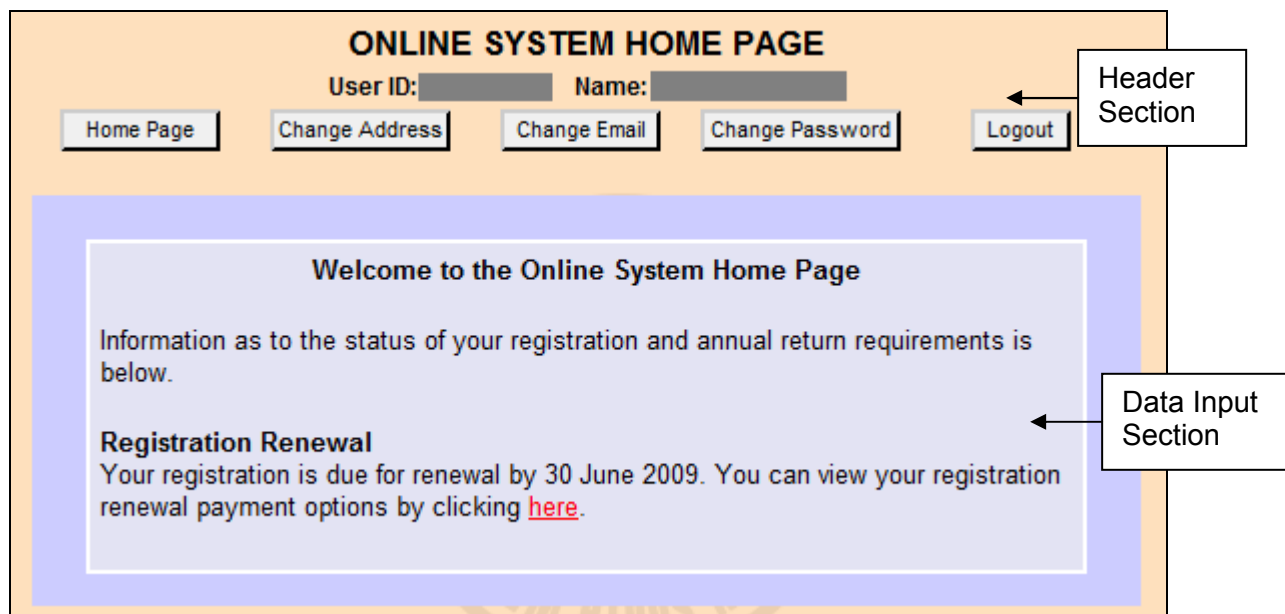
The online system compares the information that you entered on the form with information recorded in the Register. If anything doesn't match, then we can't immediately process your application for a login. This is a security issue.

Your Registration Id, Surname and First Name are published on the Web. These must be correct. Your Date of Birth is not published but is recorded in the Register. An incorrectly recorded date of birth in the Register may prevent you from initially being emailed your login details.

If your entered date of birth does not match the date of birth recorded in the Register, the online system will generate a support request and a Dental Technicians Board staff member will contact you to assist as soon as possible.

4 Home Page

The home page contains a summary of the status of your registration renewal and annual return requirements. The Home page will display as below:



All pages in the online system have 2 main sections:

1. **A header section** – containing a page title, login details and buttons allowing the user to return to the home page, change their password, change their email address or logout.
2. **A data input section** – containing input fields and links to other pages in the online system.

There are 4 components to registration renewal that are able to be completed online. If a component is currently outstanding then there will be a red underlined [here](#) link directing the user to that section of the online system. Components of the online system are:

1. **Registration Renewal Payment.** If your payment is outstanding, a link will take you to a screen detailing the amount outstanding and your payment options. You are now able to pay your registration renewal fee online using a Visa or MasterCard credit card.

Separate sections of the user manual describe each of these components of the online system in detail.

5 Registration Renewal Payment

Click on the registration renewal payment link and the following screen indicating payment options will display as below:

The screenshot shows a web interface for registration renewal. At the top, it says "Registration Renewal for Registration Year 2009/2010." Below this, there are fields for "User ID:" and "Name:" with greyed-out text. On the left is a "Home Page" button and on the right is a "Logout" button. The main content area is a light blue box with a white border. It contains the text: "Your registration renewal fee is \$70.00 Please pay this amount." Below this, it says "Your payment options are:" followed by a bulleted list of three options. The first option is "Pay Online by credit card by clicking (Visa & Mastercard only)". The second option is "BPAY your renewal fees using the biller code of 485151 and customer reference number (CRN) of 04000012676." The third option is "pay by credit card, cheque, money order or overseas bank draft by completing and submitting the Renewal of Registration form to the Board."

Note:

- The renewal fee to be paid cannot be changed. If you have a credit on your account, this will be deducted from your renewal fee.
- If you have BPAYed or sent the fee with your Renewal of Registration to the Board, then the online system may take a number of days to reflect this payment.
- If you wish to **pay online**, click the Pay Online button and the process registration payment screen below will display.

Process registration payment screen:

Process Registration Payment for Registration Year 2009/2010

User ID: Name:

Payment Details

Payee: Health Professionals Registration Boards
Biller: 485151 - Optical Dispensers Licensing Board
Reference Number:
Amount: \$70.01

Credit Card Details

Card Number:
Card Expiry Date: /
CCV Number: [What is CCV?](#)

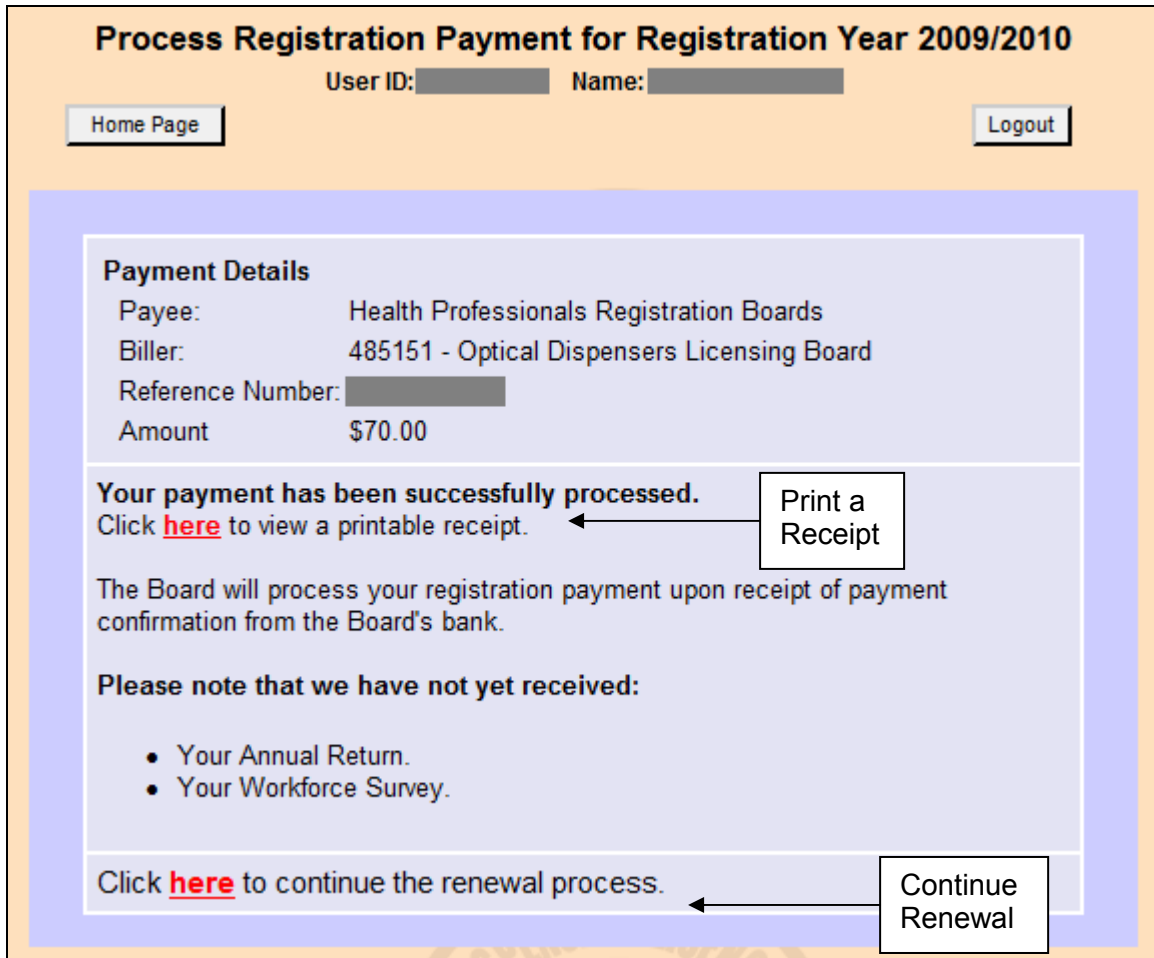
Please check the card details above before clicking Process Payment

Note:

- Your credit card must be either Visa or MasterCard.
- The card number is 16 numbers with no spaces.
- The card expiry date is as per the front of your card, the first number is month and the second is year.
- CCV is the last 3 digits in the signature area at the back of the card. Click the [What is CCV?](#) link for more information.
- To immediately pay your renewal fees by credit card, click the Process Payment button. The online system will contact your bank to transfer the renewal fee from your credit card account to the Board's bank. This will take a matter of seconds and return the result of the transfer of funds.

5.1 Successful Credit Card Payment

If the renewal fee was successfully transferred from your account, the following screen will display:



Note:

- The Dental Technicians Register will be updated on the business day that the Board receives payment confirmation from the Board's bank. This is usually the next business day. The online register will be updated on the next business day after payment confirmation.
- Click on the red Click [here](#) link to view a printable receipt.
- If you have not yet completed your Annual Return, Insurance or Workforce survey details click the red Click [here](#) link at the bottom of the page to continue the renewal process.

5.2 Unsuccessful Credit Card Payment

If the renewal fee was **not** successfully transferred from your account, the following screen will display:

Process Registration Payment for Registration Year 2009/2010

User ID: [REDACTED] Name: [REDACTED]

[Home Page](#) [Logout](#)

Payment Details

Payee: Health Professionals Registration Boards
Biller: 485151 - Optical Dispensers Licensing Board
Reference Number: [REDACTED]
Amount: \$70.01

Credit Card Details

Card Number: 4444333322221111
Card Expiry Date: 01 / 09
CCV Number: 123 [What is CCV?](#)

Please check the card details above before clicking Process Payment

[Process Payment](#)

Payment Results

Your payment was not successful. Please check the card number and expiry date on your credit card and try again or contact your bank.

Payment Failed

Note:

- Please check that you have entered your Card Number, Expiry Date and CCV correctly. Any entry errors can be rectified and the Payment reprocessed.
- If your card details are correct and the payment is still not successful then you need to contact your bank.
- You can still return to the Home page and submit your annual return, PII and workforce survey.

6 Privacy

A full Optical Dispensers Licensing Board Privacy Policy Statement can be downloaded from the Board's Website at www.dtechreg.health.hprb.nsw.gov.au or from the login screen of the Online system.

All information collected by the Board by digital, or any other means, will be used by the Board only as required to carry out the business of the Board as legislated in the Act and Regulations. Information provided to the Board, whether digital or otherwise, will be stored in secure locations. Information provided to the Board will not be disclosed to any other parties other than as required by the legislation and policies of NSW Health which govern the operation of the Board.