**Online services registration protocol (patient services)**

* Open up the patients record in the registration screen
* Check we have up to date phone numbers on the screen
* Click on online services tab
* Preferred email address – click “add”
* Enter the patients email address, click verify and enter today’s date in “valid from”
* Preferred Mobile – click “add”
* Enter the patients mobile number, click verify and enter today’s date in the “valid from”
* Then click the “Identification” then “add” the “ok” then close out of that box
* Then click “create online account” (a warning message may appear which you can ignore)
* All the patient details should have appeared on the form
* You can then exit the word document
* The letter will automatically send to the patients email.