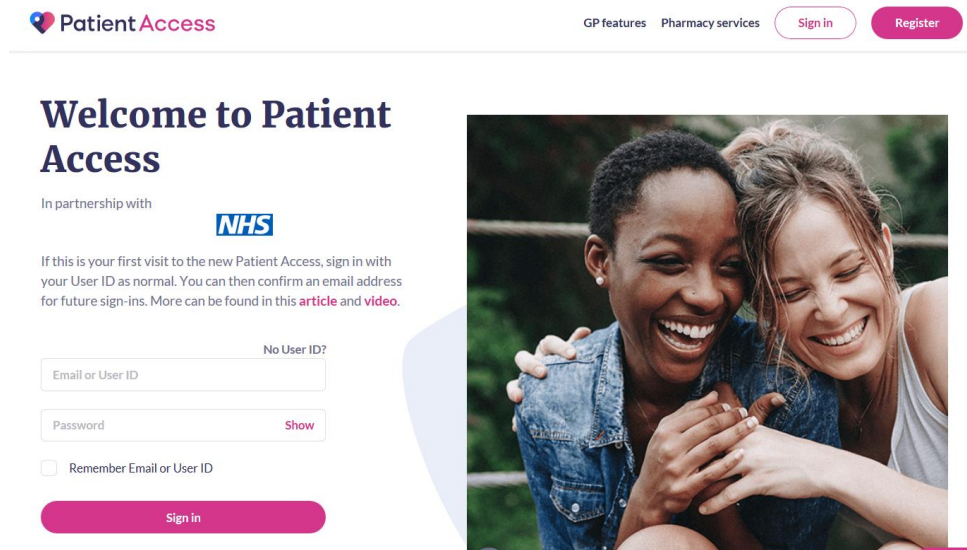


## Step by step guide to Register for Online Services through Patient Access

Once you, the patient, have filled in the online services registration form and returned it to the surgery you will receive an email 'Patient Online Services - registration letter'. This contains all the codes you will need to complete your registration.

1. Go to <https://www.patientaccess.com>

Click on the 'Register' button on the right hand side of the screen as shown in the screenshot below.



Patient Access

GP features Pharmacy services Sign in Register

## Welcome to Patient Access

In partnership with **NHS**

If this is your first visit to the new Patient Access, sign in with your User ID as normal. You can then confirm an email address for future sign-ins. More can be found in this [article](#) and [video](#).

No User ID?

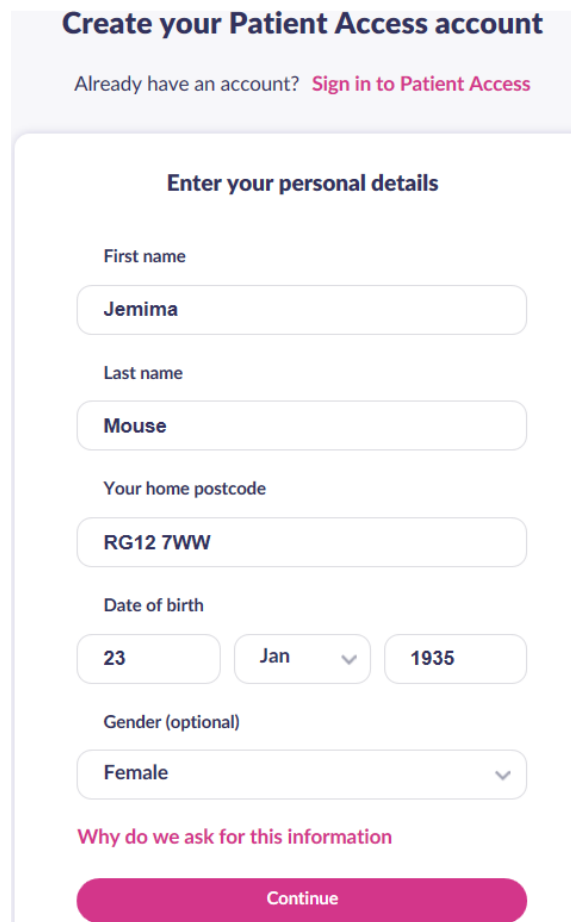
Email or User ID

Password [Show](#)

Remember Email or User ID

Sign in

2. Complete your personal details and click 'Continue'



### Create your Patient Access account

Already have an account? [Sign in to Patient Access](#)

#### Enter your personal details

First name

Jemima

Last name

Mouse

Your home postcode

RG12 7WW

Date of birth

23 Jan 1935

Gender (optional)

Female

[Why do we ask for this information](#)

Continue

### 3. Complete your email address, password and mobile number and click 'Create account'

## Create your Patient Access account

Already have an account? [Sign in to Patient Access](#)

[← Back](#)

### Enter account details

Email address

Password

 [Show](#)

Must be at least 8 characters long, with a mix of numbers, uppercase and lowercase letters.


Mobile number (optional)

I accept the [Terms and Conditions](#).

I'd like to receive marketing communications (emails, surveys and partner content) to enhance my experience of Patient Access.


[Create account](#)

### 4. Please see screenshot below which shows confirmation that your account has been successfully created. Click on 'Link to your GP practice'



### Your Patient Access account has been successfully created

**Would you like to link your GP practice?**

In partnership with 

Additional features that you will have access to by linking your GP practice:

- Book GP appointments
- Order repeat medication
- View your medical record
- Act on behalf of someone
- Message your GP

Please bear in mind that some GP practices might not support Patient Access features.

[Link your GP practice](#)

[Skip for now](#)

### 5. You must type in 'Ringmead' in the box as shown below and then click Search.

[← Back](#)

### 1. Your Practice

Please supply a postcode or the name of the practice where you are currently registered as a patient.

\* If your practice is not located in England [click here](#) instead.

 [Search](#)

6. You will be presented with a list of the three Ringmead Medical Practice sites. Select your site and press 'Continue' as shown below.

< Back

1. Your Practice

Please supply a postcode or the name of the practice where you are currently registered as a GP. If your practice is not located in England [click here](#) instead.

ringmead

Select your practice from the results below.

- Ringmead Medical Practice - Birch Hill**  
Birch Hill Medical Centre, Leppington, Bracknell, Berkshire RG12 7WW  
+44 (0) 1344208060
- Ringmead Medical Practice - Crowthorne**  
Ringmead (Crowthorne), 54 Heath Hill Road South, Crowthorne, Berkshire  
+44 (0) 1344208060
- Ringmead Medical Practice - Great Hollands**  
Great Hollands Health Centre, Great Hollands Square, Bracknell, Berkshire  
+44 (0) 1344208060

Continue

7. Select 'Yes'

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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.

You have requested access to online services.

**Accessing online services**

To access online services:

- Create an account with one of the following service providers:

Service provider	Website
Patient Access	<a href="https://www.patientaccess.com">https://www.patientaccess.com</a>
i-Patient	<a href="https://i-patient.net">https://i-patient.net</a>

- Provide the following online services account details when prompted:

Linkage Key	cEypBGddUAQx5
ODS Code	100035
Account ID	602333100035

8. Enter the details you have received in the appropriate boxes and click 'Confirm'; an example of which is shown below.

< Back

Have you received a registration letter from your practice?

Yes No

**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

BJTGBNhTHASy4

Account ID

23712002711

Confirm

## 9. Check your personal details and click 'continue'

**Your Practice**  
The Ringmead Medical Practice - 2711 [Edit](#)

**Your Practice**  
The Ringmead Medical Practice - 2711  
Birch Hill, Leppington, RG12  
7WW

**2 Your Personal Details**  
Please confirm the personal details held by your practice.

Name:

Date of birth:    Gender:

Postcode:  House name, flat or street number:

[Continue](#)

**3 Confirm your password** In partnership with [NHS](#)

## 10. Re-type your password and click 'link account'

**Your Practice**  
The Ringmead Medical Practice - 2711 [Edit](#)

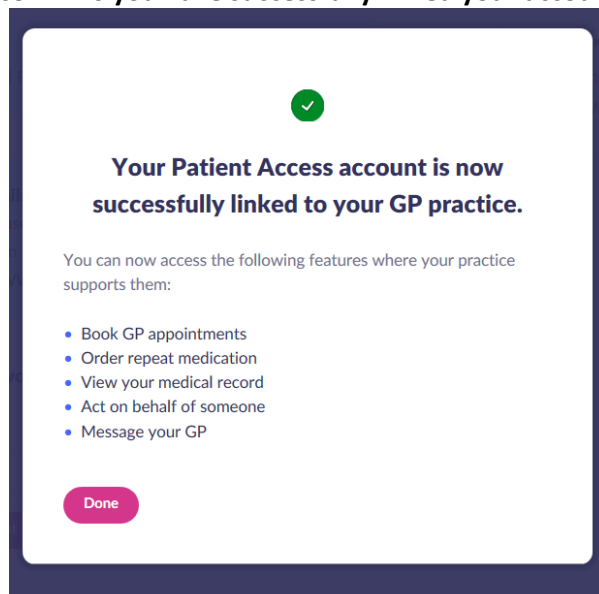
**Your Personal Details**  
Name: Jemima Mouse [Edit](#)  
Date of birth: 23 Jan 19... Gender: Female  
Postcode: RG12 7WW House number/name: B...

**3 Confirm your password** In partnership with [NHS](#)

Your password  
 [Show](#)

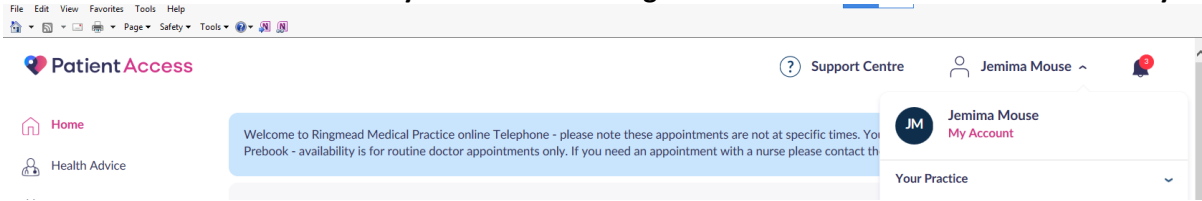
[Link account](#)

## 11. You will see a window which confirms you have successfully linked your account to the practice

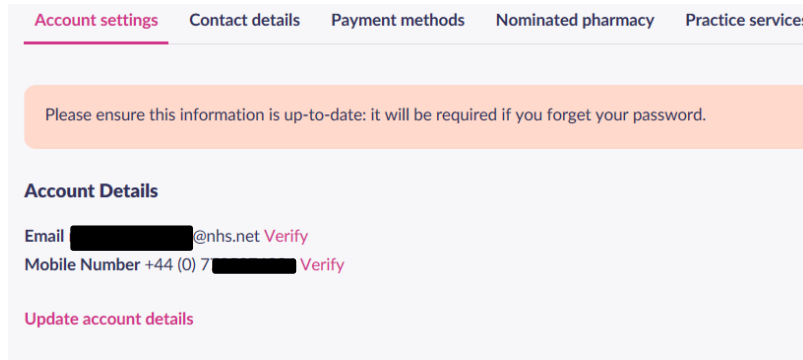


# To check that your email and mobile number have been verified

1. Click on the little down arrow next to your name on the right side of the screen and then click on 'My Account'



2. Click on 'Verify' beside your email address (an email will be sent to you which you will need to click on the 'verify your email address')  
Next click on 'Verify' beside your mobile number (this will open a separate window and a text will be sent to your mobile number with a code to be entered on the screen)



3. Both email address and mobile number will show 'Verified' next to them once done.

