

TAC Portal

TAC Prescriber User Guide Manual

Register an account as a TAC Prescriber

1. Click 'register online' under the TAC Prescriber member icon
2. Select TAC Prescriber as your account type
3. Choose 'I will be prescribing an order for a client' from the drop-down list
4. Follow the prompts to enter your email address, chosen password and TAC Therapist Service Provider details
5. Confirm your password and click 'submit'.

Login to your account

1. Enter your username (this will be the email address used to register)
2. Enter your password and click login
3. Once redirected, select 'My Account'.





Hire products

Browse hire products

1. To browse the hire products category range, click on the 'Hire Products' menu item



2. Click the image corresponding to the category you will like to view
3. Click on any product in the range to view more info
4. When viewing the product page of a product you would like to hire, take note of the SKU code.



Order Hire Products

1. Hover your mouse over the 'Hire Products' menu item, and click 'Hire Products Contact Form'



2. Start entering your details in the 'Therapist information section' field and enter client and relevant product hire category information
3. Enter any SKU's you have noted in the 'other' text field
4. Select 'I Agree' and submit.

Order Products

1. Click 'Purchase Products' from the menu bar:



2. Click the image corresponding to the category you will like to view
3. Click on any product in the range to view more info



PRIDE PATHRIDER 140XL 4-WHEEL ELECTRIC MOBILITY SCOOTER PATHRIDER 140XL



PRIDE SPORTRIDER SCOOTER - BLACK BODYWORK LARGE
165 X 78 X 112



PRIDE VICTORY 10 LX 4 MEDIUM 120 X 57181KG SCOOTERS 26



SHOPRIDER 778HD 3-WHEEL ELECTRIC MOBILITY SCOOTER (INCLUDES BATTERIES)

4. Click the 'Add to cart' button when you come across an item you would like to purchase

"SHOPRIDER 778HD 3-WHEEL ELECTRIC MOBILITY SCOOTER (INCLUDES BATTERIES)" has been added to your cart.

[View cart](#)

5. For every item added to cart, the below message will appear. To keep shopping, no action is required
6. To finalise an order, navigate to your shopping cart by clicking the pop-up message or the cart icon located at top right of your page
7. Review your cart contents & click 'Proceed to checkout'
8. Select 'Please check the box to add in the Shipping Address Details' & enter your client's info
9. Select the checkbox marked 'I understand that this order is not confirmed and processed until it has been manually reviewed'
10. Click 'Place order'.



Forgot/Reset password

1. Click on the 'Login' button
2. Click 'Lost your password?' link
3. Enter the email address used to setup your account and click reset password
4. You will receive a password reset email to your inbox.