

## HOW TO USE OUR ONLINE SERVICES

Before you can have access to our online services you must contact the practice reception for pre-registration information which will contain important information required before you can have full access to the online services.

## HOW TO REGISTER

Before you can use your Patient Access Account, you will need to register your account.

To register with Patient Access, you can download a copy of the registration letter from here or collect it from one of our receptionists

Got to <https://patient.emisaccess.co.uk/Account/Login?useridpanel=1> and click on Register

Answer Yes to the question "Have you received a registration letter from your practice?", If you have not received the registration letter,

- Enter your postcode to search for your practice.
- Select your practice from the drop down list and click on Next
- Complete all the fields that relate to you and then click on I Agree to the terms and conditions
- You will then be able to access to;
  - Book Appointments
  - Request prescriptions
  - View your medical records
  - Update your personal details

## HOW TO SIGN IN

Once you have registered for the service you can sign in.

You will need to enter the following information each time you wish to use the service;

- ID (given to you at the end of the registration process).
- Password (Chosen by you during the registration process).

## ONLINE BOOKINGS

You can use the Forgotten Password and Forgotten User ID features to help you to recover your details, please note that your practice must have your email address and mobile number stored to use these features. It is advisable to add these during the registration process to speed up the recovery of the forgotten credentials.

- To request either your username or password, enter the practice postcode, E17 5JL
- Select the practice from the list
- Complete all the required fields and click on next
- On submission, you will receive the username, password in your personal email, once you have this you will be able to sign i