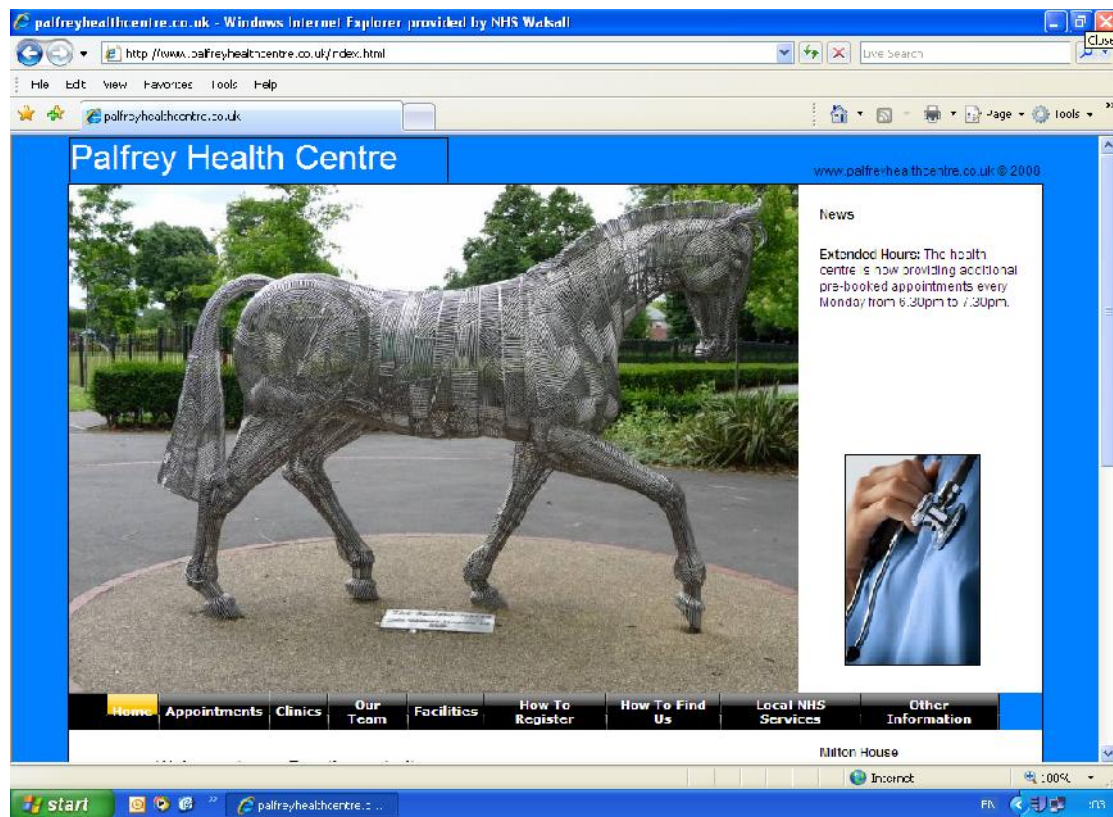


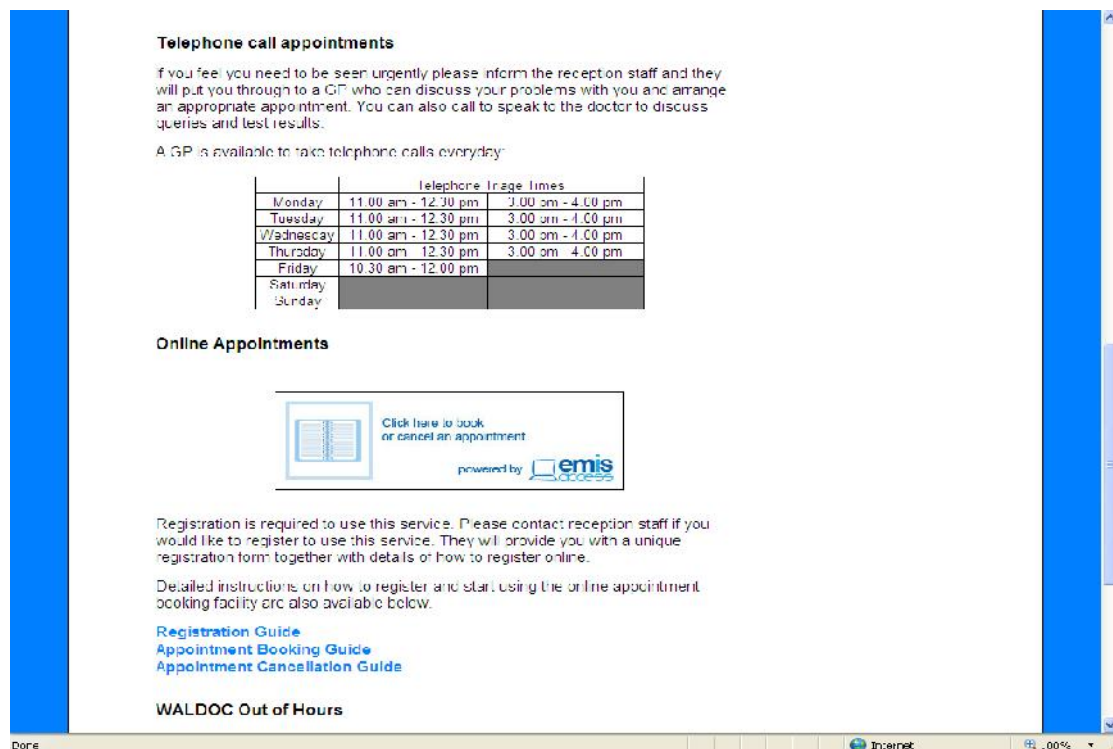
# Registration to use the Internet Appointment Booking Facility

To use the internet appointment booking facility you will first need to register on the practice web site at [www.palfreyhealthcentre.co.uk](http://www.palfreyhealthcentre.co.uk).



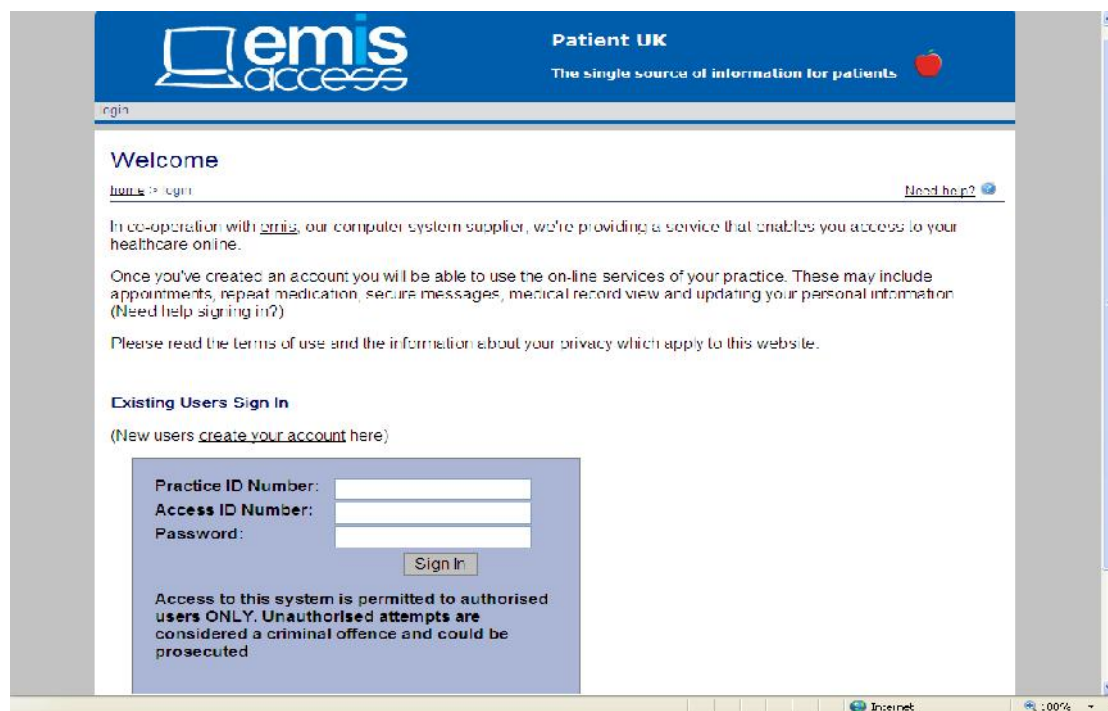
Click 'Appointments' on the main menu.

Next, navigate down to 'Online appointments' on the appointments information screen, as below



Click on the logo.

Next, you will be directed to the emis access webpage, as below



Click [create your account](#) for new users.

Next, screen 1 of create your account will be displayed, as below



There are two registration screens to be completed. The information you enter on the first screen enables the system to check your identity when you log on.

On the second screen you enter a password and security details that no-one else (including practice staff) will know.

The information you need to complete the registration screens will have been provided to you in a registration form, given to you by practice staff, and is similar to that 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, including passwords. If you misplace any of your log on details please contact the practice by telephone or in person for assistance.

If you are registering on behalf of a dependant such as a child or the elderly, the process is the same, with each patient requiring a new user account to be created using a registration form, available from the practice.

<b>Screen 1</b>	
PIN	Web Pin number
Practice Number	Web CDB number
Access ID	Web Access ID
NHS Number	NHS Number
<b>Screen 2</b>	
First Name	Forenames
Last Name	Surname
Enter the other information yourself. Remember your password and security information, but do not write them down in identifiable form.	