

B2B Device Renewal

B2B devices registered with PRODA need to be reactivated every 6 months. If your B2B devices have expired, or are reaching their reactivation date, follow the steps below to reactivate your B2B device.

Before you start: You will need your PRODA log-in credentials and access to your Xumi Dispense server (or master computer). The new activation code is only displayed **once** — copy it to a safe location immediately.

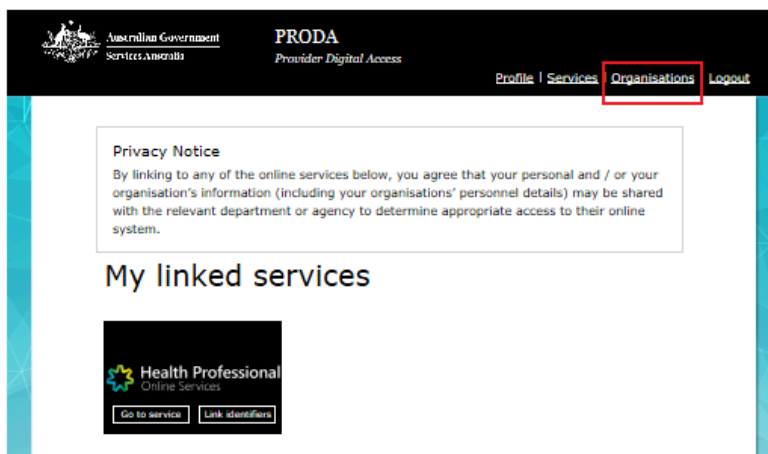
1 Log in to PRODA and select **Organisations**

Sign in to your PRODA account, then choose **Organisations** from the top-right menu.

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1. Log in to PRODA and select **Organisations**.



2

Select the organisation that needs the B2B Device renewed

From the **My organisations** list, click the **Name** of the organisation you want to manage.

2. Select the Organisation at which you need to renew the B2B Device.

Australian Government
Services Australia

PRODA
Provider Digital Access

[Profile](#) | [Services](#) | [Organisations](#) | [Logout](#)

My organisations

You're a member of the organisations listed below.

Select the organisation name to:

- view the organisation's details
- manage the organisation's devices
- add or remove the organisation's members
- add subsidiary organisations (for parent organisations only)

Name	ABN	Organisation Status	Role/Status
Organisation 1	12 345 345 677	Active	Director / Active
Organisation 2	12 345 345 678	Email Unverified	Director / Unmatched

3

Open **B2B Devices** and select the device that requires renewal

Scroll down the **Manage my organisation** page, expand the **B2B Devices** panel, then click the **Device Name** of the device you want to renew.

3. Select the B2B Device that requires renewal.

The screenshot shows the 'Manage my organisation' page in the PRODA system. The page header includes the Australian Government Services Australia logo, the text 'PRODA Provider Digital Access', and navigation links for 'Profile', 'Services', 'Organisations', and 'Logout'. A 'Back' link is located at the top left of the main content area.

Manage my organisation

Organisation Details

Organisation Name	Organisation 1
PRODA RA (Organisation)	1234512345
Status	Active
ABN	12 345 345 677
Contact Email Address	org1@gmail.com Update Email
Contact Phone Number	Not supplied. Update Phone

[Remove Organisation](#)

Members

Subsidiary Organisations

Service Provider

B2B Devices

Device Name	Device Status
Device1	Inactive

1 record found

[Register New B2B Device](#)

[Back](#)

4

Generate a new Device Activation Code

If your B2B Device has expired, or is reaching its expiry date, click **Generate New Code** in the **Device Management** section. **Copy and paste this new code to a safe location** — it will not display again after this. The code is valid for the next 7 days.

APPLY THE NEW CODE IN XUMI DISPENSE

If you have a **SafeGuard**, share this code with Support or your Customer Success Manager to reactivate the B2B Device.

If you do not have a SafeGuard, on your **Dispense server** or **master computer** open the Windows **Start** menu and navigate to **Xumi > PBS Online Configuration**. Paste the new code into the **Device Activation Code** field and click **Save**.

4. If your B2B Device has expired, or is reaching its expiry date, please select **Generate New Code** in the B2B Device Details. Copy and paste this new code to a safe location as it will not display again after this. The code will be valid for the next 7 days.

If you have a SafeGuard, please share this code with Support or your Customer Success Manager to reactivate the B2B Device.

If you do not have a SafeGuard, in your Dispense server or Master computer, launch the Windows **Start** menu, and navigate to **Corum > PBS Online Configuration**. Then add your new code to the **Device Activation Code** field and click **Save**.

The screenshot displays the PRODA web application interface. At the top, there is a header with the Australian Government Services Australia logo on the left, the text 'PRODA Provider Digital Access' in the center, and navigation links for 'Profile', 'Services', 'Organisations', and 'Logout' on the right. Below the header, a 'Back' link is visible. The main content area is titled 'Device details' and contains several sections:

- Device**: A table with the following information:

Name	Device2
Status	Inactive
Code Generation Date	09/04/2020 09:07:21 am
- Device Management**: A section with the heading 'Generate New Device Activation Code' and a sub-heading 'Your Device Activation Code has expired. A new code can be generated using the button below.' A blue button labeled 'Generate New Code' is highlighted with a red rectangle.
- Remove B2B Device**: A section with the heading 'Remove B2B Device' and a sub-heading 'You can remove this device from the PRODA system by clicking the button below.' A blue button labeled 'Remove B2B Device' is present.
- View Device History**: A section with the heading 'View Device History' and a sub-heading 'You can view the history for this device by clicking the button below.' A blue button labeled 'View History' is present.
- Device Attributes**: A section with a table for attributes:

Name	Service Provider	Assignment Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

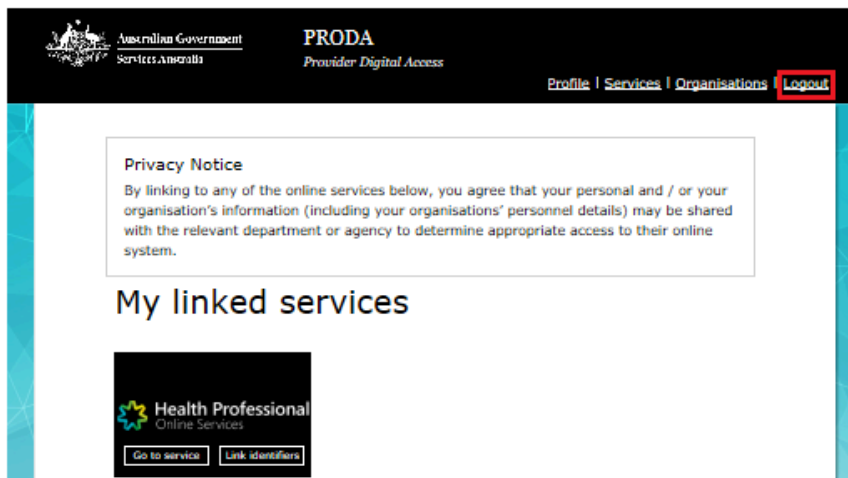
Below the table is a pagination control showing '1' of 10 records and the text 'no record found'. A sub-heading reads 'You can assign attributes to this device by clicking the button below.' A blue button labeled 'Assign Device Attributes' is present.

5

Log out of PRODA

When you have finished, click **Logout** in the top-right of the PRODA banner.

5. Log out when you have finished using your PRODA account.



If you have further questions regarding PRODA, please contact Services Australia on **1800 700 199** or via email at proda@servicesaustralia.gov.au

NEED MORE HELP?

For questions about PRODA, contact **Services Australia** on **1800 700 199** or email proda@servicesaustralia.gov.au.

For Xumi Dispense support, email support@rxone.com.au.