



England

How to enrol through NHS Profile manager

Here is a guide to enroll in the service through NHS profile manager. You will learn how to:

- [Sign up with your personal NHS email address](#)
- [Link your ODS code with your Profile manager account](#)
- [Select the Practice you would like to enroll](#)
- [Add your Practice shared mailbox to Profile manager](#)
- [Choose if you want language interpretation](#)
- [Choose if you want a patient to nominate a pharmacist](#)
- [Choose if you want a dispensing doctor](#)
- [Opt in and out of notify patient](#)
- [Review and edit information before confirming and completing](#)
- [Registration complete and use unique link](#)

If you prefer, [watch a video on how to enrol through NHS profile manager.](#)

Step 1. Sign up with your personal NHS email address

NHS Set up Register with a GP service

Sign up to Register with a GP surgery

Patients in England can now [Register with a GP surgery online \(Opens in new tab\)](#).

When a practice has been registered using the GP Registration Service it will be able to accept online registrations from new patients.

Once you have signed up, you will receive a unique url web address to put on your surgery's website.

Before you start

You'll need access to an nhs.net shared mailbox. Without this you will not be able to see any patient registration details.

[Start now](#)

[Return to your profiles](#)

About using this service

By using this service you are agreeing to our [terms of use](#) and [privacy policy](#).

Step 2. Link your ODS code with your Profile manager account

Step 3. Select the Practice you would like to enrol.

If you have more than one Practice you want to register on the service, please select them all.

NHS Set up Register with a GP service

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Select a practice for registration

Select the details of the surgery you want to register.

Highstreet surgery
1 Town Street, London, SW1A 1AA

Pucklechuch surgery
2 Town Street, London, SW1A 1AA

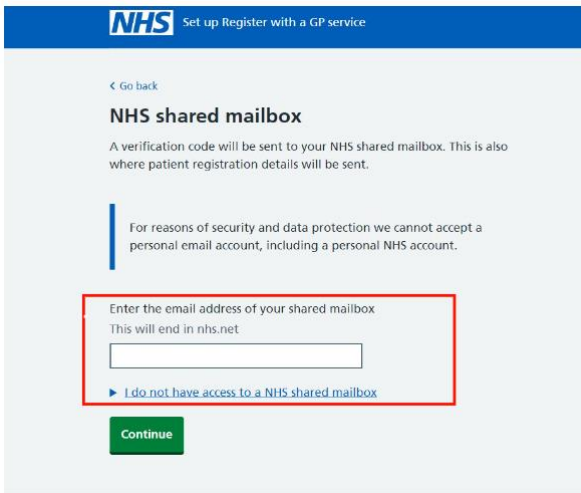
Three shires medical practice
3 Town Street, London, SW1A 1AA

[I cannot see the practice I want to register](#)

[Continue](#)

Step 4. Add your Practice shared mailbox to Profile manager

Enter your Practice shared mailbox. Only enter a mailbox address you check every day, and everyone in your team has access to it. Or create a separate shared mailbox specifically to receive registrations from patients. Make sure you enter the correct email address so that you can get your verification code.



The screenshot shows the 'NHS shared mailbox' setup screen. At the top, there is a blue header with the NHS logo and the text 'Set up Register with a GP service'. Below the header, there is a 'Go back' link. The main heading is 'NHS shared mailbox'. A paragraph explains that a verification code will be sent to this mailbox and that patient registration details will also be sent there. A blue vertical bar highlights a note: 'For reasons of security and data protection we cannot accept a personal email account, including a personal NHS account.' Below this, there is a red-bordered box containing the instruction 'Enter the email address of your shared mailbox' and 'This will end in nhs.net', followed by an empty text input field. A link below the input field reads 'I do not have access to a NHS shared mailbox'. At the bottom of the red box is a green 'Continue' button.

Step 5. Choose if you want to offer language interpretation services.

This will give your patients the option to fill out the form and give accurate information in the language they understand.



The screenshot shows the 'Does your surgery offer a language interpretation service for patients?' screen. At the top, there is a blue header with the NHS logo and the text 'Set up Register with a GP service'. Below the header, there is a 'Go back' link. The main heading is 'Does your surgery offer a language interpretation service for patients?'. A paragraph explains that if the surgery offers language interpretation services, patients will have the option to request this during their registration process. Another paragraph states that patients who register online will only be offered this service if the user chooses 'Yes'. There are two radio button options: 'Yes' and 'No'. At the bottom is a green 'Continue' button.

Step 6. Choose if you want a patient to nominate a pharmacist.

NHS Set up Register with a GP service

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Do you want to offer your patients the opportunity to nominate a pharmacy during their registration?

By offering this service to patients you will receive the details of their chosen pharmacy if they select one.

If a patient chooses to use this service then you should follow your surgery's process for handling a pharmacy nomination.

Patients who register online with your surgery will only be offered this service if you choose yes.

Yes

No

[Continue](#)

Step 7. Choose if you want a dispensing doctor

Choose 'Yes' if you want to dispense medicine or medical appliances directly to patients.

NHS Set up Register with a GP service

[< Go back](#)

Are you a dispensing surgery?

If you are a dispensing surgery you are able to dispense medicines or medical appliances direct to patients.

If you choose **yes**, patients who register online with your surgery will be asked to show they are eligible for this service.

Yes

No

[Continue](#)

Step 8. Opt in and out of notify patient

NHS Set up Register with a GP service

[< Go back](#)

Telling patients their registration has been accepted

Register with a GP surgery service will message the patient when you have accepted their registration. We will send the message by email, text message, post or through the NHS App. There is no cost to you for this.

[Find out more about how this feature works on our resource hub](#)

Do you want us to message patients?

Yes

No

[Continue](#)

Step 9. Review and edit information before confirming and completing

NHS Set up Register with a GP service

[< Go back](#)

Confirm details for {Practice name} and complete registration

Please check that these details are correct.

NHS shared mailbox		Change
Language interpretation service	No	Change
Nominated pharmacy service	No	Change
Dispensing surgery	No	Change
Send registration message	No	Change

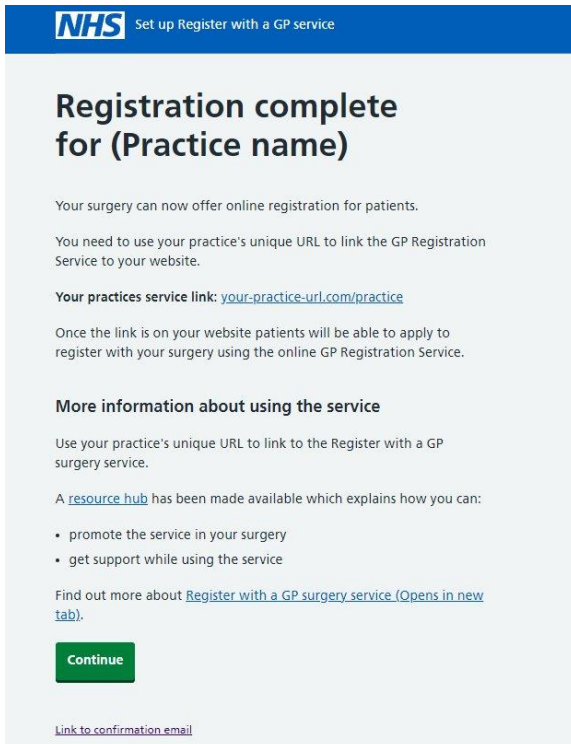
Your surgery is not accepting out of area registrations. To change this [send an automatic email request to the National Service Desk](#).

If the details are correct then you can complete the registration process.

This will allow your surgery to start offering patients the option to use Register with a GP Service Online.

[Confirm and complete](#)

Step 10. You will receive a message that your registration is complete. Please use the unique link and add it to your website. We have a [Practice action plan](#) that will help get you started with the service. Download the checklist on the [How Register with a GP surgery works](#) page on Resource hub.



NHS Set up Register with a GP service

Registration complete for (Practice name)

Your surgery can now offer online registration for patients.

You need to use your practice's unique URL to link the GP Registration Service to your website.

Your practice's service link: [your-practice-url.com/practice](#)

Once the link is on your website patients will be able to apply to register with your surgery using the online GP Registration Service.

More information about using the service

Use your practice's unique URL to link to the Register with a GP surgery service.

A [resource hub](#) has been made available which explains how you can:

- promote the service in your surgery
- get support while using the service

Find out more about [Register with a GP surgery service](#) (Opens in new tab).

[Continue](#)

[Link to confirmation email](#)