



NHS App

Account Set Up A Step-By-Step Guide

Guide Key - Tap the screen where you see a red box like this OR the word **TAP NB** - If you don't see <u>Continue</u> on your device - *Scroll down*

Why Should You Use the NHS App?

- Order your repeat prescriptions and they will be ready to pick up / get delivered from your nominated pharmacy in just 2 days
- Change your Pharmacy if needed



- Away from home and forgot your medication? Not to worry, with the app you can order an emergency prescription from a nearby pharmacy
- Book appointments like blood tests and screenings. You can also cancel them and see upcoming or past appointments
- Add a family member so you can order prescriptions and book appointments for them.
- Get advice on conditions and treatments

abroad

Use NHS 111 online if you need urgent help



- Check your Covid-19 vaccine record and get your vaccine passport ready for when your travel
- Do you know your organ donation decision? You can check and update if needed





View your NHS number and GP health record and decide if you want if to be shared for research and planning

Follow this guide to get your account fully setup. Our other handy Guide on all these great services and more 'A Step-By-Step Guide To Using The App' is also available for you.









With just a few taps on the app and you are done, free to enjoy the rest of your day

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STREET OF ST	Your COVID-19 vaccine record	
GEI	Your vaccinations	
marker and	The March 1995	y

You don't have to wait in a queue on the phone or make a special trip to vour GP surgery



1. Download the App

 App Store for Apple devices



 Play Store for Android devices



A. TAP on the Search Bar or the magnifying glass icon



B. Type - NHS App - then TAP the option from the drop down list that appears



C. TAP – GET – in the App Store



TAP – INSTALL – in the Play Store



2. Getting Started – Check email address

This page will appear if it's the first time you have used the app

Getting started

Use the NHS App to:

- get your NHS COVID pass
- order repeat prescriptions
- book and manage appointments
- get health information and advice
- view your health record securely
- manage your organ donation decision
- view your NHS number

You must be aged 13 and over to use the app, and registered at a GP surgery in England.

What to do if you're aged 13 to 15

To get started you'll need to create your NHS login.

Continue

Cookies on NHS login

Cookies collect information about how you use NHS login to help us make our site work as well as possible.

We would also like to use analytics cookies to improve our service.



Enter your email address

We will check if you have an NHS login. If not, you can set one up.

Email address

TAP to Enter email address

Continue



Access your NHS services



Version 2.9.0

3. Email address recognised – Forgotten Password

If you can't remember your password TAP – reset it If your password is correct – **Go to 6**.

Choose your cookies NHS login K Back to: Enter your email address Enter your password Enter your password to log in. Password TAP Then type Show If you cannot remember your password, you can <u>reset it</u>. Continue

Go to your email inbox and open up the NHS email – TAP – Reset your password noreply@login.nhs.uk



13:33

Reset your password

NHS NHS login

Reset your password

You have 1 hour to use the reset your password link.

After that, go back to the website or app you were trying to access and reset your NHS login password again.

If you do not want to reset your password, ignore this email.



TIP – TAP 'Show' on both to double check they match

NHS login

Reset your password

New password

Your password must:

- have 8 characters or more
- have 1 UPPERCASE letter or more
- not start or end with a blank space

TAP to Create a new password **Show**

Confirm password

Show **TAP** to Re-type new password

Reset password

Terms of use

access.login.nhs.uk

4. Email address not recognised – New Account

NHS login

K Back to: Enter your email address

Set up a new NHS login

Select **Continue** to set up a new NHS login with **davey_thomas@yahoo.com** and register with **NHS App**.

Do you already have an NHS login?

Continue

What is NHS login?

NHS login can be used to access health websites and apps that have the NHS login button.

K Back to: Enter your email address

What you need

So that we can match you to your NHS record, we will ask you to provide your:

- NHS number or name
- date of birth
- postcode

Telling us your NHS number will give us the best chance of matching you to your NHS record. If you do not know your NHS number, you can tell us your full name instead.

How to find your NHS number

A mobile phone

You will need a working mobile phone with signal, as we will text you a security code.

Continue

🗙 Close

How to find your NHS number

An NHS number is a 10 digit number, like 485 777 3456.

You can find it:

- on any letter the NHS has sent you
- on a prescription
- by logging in to a GP surgery online service
- on a vaccination letter

Ask your GP surgery for help if you can't find your NHS number.

A mobile phone

You will need a working mobile phone with signal, as we will text you a security code.



5. Email Verification

K Back to: Enter your email address

Create a password

Create a password

Your password must:

- have 8 characters or more
- have 1 UPPERCASE letter or more
- not start or end with a blank space

TAP - Create a new password show

Confirm password

TAP - Re-type new password Show

Agree to our terms of use

We will collect and save your information securely. We will not share your personal information without your consent.

By continuing you confirm that you agree to our privacy notice and terms and conditions.

Continue

NHS login

K Back to: Enter your email address

Check your email

Enter the 6 digit security code we have sent to **davey_thomas@yahoo.com** to confirm this is your email address.

You need to use this code within **1 hour** or it will expire.

Not received your security code?

Security code

The code is 6 numbers

TAP - Type Security code here e.g. 761702

Continue

Terms of use

Cookies

noreply@login.nhs.uk

12:12

Your security code for NHS login



Use this security code to confirm your email address.

761702

You need to use this security code within **1 hour** to continue setting up your NHS login.

6. Mobile Verification

Enter Your mobile number and then TAP - Continue

Enter your mobile number

We will send you another 6 digit security code, this time to your phone, to confirm your mobile number.

It will be quicker to set up your NHS login if the mobile number you enter is the number your GP surgery has for you.

```
UK Mobile number
   TAP then enter mobile number
     I have an international mobile number
                  Continue
Terms of use
\wedge \vee
                                       Done
     1
                     2
                                     3
                                     DEF
                    ABC
                     5
                                     6
     4
     GHI
                     JKL
                                    MNO
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8

TUV

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9

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7

PQRS

+ * #

A Text notification with the security code will appear at the top of your screen

NHS login 881908 s your NHS login security c..

Sack to: Enter your mobile number

Check your mobile phone

Enter the 6 digit security code we've sent to +447913635508 to confirm this is your mobile phone number.

You need to use this code within **5 minutes** or it will expire.

Not received your security code?

Security code

The code is 6 numbers

Continue

Type the security code into the box the TAP – Go / Continue

K Back to: Enter your mobile number

Check your mobile phone

Enter the 6 digit security code we've sent to +447913635508 to confirm this is your mobile phone number.

You need to use this code within **5 minutes** or it will expire.

Not received your security code?

Security code

The code is 6 numbers

-	881908	ΤΑΡ	then type	
	1	2	3	$\overline{\mathbf{X}}$
	4	5	6	Go
	7	8	9	
		0		J

NOTE – Next time you sign in you will need to enter a security code sent to your mobile – *(If using your own device)* TAP the box so you don't have to do it again.

Check your mobile phone

Enter the 6 digit security code we've sent to ••••••5508.

Not received your security code?

Security code

The code is 6 numbers

9345	581	, k
	Remember this device and stop sending security codes	Feedby

1	2	3	$\langle \times \rangle$
4	5	6	Go
7	8	9	
	0		J

7. Personal Information - NHS Number / Full Name

If you know your NHS Number TAP – Yes or No if you Don't. Then TAP - Continue

NHS	NHS log
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Do you know your NHS number?

Telling us your NHS number will give us the best chance of matching you to your NHS record.

You do not need to know your NHS number to continue. If you do not know it, you can tell us your full name instead.

How to find your NHS number

Yes, I know my NHS number

No, continue with my full name

Continue

Enter your NHS Number then TAP - Continue

NHS login

Do you know your NHS number?

Telling us your NHS number will give us the best chance of matching you to your NHS record.

You do not need to know your NHS number to continue. If you do not know it, you can tell us your full name instead.

How to find your NHS number

Yes, I know my NHS number

Example: 485 777 3456

TAP then type

) No, continue with my full name

Continue

If you don't know your NHS number then type in your full name and TAP - Continue

Terms of use Cookies

Accessibility Help Centre

K Back to: Do you know your NHS number

Enter your full name Use the same full name that you registered with your GP surgery. First name TAP Then Type Middle names (if you have any) TAP Then Type Last name TAP Then Type Continue TAP and type in each D.O.B box NOTE – **Don't** put a 0 first in the **Month** box. Then TAP - Continue

K Back to: Enter your full name Enter your date of birth For example, 15 3 1984 Day Month Year Continue

Continue
Terms of use
Cookies
Accessibility
Help Centre
© Crown copyright

8. Postcode and Detail Check

Enter your home postcode then TAP - Continue



Check your details – if all correct TAP – Submit information



Confirm your details TAP - 'Yes' box then TAP - Continue **Confirm your details** We found this NHS record using the information you gave us. Name Date of birth NHS number ••• ••• Are these your details? (Yes, these are my details No, these are not my details These are my details but some are wrong Continue

9. Notifications and Login Options

A – TAP (Required) **B** - TAP (Optional) Then TAP Continue

Cookies

The NHS App puts small files (known as cookies) on your device. These are used to make the app work and improve your experience. You can

manage your cookies

to opt out of using some of them.



A I understand and accept the terms of use and privacy policy. I accept the use of 'strictly necessary' cookies as detailed in the cookies policy.



I accept the use of optional analytic cookies used to improve the performance of the NHS App.

Continue

TAP – YES (recommended as you will receive important health care / test results / appointment information) Then TAP - Continue

Turn on notifications

We use notifications to tell you when you get a new message.

The NHS and connected healthcare providers, like your GP surgery, may send you messages using the NHS App.

Do you want to get NHS **App notifications?**



Yes, turn on notifications on this device

Tell me about new messages

No, do not send notifications on this device

I understand I may not be told about new messages unless I log in

About notifications on your devices

More information is available in the NHS App privacy policy.



If you have Face / Finger Print ID set up on your phone you can use it to login to the NHS app If you don't have it / don't want to - TAP – Dismiss If you do – follow the instructions below



10. Prove Who You Are – Sending ID

STAGE 1 (Account set up) – Partial Access

Completing steps 1-9 only gives you limited access on the app. You can get health advice, search for conditions and treatments, and use the NHS 111 online service.

STAGE 2 – Full Access

With full access you can order repeat prescriptions, manage appointments, view your GP health record, view test results, and get your Covid Pass for travel abroad.

To gain full access you will need to prove who you are. TAP - Continue

Prove your identity to get full access

You'll need to prove who you are before you can get your COVID Pass for travel abroad, book appointments, order repeat prescriptions, and view your health records in the NHS App.

Continue

There are 2 steps to proving who you are:

- 1. Send a photo of your ID
- 2. Record a video of your face

Step 1 of 2 NHS NHS login Send a photo of your ID We will help you send a photo of your ID Step 1 of 2 online. Send your photo ID We accept most passports, driving We will use this to confirm who you are. licences, national identity cards, or residence cards. Continue We can accept an expired photo ID if it expired less than 12 months ago. Next steps Continue **Record your face** This is to match you to your photo ID.

11. Prove who you are – Sending ID – Step 1 - Upload Existing Photo

If you already have a photo of the ID you can use follow this step. If you need to take a photo of the ID - Go to 12. If you don't have any photo ID – Go to 16.

TAP on the type of ID you have. TAP – Continue

What type of photo ID do you have?

Passport

UK driving licence (full or provisional)

Other photo ID

Continue

What to do if your photo ID is not on this list

TAP – Upload a photo TAP - Continue



TAP – Open Photo Library

- For an Apple device select Photo Library
- For an Android device select Gallery

You will need to give the App permission to access the photo. TAP – Allow

You will then be able to scroll through to find the photo of the ID - TAP on the photo to select it.

Upload a photo of the front of your driving licence

We need a clear photo of your driving licence.

Make sure:

- your photo includes all 4 corners
- you can see all words, numbers and codes
- there are no bright spots caused by reflection from a bright light
- the text is not blurred

	Oben Photo Librai	rv .
	Photo Library	
Terms of use	Take Photo	Ô
Cookies	Choose File	



12. Prove who you are – Sending ID - Step 1 - *Take a Photo*

TAP – Take a photo now TAP - Continue



Continue

TAP – Open Camera TAP - Continue

Take a photo of the front of your driving licence

We need a clear photo of your driving licence.

When you take your photo make sure:

- your photo includes all 4 corners
- you can see all words, numbers and codes
- there are no bright spots caused by reflection from a bright light
- the text is not blurred
- you do not use a front-facing camera

Open camera

You will need to give the NHS App permission to access your camera.

TAP – OK

Make sure all 4 corners are visible and you can see all the text clearly before taking the picture.



13. Prove who you are – Sending ID – Step 1 - *Send the Photo*

PLEASE NOTE - If you cannot see your photo clearly due to visual impairment it is best to ask someone to check if for you as it may result in your request being denied.

TAP – Yes TAP - Continue

What to do if you are visually impaired

If you cannot see your photo clearly, you do not need to check it. Instead, you can send it now.

Or you could ask someone to help you check your photo.

Do you want to check your photo?

Yes - check photo

No - send photo now

Continue

You will be asked 2 Questions.

Question 1 TAP – Yes TAP - Continue

What to do if you are visually impaired



Question 1

Can you see all 4 corners of the front of your driving licence?



Question 2 TAP – No TAP - Continue Check your photo before you send it

We will ask you 2 questions to help you check your photo is correct.

What to do if you are visually impaired

Question 2

Have you covered up any part of the passport page that has your name on it?



Continue

You will then see the progress of your photo being sent. Once complete you will move to **Step 2**

Sending your photo



14. Prove Who You Are – Sending ID - Step 2 – *Record Video*

TAP – Say the numbers TAP – Continue Make a note of the numbers then TAP – Open Camera

Back

 \checkmark

Get ready to say your numbers

Before you start you must allow us access to your camera. This is so we can match your face to your ID.

Ask someone to help you record the vide if it's easier.

1. Your whole face is visible

Make sure:

2. You say these 4 numbers: 2969

When you are ready to record your video, select open camera.

Open camera

() Sign the numbers using British Sign Language

NHS login

Send your photo ID

Record your face

Record a short video

face while you tell us 4 numbers.

How do you want to do this?

the face on your photo I.D.

Say the numbers

This is to match you to your photo ID.

Continue

Next you need to record a video of your

This is so we can check your face matches

Step 2 of 2

Step 2 of 2

Write the numbers down and show them

Continue

You will need to give the NHS App permission to use the microphone so you can record your voice with the video.

- Make sure your whole face is visible 1.
- 2. TAP record (red circle) to begin
- Say the 4 numbers clearly 3.

Don't Allow

Cancel

- TAP the for to stop recording 4.
- If you are nappy with the video TAP Use Video 5.



Use Video

TAP – Play to watch the video **TAP** - Continue

Check your video

You need to watch the video before you can continue.



If you can see all of your face and hear the numbers 2 9 6 9 clearly, click continue.



15. Completing Submitting Your Information

When your video has been verified and fully uploaded you will need to complete the process.

TAP – Submit information

Please submit your information

By clicking submit, you agree to send us your personal information, photo and video.

Your data will be stored securely. Read our <u>privacy notice</u> to find out what we'll do with your data.

Submit information

This message will then appear. It can take up to 24hrs but worth to have a look at your emails after a few hours to see if you have passed the checks.

Thank you - we are checking your information

We will email you to tell you if your information passed our checks or not. This can take up to 24 hours.

At busy times, it may take longer.

If you need medical help now go to <u>111.nhs.uk</u> or <u>call 111.</u>

Once your information has been checked and accepted you will receive an email that looks like this. You will now have full access to the App

You passed our checks NHS login To To Today at 13:29

NHS

The information, photo and video you sent us passed our checks.

You can now use your NHS login to access NHS App.

You may need your NHS number to use some services.

Your NHS number is 42

Open the NHS App, sign in and the main menu will look like this. You can now:

- Order prescriptions
- View medical records
- Book/view appointments
- See test results
- Health information

Home

Name: Date of birth: NHS number:

Popular services

NHS COVID Pass

View and download your COVID Pass for \rightarrow travel abroad

View your unread messages				•>	
Linke	d profiles			>	
View	your GP h	ealth reco	ord	>	
Orde	r a <mark>prescr</mark> ip	otion		>	
Advice	Appointments	Prescriptions	Your health	Messages	

16. Proving who you are – Without Photo ID

Regardless of what option you select you will need 3 pieces of information – Account ID / Passphrase / Organisation Code – If you don't have it / lost original Sign-up Letter for Online Services you will have to request this from your GP Surgery by giving them a call / popping in.

We will ask you 1 or 2 questions about other health services you use. We will use this information to tell you how you can prove who you are.

This is only available if your GP is in England.

Do you use your GP surgery's online services?

Online services include booking appointments, ordering repeat prescriptions and seeing your GP record.

Yes - I use online services No - I do not use online services

Continue

don't know

Do you have the following 3 registration details for the online services you use?

- Linkage Key (could be called Passphrase)
- ODS Code (could be called Organisation Code or Practice ID)
- Account ID

You might have been given these details when you registered.

Yes - I have all 3 details

No - I do not have all 3 details



Continue



A Back to: Do you have the 3 registration details?

Enter your registration details

Enter the details exactly as they are written.

Linkage Key (could be called a Passphrase)

TAP then type

ODS Code (could be called an **Organisation Code or Practice ID)**

TAP then type

Account ID

TAP then type

Continue

If you do not have these 3 details or

Once all 3 are added – TAP Continue. You will now have full access to the App

- **Order prescriptions**
- View medical records
- **Book/view** appointments
- Get test results
- Health information