

Online Services – How to Register an Account

1. Go to www.patientaccess.com

2. Select **Register Online**



3. Search **Marple Cottage Surgery**

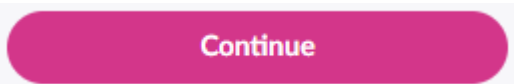
4. **Click** on the Practice



Marple Cottage Surgery

50 Church Street, Marple, Stockport, Greater Manchester
SK6 6BW
+44 (0) 1614260011

5. Select **Continue**



6. Select **Yes**

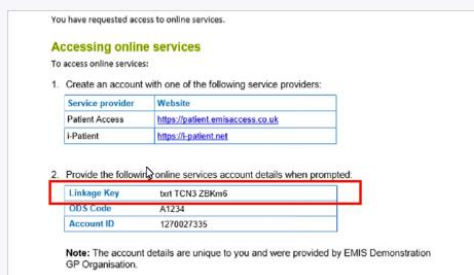
Have you received a registration letter from your practice?

Yes No

What is a registration letter?

A registration letter contains important information required to register for full access to online services.

If you do not have a registration letter you can obtain one by visiting your practice in person with proof of identity.



7. Enter the **Linkage Key** and **Account ID** from your online services document

8. Then Select **Confirm**

Link To Practice

To link to your practice, please enter the following details from your registration letter.
If you do not have a registration letter, please contact your practice to obtain one.

Linkage Key:

Account ID:



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9. You will then need to confirm your **Personal Details**

10. Then Select **Continue**

The screenshot shows a registration form for Marple Cottage Surgery. At the top, it says 'Your Practice' with 'Marple Cottage Surgery' and an 'Edit' link. Below this is a box containing the practice address: 'Marple Cottage Surgery', '50 Church Street Marple,', and 'Stockport, SK6 6BW'. The main section is titled 'Your Personal Details' and asks the user to confirm details held by the practice. It includes fields for 'Name' (Given name and Family name), 'Date of birth' (Day, Month, Year), 'Gender' (dropdown), 'Postcode', and 'House name, flat number or street'. A 'Continue' button is at the bottom. At the very bottom, it says 'Your Patient Access Account' and 'In partnership with NHS'.

11. Enter your **Email Address, Mobile Number** and create a **Password**.

12. Select **Register and Create Account**

The screenshot shows the 'Your Patient Access Account' registration step, in partnership with NHS. It has two columns: 'Email address:' with a field containing 'email@example.com' and 'Mobile number:' with a field containing 'Optional'. Below the email field, it says 'This will be used to identify you when signing in.' Below the mobile number field, it says 'If you forget your password we can use this number to verify your identity.' There is a 'Password:' section with a field containing 'Minimum 8 characters' and a 'Show' button. Below this, it says 'Your password must contain at least one upper-case letter, one lower-case letter and one number.' There are two checkboxes: 'I accept the Terms and Conditions' and 'I would like to receive marketing email communications (including newsletters, occasional surveys and partner content) to enhance my experience of Patient Access'. A 'Register and create account' button is at the bottom.

13. Once successful you will see this message. Click **Sign In**, you

The screenshot shows a success message in a light blue box: 'Your Patient Access account has been created and linked to your practice.' Below this is a white box with the text 'Please visit Home to start using online services.' and a 'Sign in' button.