

The Guide to the Online Continued Registration System for Pharmacies



Before you start

You will need:

1. Your PSI Registration Number

Your username is your pharmacy registration number preceded by the capital letters PY (e.g. PY1234).

2. Your Password

The PSI will issue a password to you the first time you use the online system. You will then be asked to change it to a password of your choice. You will use the password you have chosen for all future logins.

3. Your credit/debit card details

Need a new password?

If you forget your password, simply click on [Forgotten Login Details](#) on the login page and follow the steps on screen.

How to use the Online System

1. Go to the PSI website: www.psi.ie and click on 'Registrant login' on the right hand side of the homepage.
2. You will be taken to the login screen where you will be asked to enter your username (your pharmacy registration number), and password.
3. After logging in, click '[Apply for Continued Registration](#)' on the top right; this will bring you to the continued registration section. This will tell you when your application is due.
4. Click on [Apply for Continued Registration](#). You will be taken to the first page of the process where you will need to make certain declarations. You will then be asked to enter your payment details. Following this, click [Submit Application for Continued Registration](#). A reference number will then display on the screen. You should keep this for your records.

Frequently Asked Questions

Q: Can I pay by Electronic Fund Transfer (EFT)/bank transfer when applying online?

No. EFT is only available, at this stage, to those applying for continued registration of their pharmacy by postal form.

Q: If I apply online do I need to send in the continued registration form by post as well?

No.

Q: Can I apply online and pay by cheque?

No, you must apply and pay online at the same time; online payments can be made by credit or debit card.

Q: How do I know if my application and payment have been received?

A reference number will be displayed on screen after you have submitted your application.

Helpline

If you are having difficulty with your online continued registration, call the PSI helpline on [1850 PSI REG \(1850 774 734\)](tel:1850774734) 9.00 – 13.00, Monday – Friday.

The Guide to Paying the Continued Registration Fee for your Pharmacy by Electronic Fund Transfer/Bank Transfer



You can now pay the continued registration fee for your pharmacy by electronic fund transfer (EFT)/bank transfer with postal application forms.

Paying for one pharmacy by EFT

1. When processing your electronic fund transfer, you must provide a payment reference. The payment reference you provide for the pharmacy you are paying for **must contain the letters PY**, followed by the PSI pharmacy registration number.
For example: **PY1234**
2. The PSI will use this reference number to identify your payment, to match it to your continued registration postal form and to process the application for continued registration for your pharmacy.
3. If the PSI cannot identify your payment, your postal application forms will be returned as incomplete. This could result in late fees, delays in registration and/or removal of your pharmacy from the PSI Register. Failure to make an application 30 days before the expiry of your current certificate will incur the additional late fee of €500.00 to the continued registration fee.

Paying for more than one pharmacy by EFT

1. When paying for multiple pharmacies by EFT, you must **submit all** postal application **forms** together in **one envelope**.
2. When processing your electronic fund transfer, you must provide a payment reference. The reference for an EFT relating to multiple pharmacies **must contain the letters PY**, followed by the PSI pharmacy registration number of **at least one of the pharmacies**.
3. The PSI will use this reference number to identify your payment, match it to your continued registration postal forms and process the application for continued registration for your pharmacies. The PSI must be able to easily match the payment to the application forms.
4. If the PSI cannot identify your payment, your application will be returned as incomplete. This could result in late fees, delays in registration and/or removal of your pharmacy from the PSI Register. . Failure to make application 30 days before the expiry of your current certificate will incur the additional late fee of €500.00 to the continued registration fee.