

## **NHS Elect Website Registration for Members**

**Note:** you can only register for access to NHS Elects website and events if your Trust or organisation has signed up for membership.

Step 1: Head to <a href="https://www.nhselect.nhs.uk/register">https://www.nhselect.nhs.uk/register</a>

**Step 2:** Select your organisation from the dropdown menu, if your Trust is not on the list, please get in touch with us on <u>info@nhselect.org.uk</u> and we can add your Trust, providing they are a member

Step 3: Click the verification box 'I'm not a robot' and click 'continue'

**Step 4:** (If applicable) Select your site address from the drop-down menu, or add a new location if you can't see your site address as an option

Step 5: Click 'continue'

**Step 6:** Please enter in your personal details and create a password of seven characters with at least one digit and one uppercase character. Be sure to use your work email address and NOT your personal one as we use your email to validate your application

 Don't forget to select which emails you would like to sign up to! We send out weekly emails with the events you can access, as well as members bulletins with exciting monthly news

Step 7: Confirm you've read our T&Cs and then click 'Register'!

Your application for registration will now go through an approval process and we will approve your access to the site, usually within 48 hours. You will receive an email when this goes through, please be sure to check your spam folder.

If you have any issues, please contact <u>info@nhselect.org.uk</u> and we'll be happy to help.