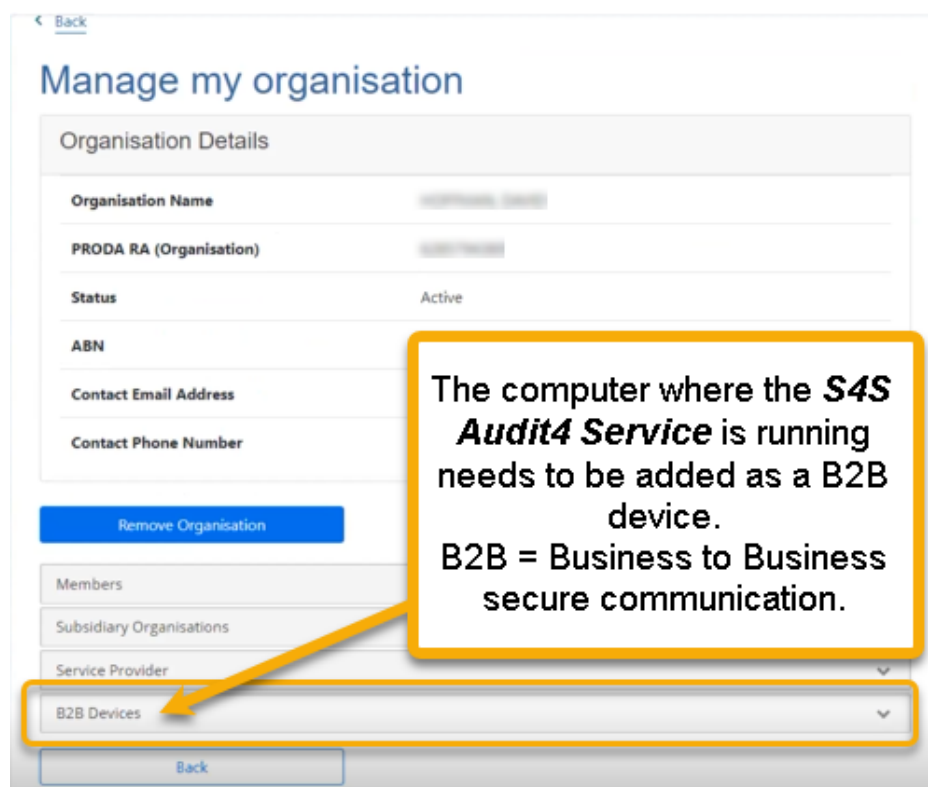


Audit4 – New PRODA device for new Server

PRODA = **Provider Digital Access**. Your PRODA Account will allow you to access government online services such as Medicare Online and HPOS. For Audit4 to be able to communicate with Medicare for billing and claiming, Audit4 needs to activate a PRODA Device.

When your Audit4 is migrated from one server to a new server, a new PRODA Device will be required as a Device can only be activated once. If you already have a PRODA Device, these instructions can help you to create the new PRODA Device that S4S Support can then activate on the new server.

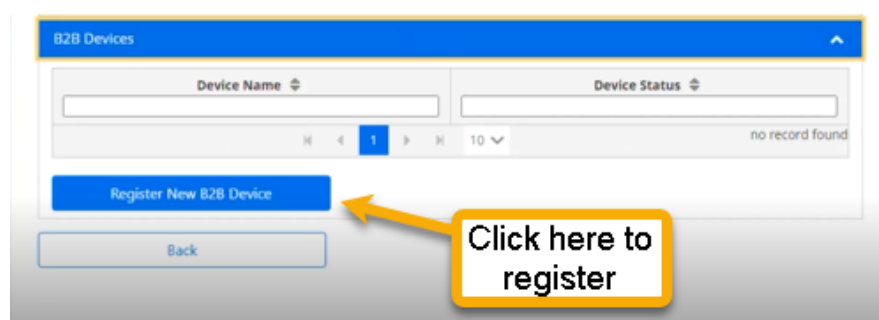
1. Login to your PRODA account
2. Select **Organisations**
3. Select the name of the Organisation (usually you will only have one in the list)
4. **B2B Devices:**
You can manage the Business to Business (B2B) devices that are used within this organisation. This will generally be the server that Audit4 is installed on.



5. REGISTER A NEW B2B DEVICE

At this point it is best to get S4S Support on the phone to assist. The new B2B device will be created with an Activation code that only lasts 60 minutes.

The name and description can be anything, but a good convention is to put the computer-name in the name and the Practice/Location in the Description. If a site has more than one Audit4 database, the computer-name should be appended with the Site ID (e.g. SERVER-2123). If unsure, S4S Support can assist with these details.



6. SEND B2B DEVICE DETAILS TO S4S

You can send the new device details to support@s4s.com.au to get this configured in your Audit4. However, if the B2B device details are not entered into Audit4 within 60 minutes, the activation code will lapse, so best get S4S Support on the phone prior to creating the device.

If you need Help with any issues within PRODA call Services Australia on 1800 700 199.

For more information on PRODA Devices:

<https://www.servicesaustralia.gov.au/managing-b2b-devices-proda?context=33786>