

## Primary Care Support England



### Registering on the PCSE Portal Instructions for Main Contacts

To register your pharmacy on the PCSE portal, please follow the three simple steps below:

1

Visit [www.pcse.england.nhs.uk/register](http://www.pcse.england.nhs.uk/register)

2

Complete the Registration Form. You will need the following information to hand:

- Your name
- Your job title
- Your work postcode
- Your work telephone number
- Your work email address
- Your unique identifier. This can be found under your address at the top of the accompanying letter.
- The contact details of a second person in your pharmacy. This is needed for security purposes.

3

Click on the 'Submit' button

### What happens next?

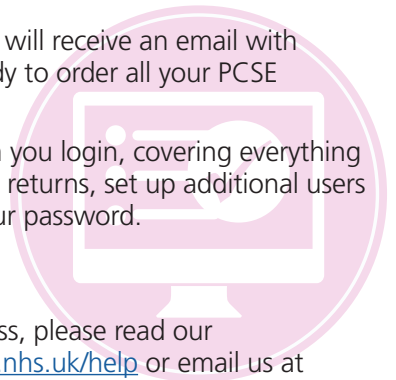
When you have completed and submitted the registration form, you will receive a confirmation email.

When the portal is available for your pharmacy, you will receive an email with instructions on how to log on. You will then be ready to order all your PCSE supplies online.

Easy step-by-step instructions will be available when you login, covering everything from how to order and trace your supplies, manage returns, set up additional users for your pharmacy, and what to do if you forget your password.

### For further information

If you have any queries about the registration process, please read our FAQ (questions and answers) at [www.pcse.england.nhs.uk/help](http://www.pcse.england.nhs.uk/help) or email us at [PCSE.enquiries@nhs.net](mailto:PCSE.enquiries@nhs.net)





## Your new quick and easy supplies management service

### What will be different?

PCSE is changing the way you order supplies from us, and how these orders are fulfilled and tracked. We will introduce an online portal, which will enable quick and easy supply ordering and tracking for pre-printed forms, EPS tokens and other NHS stationery.

### These new arrangements will include:

- Introducing an online portal which will house the national catalogue of approved items. You will be able to place and track all orders on the portal and see expected delivery dates.
- Using one national courier firm to securely deliver supplies to every pharmacy.
- Simplifying returns, which you can manage through the portal, and which will be collected and returned by our national courier firm.

**We are planning for the portal to be available to pharmacies in West Yorkshire from 8 March 2016 and then nationally to all other pharmacies from 29 March 2016.**

### For further information

Please get in touch with us at: [PCSE.enquiries@nhs.net](mailto:PCSE.enquiries@nhs.net)

