

Online Patient Access – How to register

Firstly you will need to attend the surgery with a form of photocard ID to obtain your registration letter. Using the details from the letter please follow the instructions below.

Access the website shown below via the link on the practice website homepage, or by typing <https://patient.emisaccess.co.uk> in the address bar of your internet browser.

The following screen will be displayed:

Register

Have a letter from your practice?
Click register below and enter the details.

Don't have an account?
Click register to see if Patient Access is available to you.

Register

Sign in

User ID
eg. 125487

Password
GH193

I forgot my user ID or Password
 Remember my user ID

Sign in

Get your new user ID

Access ID: 67985
Practice ID: 50003

Get my user ID

Your user ID: 67985050003

This site uses encryption
How can I tell that this site is encrypted?

Service status
View the current status of the Patient Access service

Help with Patient Access
View our most frequently asked questions

Access to this system is permitted to authorised users ONLY. Unauthorised attempts are considered a criminal offence and could be prosecuted.
Please read the [terms of use](#) and the information about your [privacy](#) which apply to this website.

[Terms of use](#) [Privacy policy](#)

To set up an account you will need to use the Register section (shaded in green) on the left hand side. **You will only need to use this section once.**

Step 1

- Click Register

The following screen will be displayed:

Home Help

Patient.co.uk powered by emis

Your progress

Register

Have you visited your GP already and been given a PIN and an Access ID?

Yes No

✓

You should have been provided with the following details. If not or if you have any problems please contact your practice.

PIN *

Practice ID *

Access ID *

Your NHS Number *

[Next](#)

* Indicates a required field

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- Select 'Yes' for the first question, then type the details from the registration letter into the fields on the screen. *You must complete ALL fields on this screen to continue.*
- Click 'Next'.

Step 2

The following screen below is displayed:

Home Help

powered by **emis**

Your progress

Register

Please enter your details below to create an account.

About you

Surname

Date of birth

Choose a password

Confirm your password

Password strength ■■■■■■■

* Indicates a required field

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- Fill in the details requested (Surname, DOB and password of your choice) Please note **ALL** fields must be completed before you can continue.
- **Make a note of the password you create.**

Please note your password should be a mixture of letters and numbers, and be at least 7 characters long.

- Click '**Next**'.

Step 3

The following screen is displayed:

The screenshot shows a web browser window titled "Patient Access - Register - Create account step three". The page has a header with "Patient access" and "powered by emis". A progress bar indicates the current step. The main content area is titled "Register" and contains the following sections:

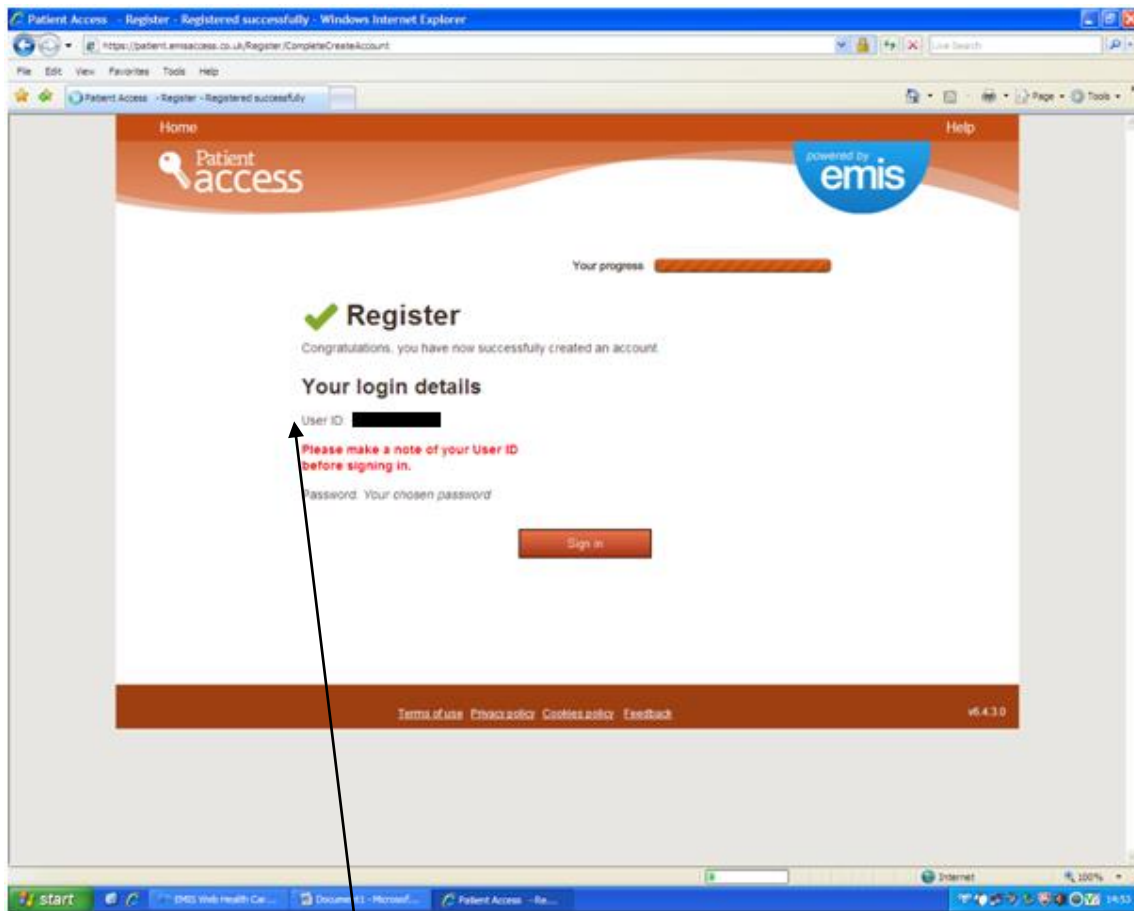
- Contact details:** Fields for "Email" and "Mobile number" are shown, both with redacted content.
- Security questions:** Two questions are listed, each with a dropdown menu for the question and a text input for the answer.
- Terms and Conditions:** A checkbox labeled "By ticking this box, I agree to the Terms and Conditions" is visible.

- Please check that your contact details are correct, then select your security questions and input your answers. These security questions will be used should you forget your user ID or password.
- You can add/remove security questions using the 'Add' and 'Remove' buttons at the bottom of the screen, although a **minimum of 2 questions is required**.
- Remember to tick the box to agree to the Term and Conditions.
- Click '**Next**'

Please note if the contact details displayed have now changed you will need to contact the surgery to update them.

Step 4

The following screen will be displayed:



- Make a note of your User ID displayed.

The registration process is now complete.

Signing in

You can now sign in either by going directly to the website <https://patient.emisaccess.co.uk> or by clicking on the **'Request an appointment'**, **'Repeat Prescriptions'** or **'Cancel Appointment'** links at the bottom of the practice homepage.

The practice website address is: www.newforestmedicalgroup.co.uk

To **sign in** enter your **User ID** and password into the **Sign in** section on the **right hand side**.

The screenshot shows the Patient Access website interface. At the top, there is a navigation bar with 'Home' and 'Help' links. The main content area is divided into two sections: 'Register' and 'Sign in'. The 'Register' section has two options: 'Have a letter from your practice?' and 'No letter but would like an account?'. The 'Sign in' section contains a 'User ID' field, a 'Password' field, and a 'Sign in' button. To the right of the 'Sign in' section is a 'Get your new User ID' sub-section with 'Practice ID' and 'Access ID' fields and a 'Get my User ID' button. A black arrow points from the text above to the 'Sign in' section.