

# How to: Register for Online Patient Services

Welcome to the world of digital health! Online GP services can make managing your health (and the person you care for's health) much easier as it can save you valuable time booking appointments, ordering repeat prescriptions, and more. GPs often have different 'providers' for GP services, so some of the registration steps below may vary, but the process is overall the same!

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**To register for online GP services, you will need:**

- Access to a laptop/computer and internet connection
- Valid ID (Passport, driving license, or bill)
- An email address

**Step 1: Find your GP's online service provider**

- Start by searching for your GP's official website by typing your GP's name into a search engine like Google
- Look for their official website in the results
- Once you've found your GP's website, look for a button that mentions 'Online Services' or 'Register for Online Access' and click on it - this page will then tell you the provider and how to register

- 'Providers' just mean the way in which you access online services (each have different websites/apps)
  - Some examples of providers are 'Patient Access', 'SystemOnline', or 'Airmid'

## Step 2: Select a Registration Method

- There are two ways to register for online services but this depends on the options your GP offers:
  - In-person Registration: most GPs will require you to register and verify your identity in person first
  - Online Registration: some GPs allow you to register and verify your identity entirely online using your NHS number and personal details

## Step 3a: In-person Registration

- Go into your GP practice and ask for a paper online services registration form at reception
- Fill out the form and hand it back to them with two valid forms of ID (this can be something like a passport/bill)
- Your GP will then give you the login details (a username and password) to access your online services - they will usually guide you on how to access your online patient services account
- Go back to the 'Online Services' page on your GP's website and click on the link to register or sign in to online services

- Log in using the login details provided by your GP
  - Note, some online service providers i.e. 'Patient Access' will ask you to register with your own email address and password first before linking your GP practice to your account with the login details provided by your GP

### Step 3b: Registering Online

- Some GP practices will let you register online with your NHS details without needing to go into your GP practice
- If you have previously registered with the NHS app, log in using these details now

- If you have not previously registered with the NHS app, you will need to register with your NHS number, email address, and phone number. Follow the steps to register and verify your identity (you will be asked to upload a photo of your ID and record a three second video of your face)
  - Read our guide on 'Registering for the NHS app' if you need additional support [here](#)

**Congratulations!**

**You've now successfully registered for online GP services.**

**Remember, if you ever face any difficulties, don't hesitate to contact your GP or ask one of us at Carers Leeds who will advise you!**