

**Guide to authorising access to the Manage Your Service Application**

**Business owner or head office team**

To register your pharmacies and individuals for Manage Your Service, you must be the Business Owner, Director or head office team an Individual previously verified via the NHS BSA Information Services Portal (ISP) registration process.

Steps to follow:

1. **Save or print this document.**

We would advise that this form is saved and completed using Microsoft Word before printing and signing. If this is not possible, the document can be printed and completed in full by hand. Please use block capital letters if completing the form by hand.

1. **Complete the form**

All sections of the form must be completed, however, if you already hold the information required in the table on page 4 of this document in another format (i.e. Excel, csv etc.). This can be submitted to us with section 1 of the form completed.

It is the responsibility of the business owner or head office to decide how many individuals they wish to grant access to the Manage Your Service application for their pharmacy or pharmacies and can allow individuals access to multiple pharmacies if they chose to do so. Individuals working in a head office can also be registered to use Manage Your Service and have access to multiple pharmacies at the discretion of the business owner/head office so long as they have a personal NHSmail account.

To register an individual to multiple pharmacies, the details of the individual will need to be provided along with each ODS/’F-code’ they need access to. Where all ODS codes are covered under a YP code, the YP code can be provided.

1. **Send completed form to NHSBSA**

Completed forms should be attached to an email and sent to: mys@nhsbsa.nhs.uk

If providing details of additional users to be registered in an alternative format to the form provided, this also needs to be attached to the email with section 1 of this form completed.

Once your MYS access authorisation form has been submitted, NHSBSA will create user accounts for each individual supplied on the form. Each individual will receive an email to their personal NHSmail address to register online for their individual MYS account.

If you have any problems with the User authorisation process, please contact the NHSBSA MYS team at mys@nhsbsa.nhs.uk for assistance.



**Manage Your Service Access Authorisation Form**

This form must be completed in order to gain access to the Manage Your Service application and to delegate access rights to your pharmacy and business staff.

**Please return your completed form to:** mys@nhsbsa.nhs.uk

**PLEASE USE BLOCK CAPITAL LETTERS IF COMPLETING THIS FORM BY HAND**

**Section 1**

|  |
| --- |
| Company Name: |
| ODS Code or YP code if part of a multiple (e.g., F9999 or YP00000): |
| Contact Email Address: |
| Contact Telephone Number: |

Print Name: ……………………………………………………………………….

Designation: Director/Owner/Verified user of NHSBSA Information Services Portal

(please delete as appropriate)

Date: ……………………………… Signature:…………………………………..

**Section 2 – List of Users (please ensure section 1 is also completed)**

Please provide details of all individuals, including yourself, you wish to grant access to the Manage Your Service application within your Pharmacy or Pharmacies in the table provided. Alternatively, if you already capture this information via another format (i.e. Excel, csv etc.) we are able to accept this.

If you require any assistance completing this form please contact us at: mys@nhsbsa.nhs.uk

**Please note we can’t accept authorisation from 3rd parties.**

**NHSBSA may use your email address details for the purposes of conducting short surveys and to send quarterly newsletters with relevant information for dispensing contractors**

**List of Users**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Personal NHSmail address | ODS code of Pharmacy (e.g. F9999)  | Authorised to receive management access rights\*  |
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**\*Management access rights can be delegated to users and will give users access to information reports which may contain financial information as well as granting them authority to create, delete and amend users of the MYS application for the pharmacies they have access to.**