

**\*\*\*DO NOT USE THIS FOR YOUR SUBMISSION – PROVIDED AS GUIDANCE NOTES\*\*\***  
**\*\*\*USE THE WORD VERSION OF THIS TEMPLATE FOR YOUR SUBMISSION\*\*\***  
**\*\*\*ONLY SUBMIT DETAILS FOR ONE SITE/HOME ON EACH FORM\*\*\***

If you need more than 2 user accounts, additional members of staff to an existing account or have any other queries, please contact your programme lead



CARE PROVIDER NHSMail SIGN UP FORM

Provider information – Please complete all fields below	
Organisation Type:	Social Care
Social Care Site name:	Enter text
Name of Town: (Max 11 characters)	Enter text
ODS Site Code:	e.g. V12FG
<a href="https://odsportal.hscic.gov.uk/Organisation/Search">https://odsportal.hscic.gov.uk/Organisation/Search</a>	
User information	
Please complete the information below for <u>2 staff members</u> in your service.	

	First Name	Surname	Role	current/ personal email address	Current/ personal mobile number	shared mailbox access type (Enter 1, 2 or 3)
Shared Mailbox Owner						
User						

**PLEASE REMEMBER: ANY errors in your application will cause all information to be automatically rejected, delaying our ability to create the accounts you need to support the care of your residents / service users.**

**Commented [PT1]: VERY IMPORTANT – PLEASE READ:**  
Please do not change any of the existing text or re-format the cells or the form will be automatically rejected. Please only use one form per site, complete all fields and return in MS Word format - hand written forms, PDF or other formats will be automatically rejected.

**Commented [PT2]: PLEASE DO NOT CHANGE**

**Commented [PT3]: SITE NAME:**  
Please enter the name of your home/business

**Commented [PT4]: TOWN NAME:**  
This is limited to 11 characters; spaces or hyphens between words are not accepted. It may be easiest to enter your local authority area e.g. Dudley, Notts, Sandwell or Staffs.

**Commented [PT5]: ODS SITE CODE:**  
This is a unique reference number given to all organisations by the NHS. For care providers, it will start with "V..." If unsure what yours is, follow the link and search on your site's postcode; ensure it is the one marked "Open" Enter the ODS site code (V...) for your home here

**Commented [PT6]: FIRST NAME:**  
Use your preferred first name e.g. Rob vs Bob vs Robert – what are you known as?

**Commented [PT7]: ROLE:**  
Your job title or rough equivalent e.g. Registered Manager, Administrator, Nurse, Other

**Commented [PT8]: EMAIL ADDRESS:**  
This can be a private email address (e.g. Hotmail / gmail) or an existing business one. It **MUST** be unique to you i.e. only you have access to it, and will only be used to send you your activation details and some start-up information

**Commented [PT9]: MOBILE NUMBER:**  
This must be a unique number to you as it is where your initial password and any password resets will be sent; it can be hidden from other users on NHSmail. It must be a mobile number, not a land-line and be entered as one number e.g.: 071234567890

**Commented [PT10]: MEMBER VS OWNER:**  
In addition to the two named email accounts, a generic account (the "shared mailbox") is created for the site and these two users linked to it.  
**MEMBER** will be able to see the emails sent to the generic account  
**OWNER** will be able to see the emails sent to the generic account and authorise the creation / removal of any new staff/email addresses in the future.  
 It is OK to have two OWNERS – this gives resilience for future changes should one of the named people leave. Individuals cannot be linked to more than one generic / shared mailbox through this route.