**Queensway Medical Centre** Olympic Way Wellingborough Northants NN8 3EP 0844 576 9144

***Registration to use the Internet Repeat Prescription Ordering and Update Contact Information facility***

To use the Internet prescription ordering / address change facility you need to register on the practice web site at ‘**https://access.e-mis.co.uk’**. (or just enter ‘Emis Access into Google / Yahoo).

Click on ‘Create your account here’ and complete the two registration screens:-

1) Screen 1 - enter your **Registration Information** which is shown below – **PIN number**, **Practice ID** **number**, **Access ID** and **NHS Number - SUBMIT**. This enables the system to check your identity when you log on.

2) Screen 2 –asks you for a **password** and some **security details – SUBMIT.** No-one else will know these details

When you log on subsequently you will use the **‘existing user sign in’** pathway and will only be asked for your **Practice ID**, **Access ID** and your **Password.** You willthen be able to followthe prompts to ‘Request a Repeat Prescription’ or to ‘View / Update your Contact Information’

The information you need to complete the registration screens is shown below. Look after this form carefully until you register, and consider destroying it afterwards. If you lose the form or if it is stolen before you have entered your password and security details, contact the practice straight away, by telephone or in person.

Remember to enter the information exactly as it appears on this form, or your registration will not be accepted. When you log on after registering you must also enter all details in exactly the same format.

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| --- | --- |
| **Screen 1** |  |
| PIN | ~[PIN] |
| Practice Number | ~[CDB] |
| Access ID | ~[Access\_Id] |
| NHS Number | ~[NHS Number] |
| **Screen 2** |  |
| First Name | ~[Forename] |
| Last Name | ~[Surname] |
| Enter the other information yourself. Remember your password and security information, but do not write them down in identifiable form. |  |