## Registration information for: Forenames Surname

Please keep this form safe until you have registered your account and then destroy it. In the event that this form is lost or stolen before completing the registration process, please contact your practice immediately so that they can generate a new one for you.

Enter the information exactly as it appears on this letter, or registration will not be accepted.

## How to register

Before you can use your Patient Access account you will need to register the account. The steps below will guide you through the process. The process is in two parts, firstly create an account, secondly link to your practice.

**Create your Patient Access account**

1. On the Patient Access sign in screen, select **Register**.
2. Enter your personal details.
**Note:** The gender field is optional.
3. Enter your account details.
**Note:** The Mobile phone and Marketing fields are optional.
4. Accept the Terms and Conditions.
5. Select **Create account**.
Your account has been created.

**Link to your practice**

1. Select **Link Your GP Practice**.
2. On the postcode search screen, click the link for practices not located in England.
3. Enter your PIN, Practice ID and Access ID.

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| PIN (linkage key) | Web Pin number  |
| Practice ID (OSD code) | Web CDB number  |
| Access ID (account ID) | Web Access ID  |
| Your CHI Number | CHI Number  |

1. Enter your name, date of birth, gender (optional), postcode and house name, flat or street number, then click **Continue**.
2. Enter your password, then click **Link Account**.
3. You have now successfully registered and linked your account.
4. 6. **The registration letter is only valid for 14 days, and will then expire. If the patient’s original registration letter expires, you will need to issue a new one.**