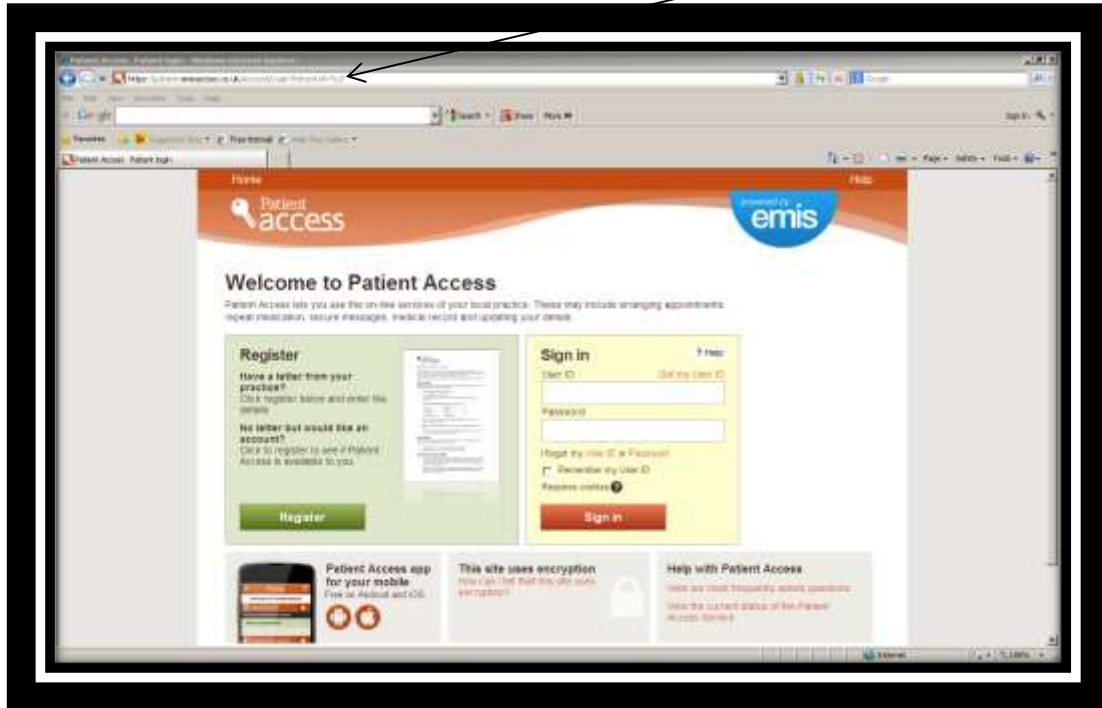


A Step by step guide to register for your patient access account

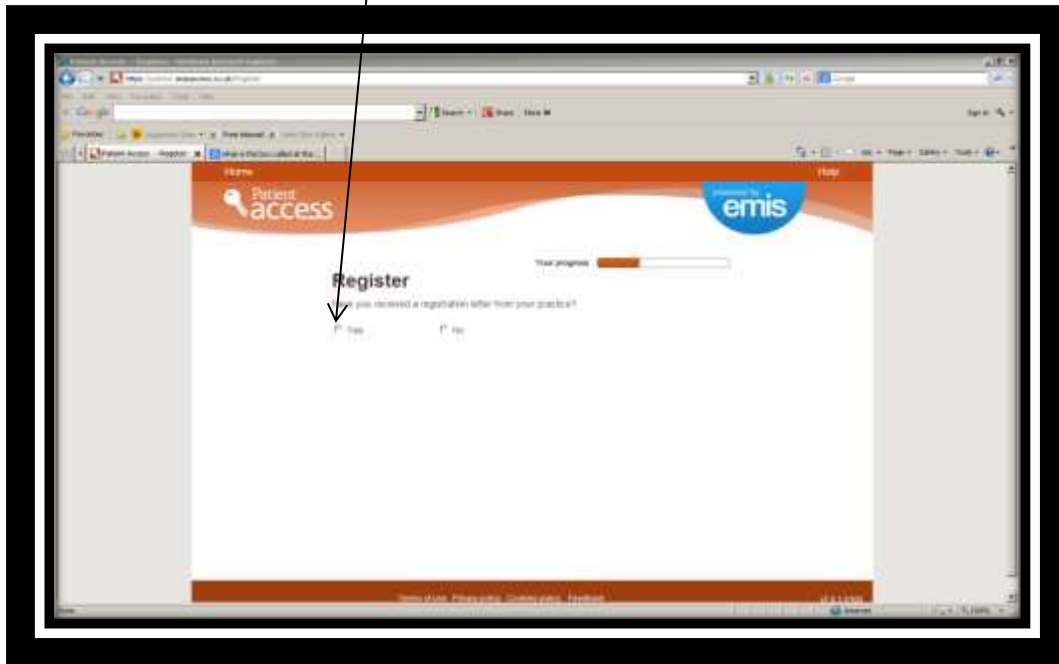
STEP 1- Ensure you begin on this page by typing into the web address box at the top of your screen: <https://patient.emisaccess.co.uk/>



STEP 2- Now click the green button in the middle of your page which says **"Register"**.

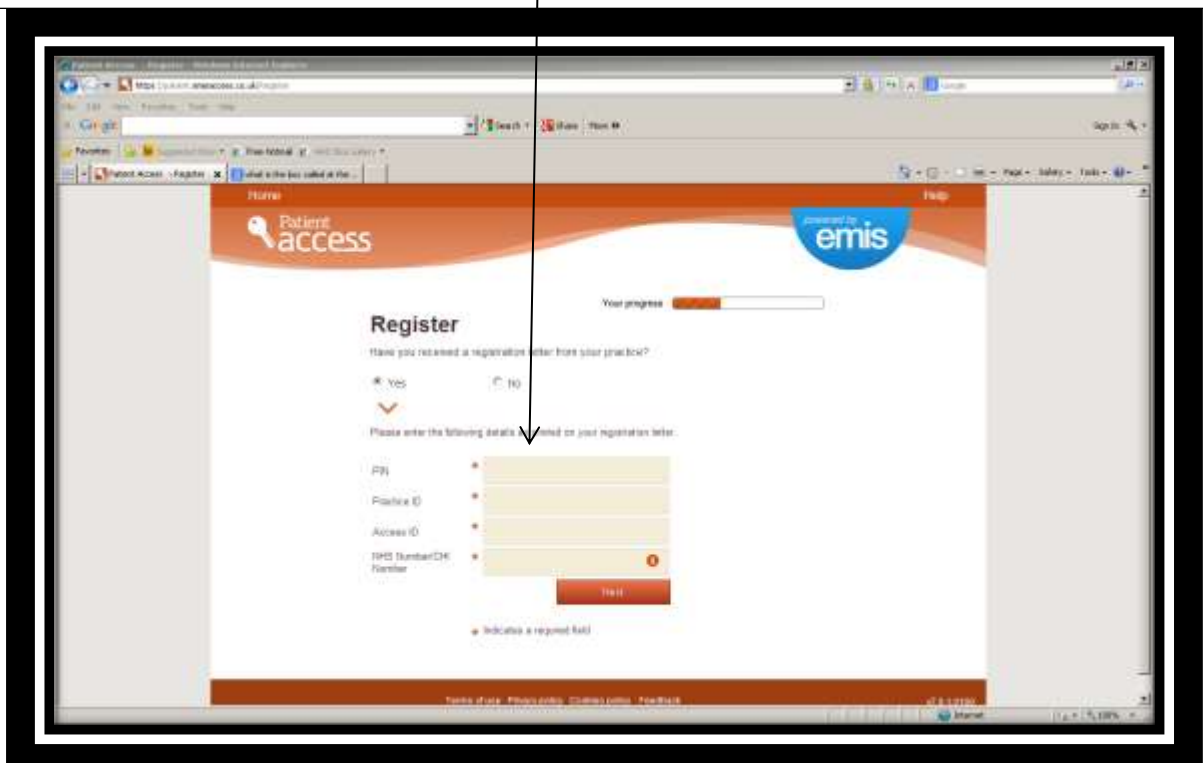


STEP 3- Once you have clicked the “register” button you will be directed to this page, where it asks you if you have received a registration letter from your practice. Click YES.

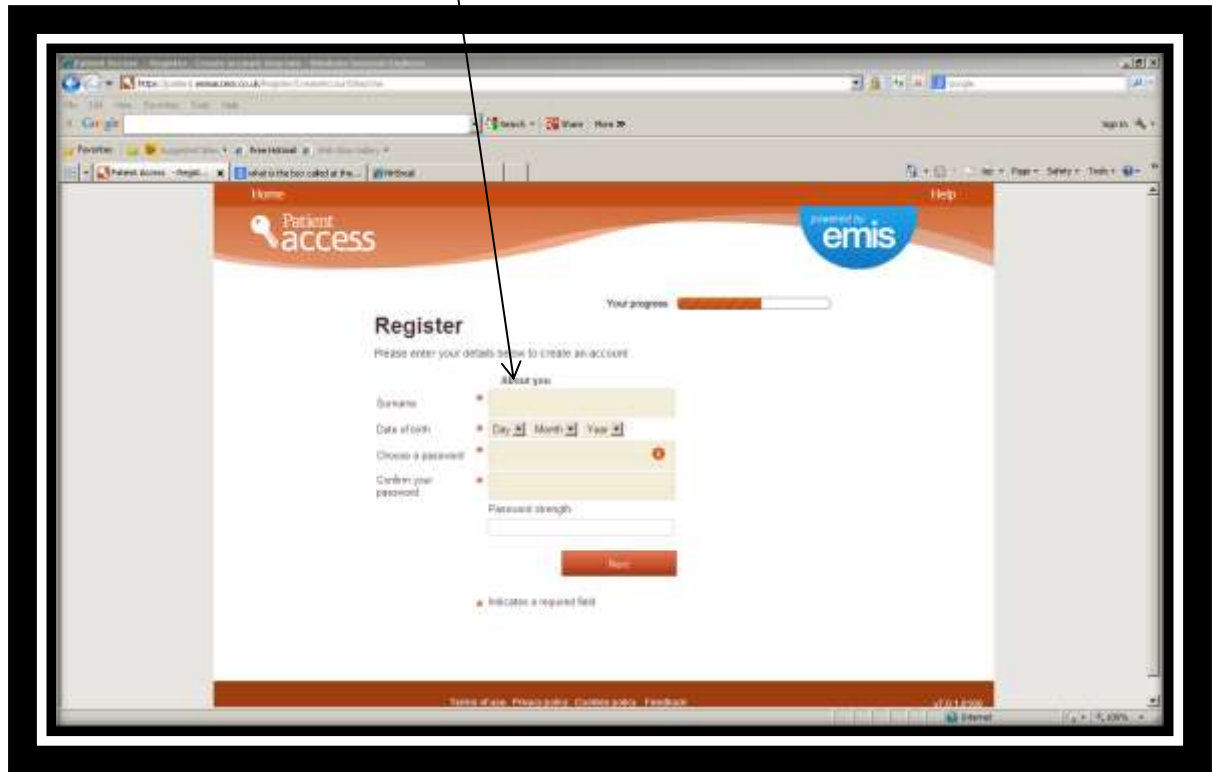


STEP 4- Once you have clicked “YES” this small form should appear. Now enter the following information from the table giving you your registration details into the allocated spaces on the form and click NEXT.

PIN	*****
Practice ID	****
Access ID	*****
Your NHS number	*** ** *

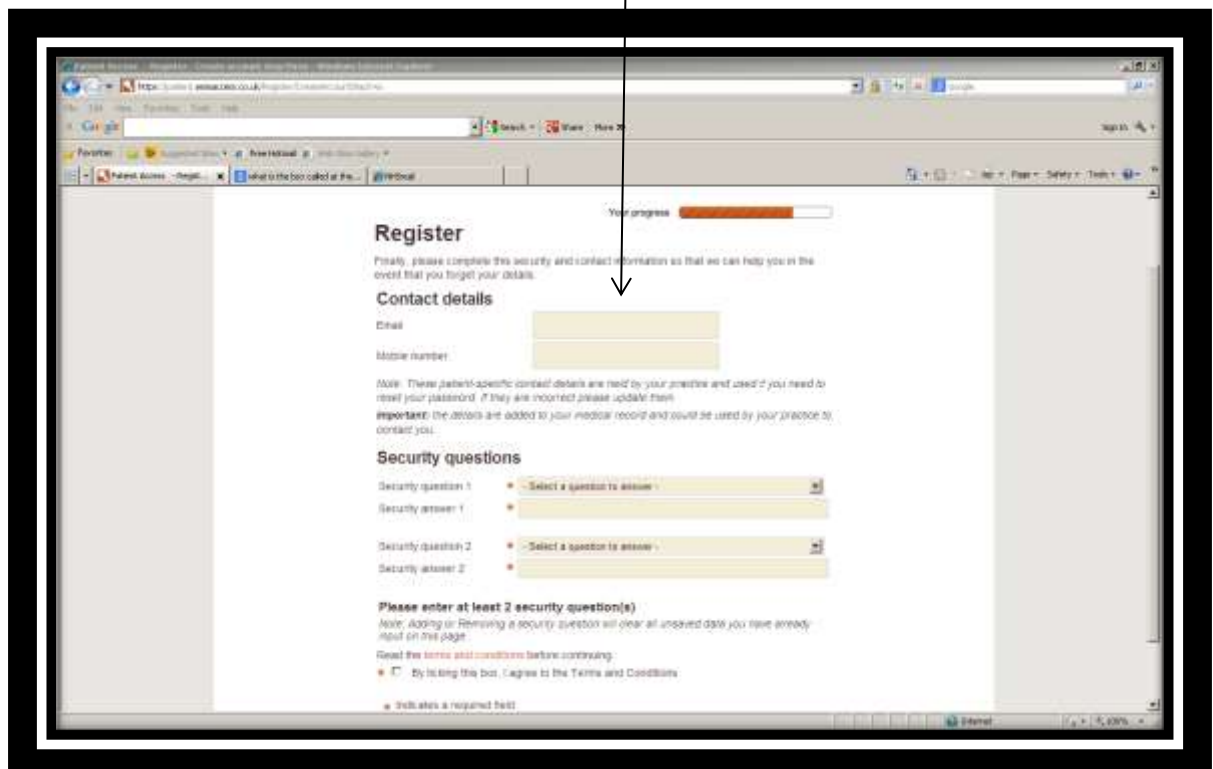


STEP 5- You should then come to a page looking like this. It will ask you to enter your surname, date of birth and you will be asked to create a personal password which you will be using to sign in. Once you have filled out this information into the allocated boxes click NEXT.



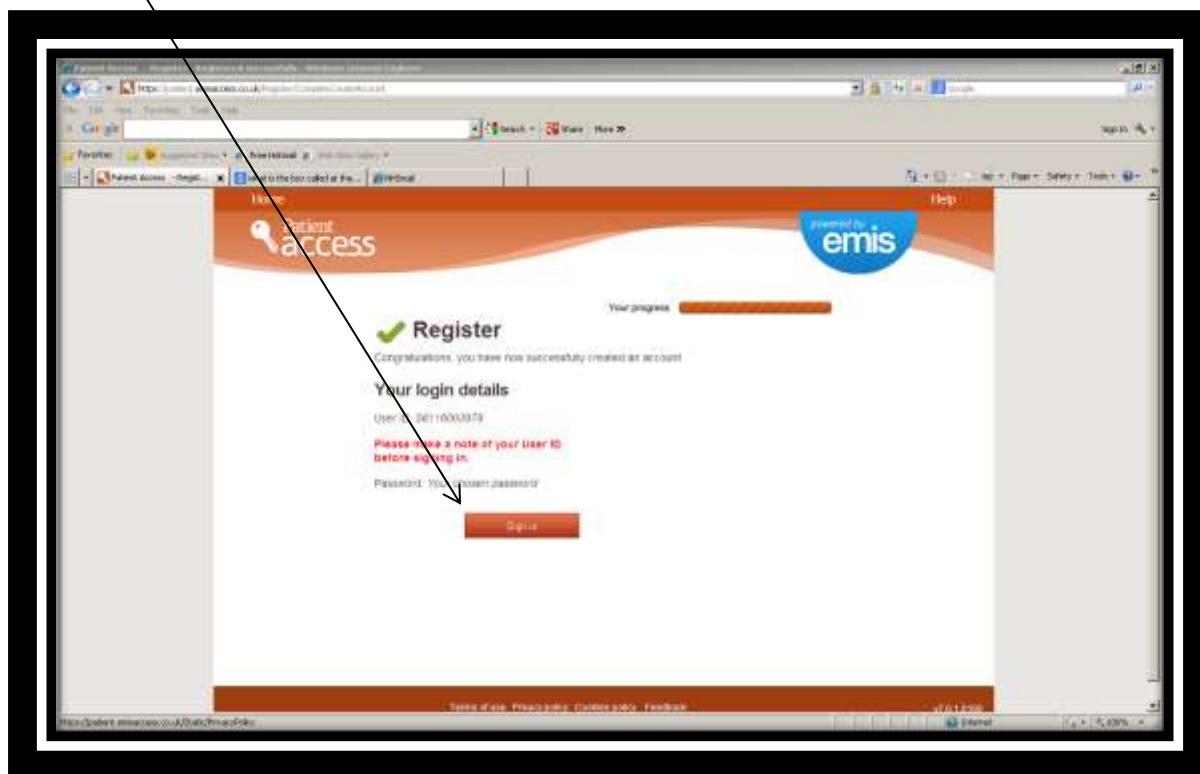
The screenshot shows a web browser displaying the 'Patient Access' registration page. The page has an orange header with the 'Patient Access' logo and 'powered by emis'. Below the header, there is a progress bar and the title 'Register'. The main content area contains a form with the following fields: 'Surname', 'Date of birth' (with dropdowns for Day, Month, and Year), 'Choose a password', 'Confirm your password', and 'Password strength'. A red 'Next' button is located at the bottom of the form. A small red asterisk indicates a required field. The browser's address bar shows the URL 'http://www.emis.co.uk/PatientAccess/Registration/Welcome.aspx'.

STEP 6- You will then come to this page which will ask you to fill in your contact details followed by two security questions which you will have to set up. Once all this is done, check through the terms and conditions and tick the allocated box if you agree. Right at the bottom of the page will be a green button saying NEXT. If you are ready to continue click this button.

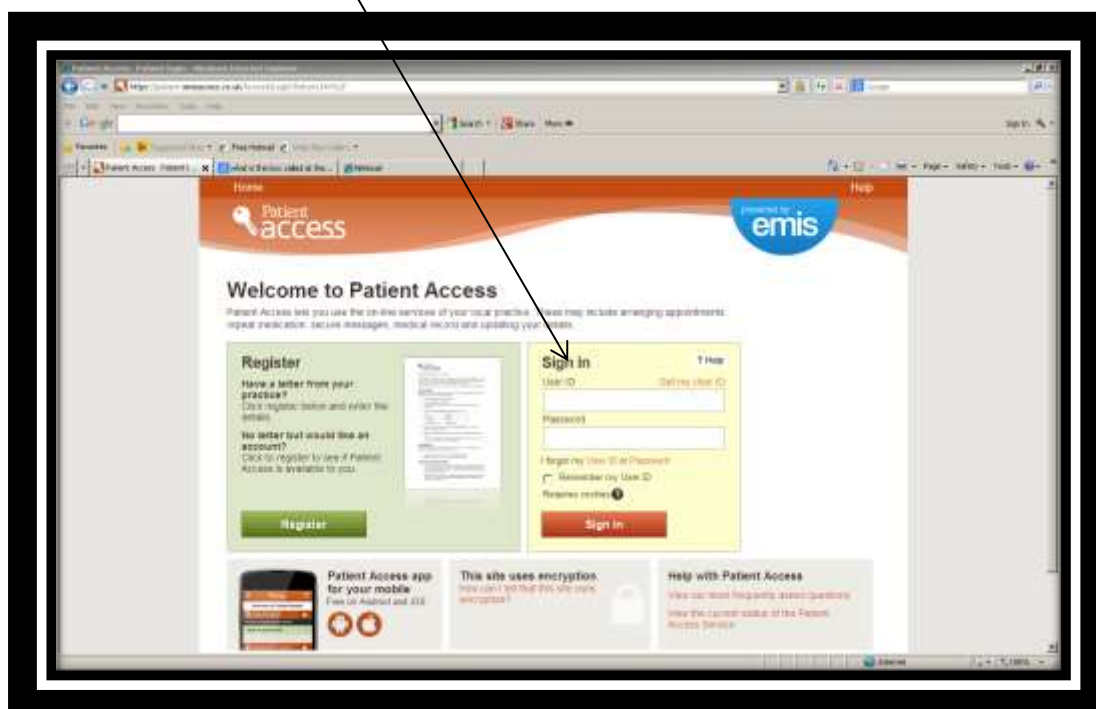


The screenshot shows the next step in the registration process. The page title is 'Register' and the progress bar is further along. The form is divided into two main sections: 'Contact details' and 'Security questions'. The 'Contact details' section includes fields for 'Email' and 'Mobile number', with a note explaining that these details are used for password recovery. The 'Security questions' section has two questions, each with a dropdown menu to select a question and a text box for the answer. At the bottom of the page, there is a checkbox for 'I agree to the Terms and Conditions' and a green 'Next' button. The browser's address bar shows the URL 'http://www.emis.co.uk/PatientAccess/Registration/Welcome.aspx'.

STEP 7- You should now see this page which is telling you that you have successfully registered and your account has been created. It will give you your own personal user ID on the screen which you will need to note down as well as the password you have created. Once you are familiar with these click the button that says SIGN IN.



STEP 8- You will now find yourself sent back to the home page where you started. This time enter the user ID and password you have just created where it asks you to in the pale coloured box titled "sign in". Once you have done this click the orange button saying **SIGN IN.**



STEP 9- If the sign in is successful you will see this page. This is the main page of your account which holds all your information and this is where you will be directed to every time you sign in. Each time you sign in from now on you will be required to use the username and password you have created in the earlier steps of this guide so keep them in a safe place.



STEP 10- FINISH. You have successfully signed up and activated your patient access account.

Additional Information :

What happens if I forget my sign in details?

- You can use the forgotten password and forgotten user ID features to help recover your details. Please note: Your practice must have your email address and mobile number stored to use these features. You can also add these during the registration process and after signing in.
- Alternatively you can contact your practice to generate a new letter for you. With the new letter, you will need to follow the whole registration process again, before signing in with new details.