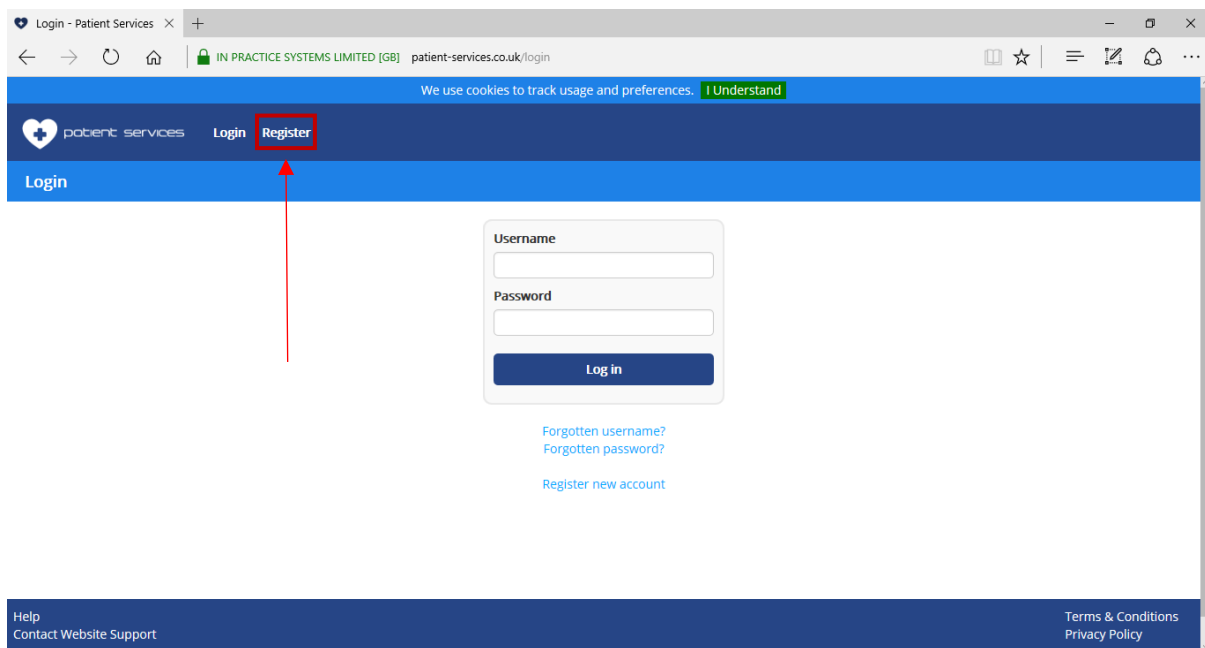


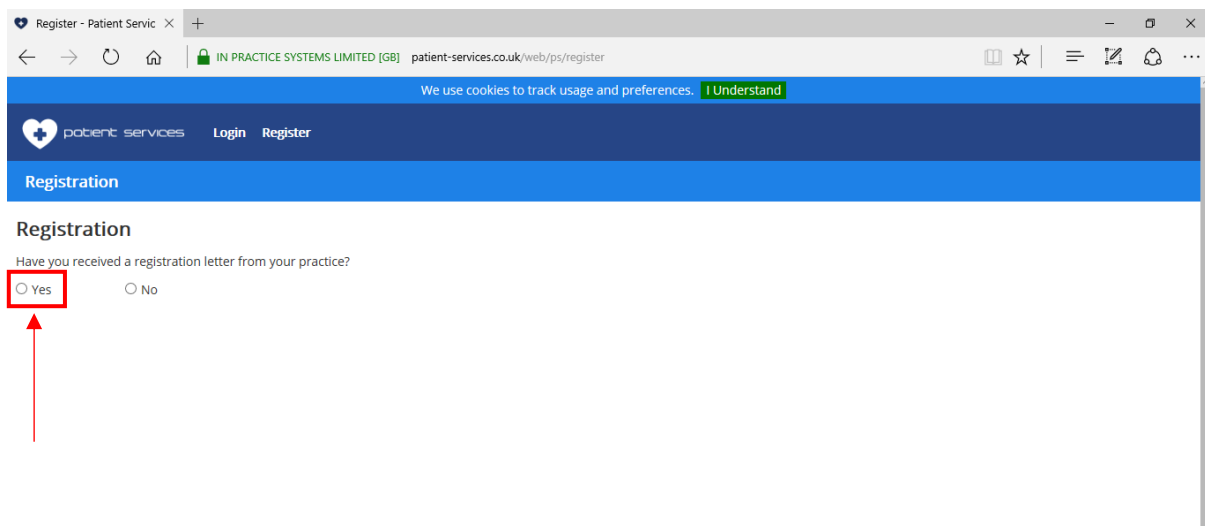
Registering with Patient Services

Once you have requested to sign-up to Patient Services, an email will be sent to the email address that you provided the practice with. The email contains a direct link to the Patient Services registration page, as well as important information such as **Practice ID**, **Account ID** and **Linkage ID**, which will be required during the registration process.

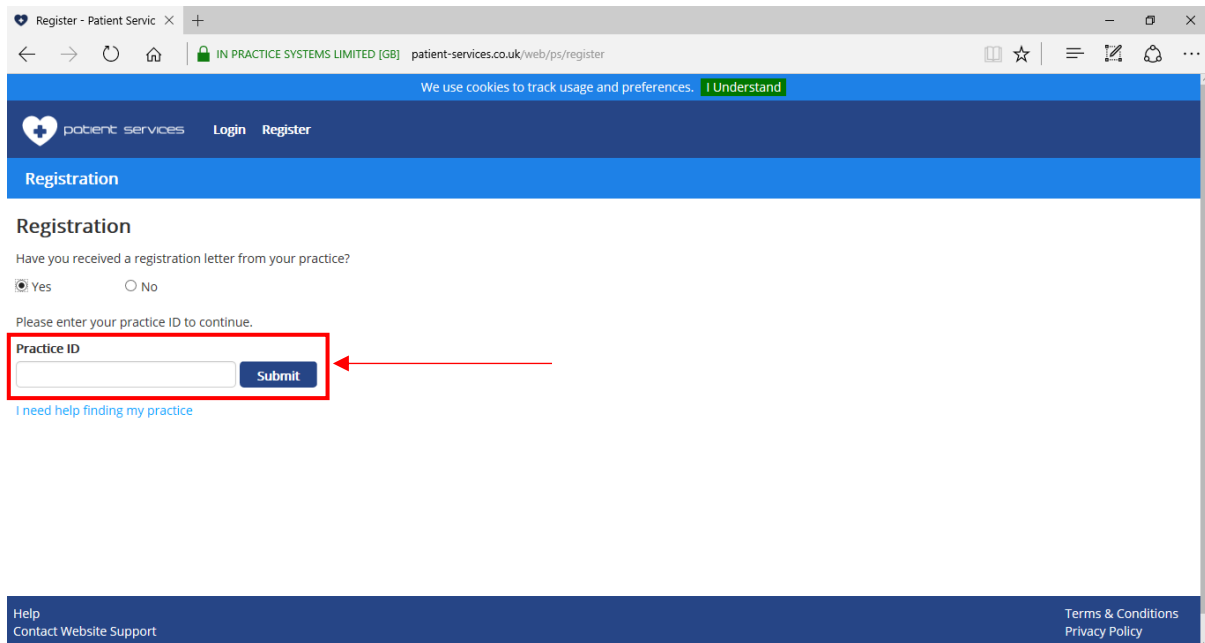
1. Follow the link to the Patient Services website. Select the 'Register' option, located at the top left of the page:



2. You will then be taken to a page asking whether you have received a registration letter from your practice, select 'Yes':



3. Enter the **Practice ID** into the text box. The practice ID is provided in the registration email:



Register - Patient Servic

IN PRACTICE SYSTEMS LIMITED [GB] patient-services.co.uk/web/ps/register

We use cookies to track usage and preferences. [I Understand](#)

patient services Login Register

Registration

Registration

Have you received a registration letter from your practice?

Yes No

Please enter your practice ID to continue.

Practice ID

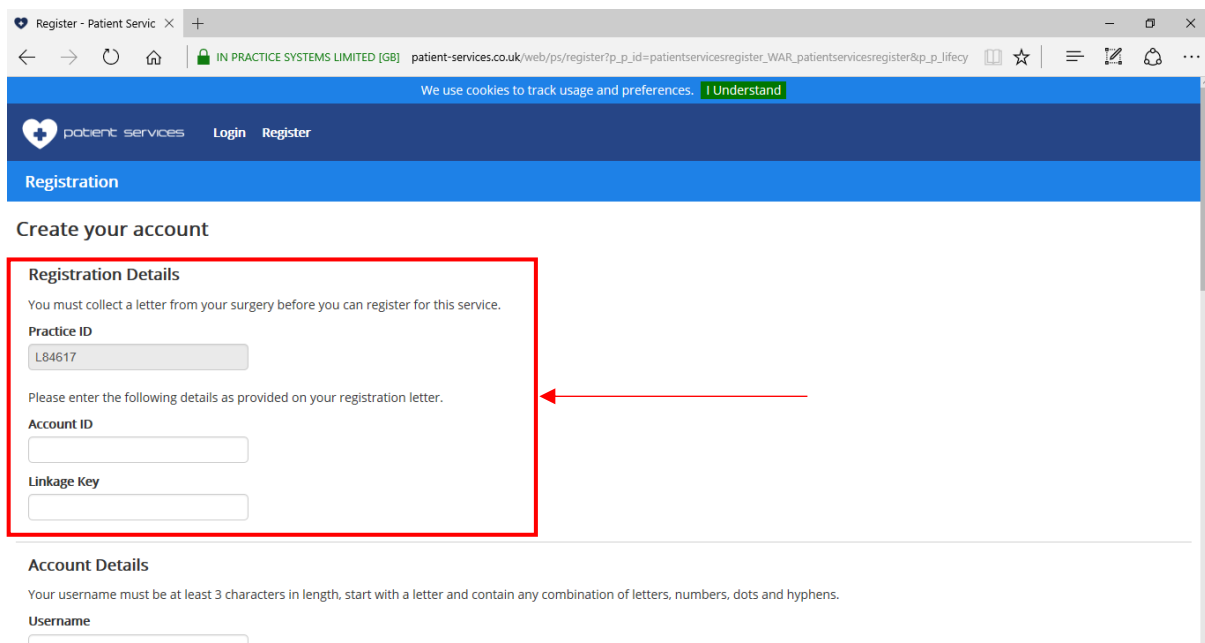
[I need help finding my practice](#)

Help
Contact Website Support

Terms & Conditions
Privacy Policy

4. You will now be able to create your account.

First enter the required details under the 'Registration Details' heading. This includes your **Account ID** and **Linkage ID**, which were provided on your registration email:



Register - Patient Servic

IN PRACTICE SYSTEMS LIMITED [GB] patient-services.co.uk/web/ps/register?p_p_id=patientservicesregister_WAR_patientservicesregister&p_p_lifecycle

We use cookies to track usage and preferences. [I Understand](#)

patient services Login Register

Registration

Create your account

Registration Details

You must collect a letter from your surgery before you can register for this service.

Practice ID

Please enter the following details as provided on your registration letter.

Account ID

Linkage Key

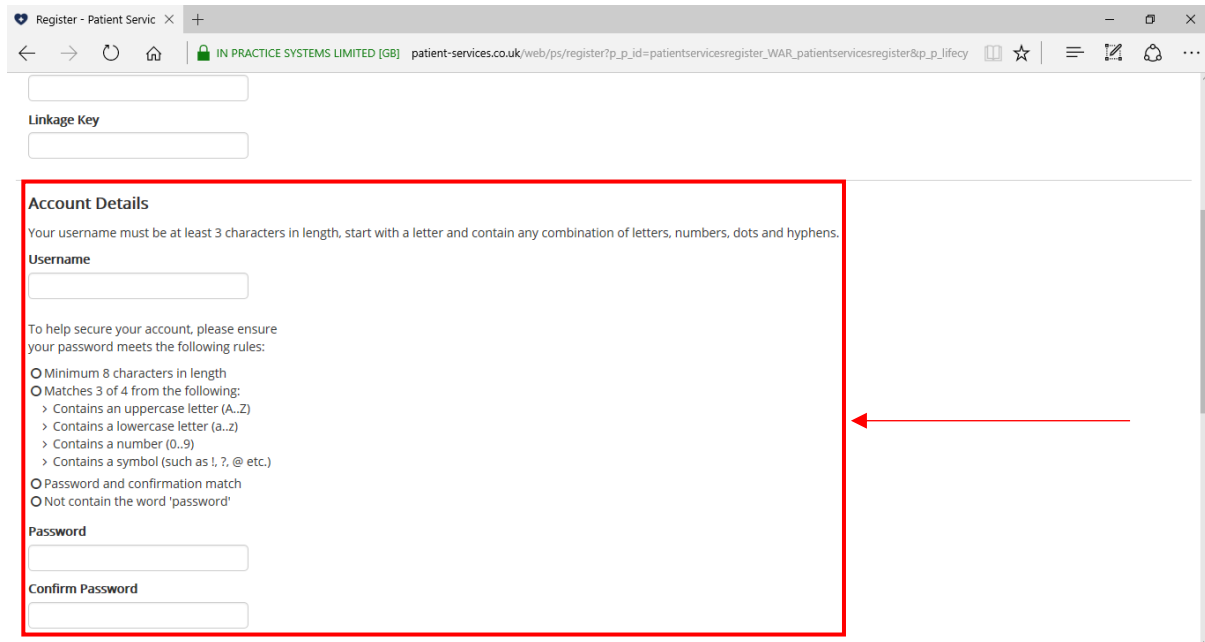
Account Details

Your username must be at least 3 characters in length, start with a letter and contain any combination of letters, numbers, dots and hyphens.

Username

5. Following this, enter the required details under the 'Account Details' heading. This involves creating a username and password. Instructions which outline the acceptable criteria for usernames and passwords are provided on the page:

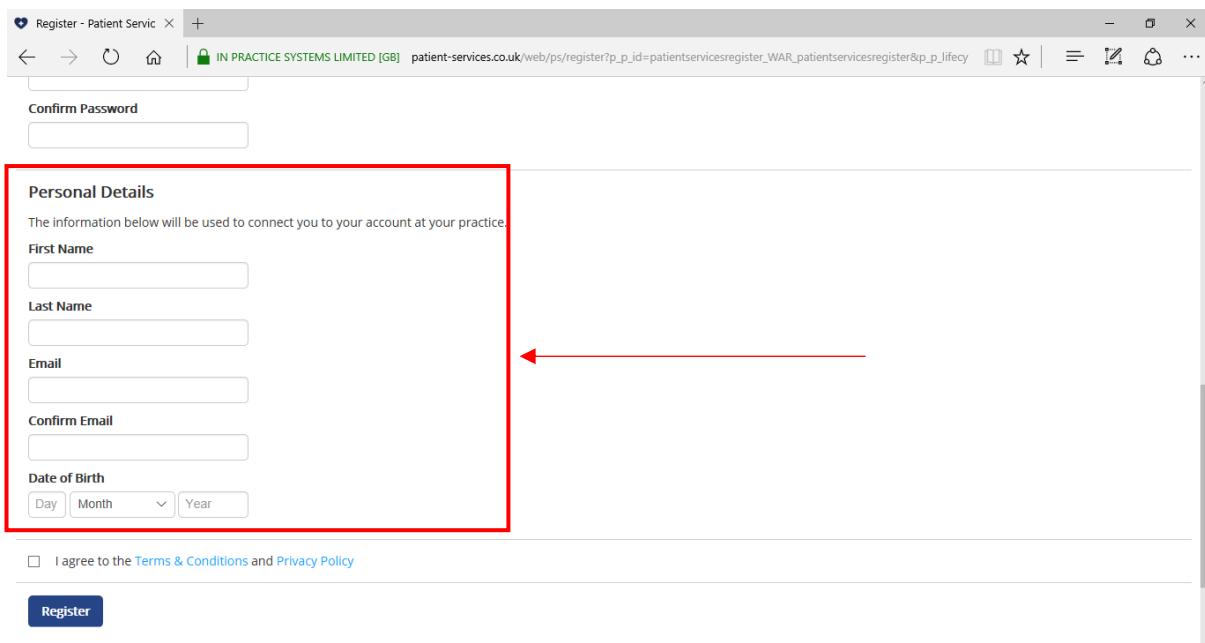
Note: Please ensure you write down your username and password, and keep the information somewhere safe. Please do not share your password with anyone.



The screenshot shows a web browser window with the URL patient-services.co.uk/web/ps/register?p_p_id=patientservicesregister_WAR_patientservicesregister&p_p_lifecycle. The page contains a registration form with the following sections:

- Linkage Key**: A text input field.
- Account Details**: A section highlighted with a red border. It includes:
 - A note: "Your username must be at least 3 characters in length, start with a letter and contain any combination of letters, numbers, dots and hyphens."
 - Username**: A text input field.
 - Instructions: "To help secure your account, please ensure your password meets the following rules:"
 - Rules:
 - Minimum 8 characters in length
 - Matches 3 of 4 from the following:
 - > Contains an uppercase letter (A..Z)
 - > Contains a lowercase letter (a..z)
 - > Contains a number (0..9)
 - > Contains a symbol (such as !, ?, @ etc.)
 - Password and confirmation match
 - Not contain the word 'password'
 - Password**: A text input field.
 - Confirm Password**: A text input field.

6. Next, enter the required details under the 'Personal Details' heading. This includes providing your first name, last name, email address, and date of birth.



The screenshot shows the same web browser window, now displaying the 'Personal Details' section of the registration form, which is highlighted with a red border. The form includes:

- Confirm Password**: A text input field.
- Personal Details**: A section highlighted with a red border. It includes:
 - A note: "The information below will be used to connect you to your account at your practice."
 - First Name**: A text input field.
 - Last Name**: A text input field.
 - Email**: A text input field.
 - Confirm Email**: A text input field.
 - Date of Birth**: A form with three input fields: "Day", "Month" (a dropdown menu), and "Year".
- At the bottom, there is a checkbox: I agree to the [Terms & Conditions](#) and [Privacy Policy](#).
- A blue **Register** button is located at the bottom left.

7. Finally, click on the box to agree to the terms and conditions and privacy policy.

Register - Patient Servic

IN PRACTICE SYSTEMS LIMITED [GB] patient-services.co.uk/web/ps/register?p_p_id=patientservicesregister_WAR_patientservicesregister&p_p_lifecycle

Confirm Password

Personal Details

The information below will be used to connect you to your account at your practice.

First Name

Last Name

Email

Confirm Email

Date of Birth

Day Month Year

I agree to the [Terms & Conditions](#) and [Privacy Policy](#)

Register

8. You will then be sent a verification email from Patient Services. This will include a link that you must follow in order to successfully verify your account. Following verification, your account will now be available to login to and use.