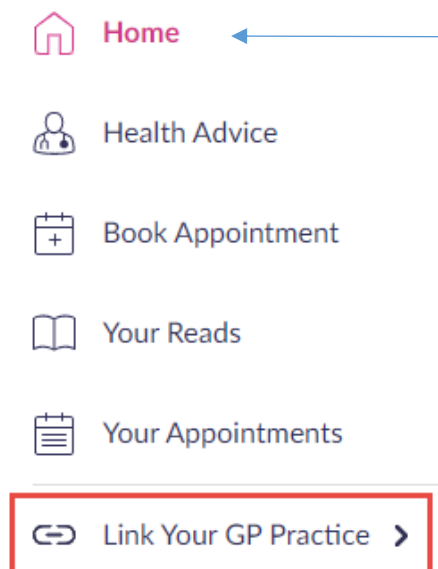


Link your patient access app to the practice

You will need to get a registration letter from the reception team. Once you have your letter. Log into your patient access account.

1. Select **Link Your GP Practice**, at either the end of the registration process, or from the navigation pane.



You will see home along the top of the screen, click it to drop down the options then select Link your GP practice

Then select **continue with registration Letter**

A screenshot of the 'Use a registration letter to link your GP practice' screen. At the top left is a '< Back' link. The title is 'Use a registration letter to link your GP practice'. Below the title is the instruction: 'Please enter the following details from your registration letter to link your GP practice to your Patient Access account:'. There are three input fields: 'Linkage key or Passphrase or PIN' with the placeholder 'Enter Linkage Key here', 'ODS Code or Practice ID' with the placeholder 'Enter ODS code here', and 'Account ID or Access ID' with the placeholder 'Enter Account ID here'. Below these fields is a pink 'Confirm details' button. At the bottom, there is a link: 'If you don't have a registration letter, you can find other options to link your GP practice [here](#).' Four blue arrows point from the text box on the right to the three input fields and the 'Confirm details' button.

You will then be sent to a screen like this. Take the letter provided by the reception team and copy the linkage key, the ODS/Practice code and the account id across. Then confirm details when done

[< Back](#)

Your personal details

Please confirm the personal details held by your GP practice.

Last name

Date of birth



Link account

You will be brought to this screen.

Please check the details in these boxes are correct and click LINK account

You should then see a screen confirming the account has been linked. Please click **Done** and that is the set up complete.