

St. Peter's Surgery

ON-LINE ACCESS REGISTRATION GUIDANCE

Now you have received your registration approval letter, you can create an account with any one of the following providers, the choice is yours:

Patient Access <https://www.patientaccess.com>

Evergreen Life <https://e-life.co.uk/>

Dimec <http://www.dimec.me/>

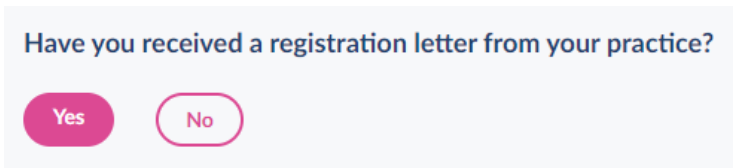
PATIENT ACCESS – SET UP GUIDANCE

However, as a Practice we have selected one of these providers "Patient Access" in order to provide guidance on how you register on line, (other providers will have a similar process). In addition, we have a link from our website to the Patient Access website.

Please follow the steps below to set up your Patient Access account. You can also view a video tutorial on how to set up your account once you have your registration approval letter

<https://support.patientaccess.com/videos/register-with-a-letter>

1. Go to <https://app.patientaccess.com/registration>.
2. Enter the practice postcode where you are currently registered, **WS2 8DA**.
3. Select **Search**.
4. Select your practice from the list provided.
5. Select **Continue**.
6. Below the question 'Have you received a registration letter from your practice?', select **Yes**.



Have you received a registration letter from your practice?

Yes No

7. Enter the Linkage key (which is recorded on the registration letter).
8. Enter the Account ID (which is recorded on the registration letter).
9. Select **Confirm**.
10. Enter your personal details, then select **Continue**.
Note: The personal details must match the details held by your practice.
11. Enter your email address, mobile number (optional), and a password of your choice.
Note: You must have a unique e-mail address or you will not be able to register on-line.
Your password must be at least 8 characters in length, contain at least one upper-case letter, one lower-case letter and one number.
12. Select the box to accept the terms and conditions.
13. Select **Register and create account**.
Your account has been created.
14. Next time you login you can go directly to the login screen by going to:
<https://app.patientaccess.com/login>

Note: Should you need your linkage key or account ID for any reason in the future, they are stored as part of your profile in the Linked practices section of the My account screen.