

## **How to Register for Online Services on Emis**

- Ask for one of the Online Services registration forms from the surgery, bring this back to us completed along with 2 forms of ID, one photographic and one with your address on.
- Once the surgery has processed your request, your Registration Token will be emailed to you to the email address that you supply on your registration form.
- Go to the website, <https://patient.emisaccess.co.uk> and click on the Register button on the left side of the screen.
- You will be asked if you have received a registration letter, click Yes.
- You will then be asked to enter your Account Linkage Key, Practice Code and Account ID – these are all provided in Section 2 of your registration letter.
- On the next screen complete your surname and date of birth. You then need to think of a password of at least 8 letters long using digits too and your need to enter that and enter it a second time to confirm it. WE DO NOT HAVE ACCESS TO YOUR PASSWORD SO PLEASE KEEP THIS INFO IN A SAFE PLACE.
- Click on “I agree to the terms and conditions”
- Click Next and then choose 2 of the security questions and submit those with your answers.
- Click Next and your registration is now completed.

Each time you want to log onto the website you will need your Account ID and password, so please keep your registration letter in a safe place as you will need to know your Account ID and password each time you log on.

You will be able to book appointments and request your repeat prescriptions once you have registered for Online Services (also known as Patient Facing Services).

After you have completed the registration process, the next time you go to the website to log on, please select the Sign In button on the right side of the screen where you will need to enter your Account ID (found on your registration letter) and the password that you set up.

## **When booking Appointments using Online Services**

When booking appointments online you will see that there are several different options to choose.

If you select, “Own Doctor” this will only show you appointments that are available to book with your registered GP.

If you select “General Appointment” this will show you appointments with other Dr’s if you don’t mind who you are seeing (you will see there are pink and blue symbols next to the Dr’s names so you can choose if you prefer a female or male GP).