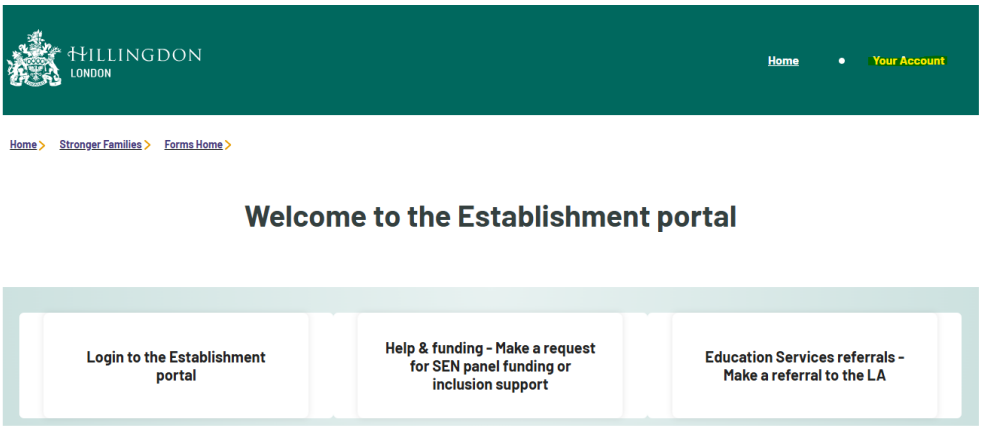
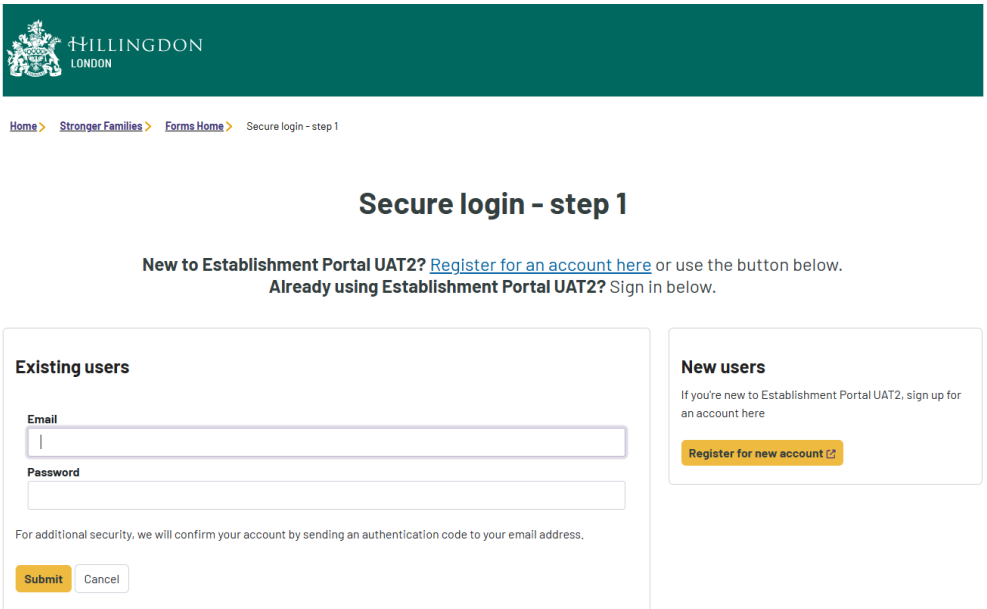
Registering for a portal account – Establishment Portal

If you don't have an account setup in the establishment portal yet, you will need to register for access. Please follow the instructions below to do this:

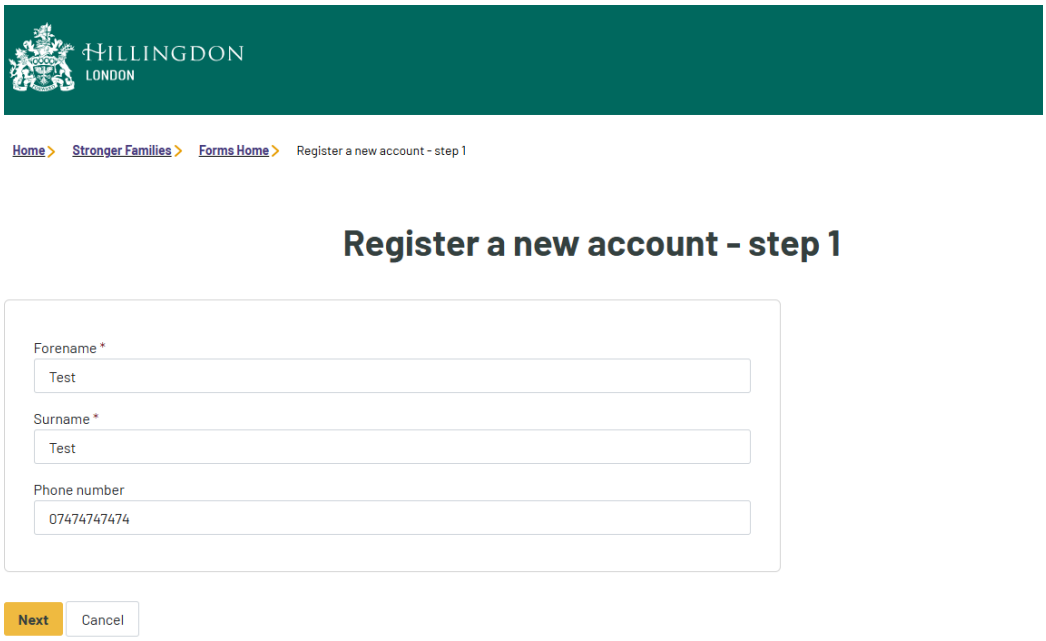
Within the establishment portal click on "My account":



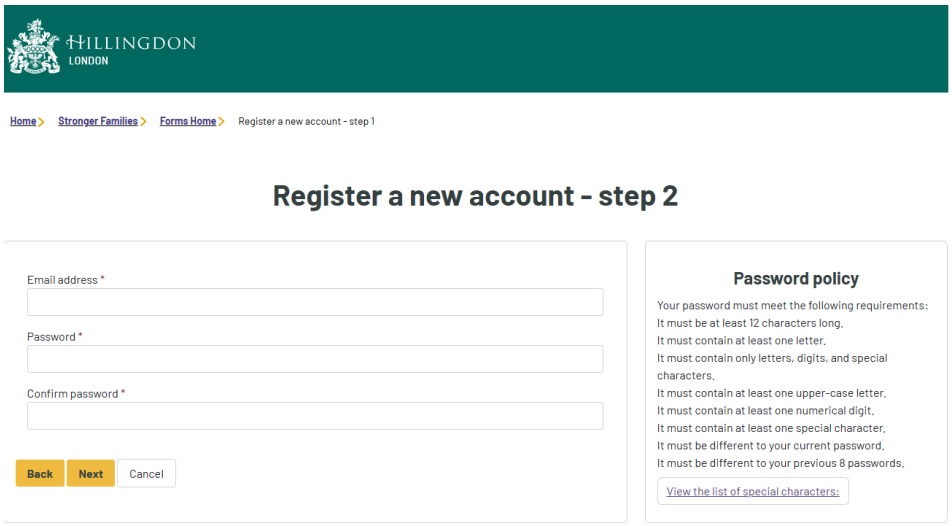
When you're on the login screen click on "register for a new account":



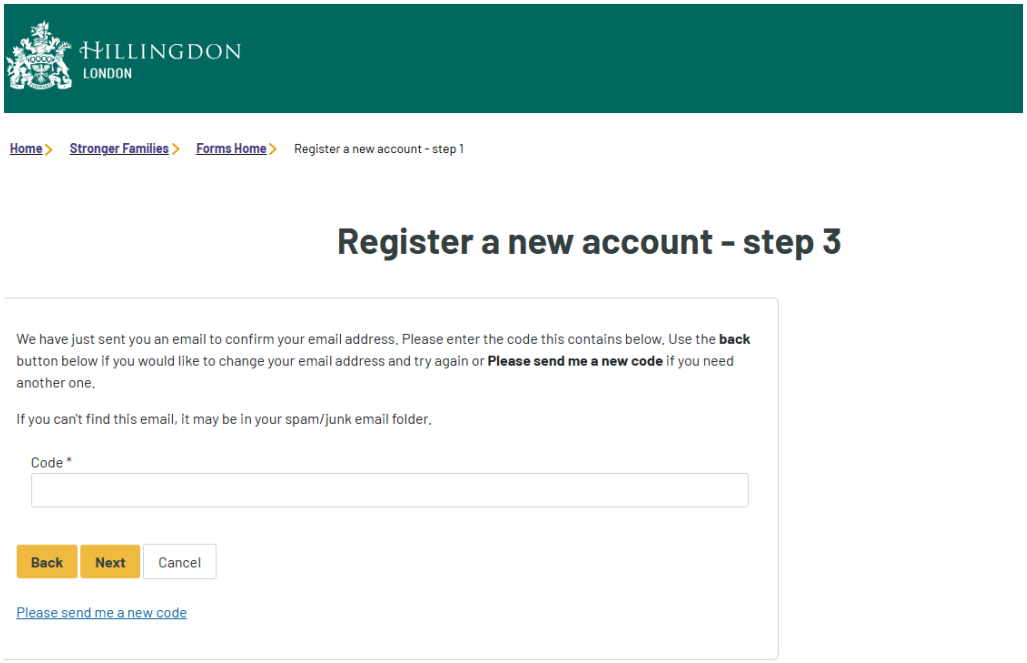
It will ask you to register your information as per the below:



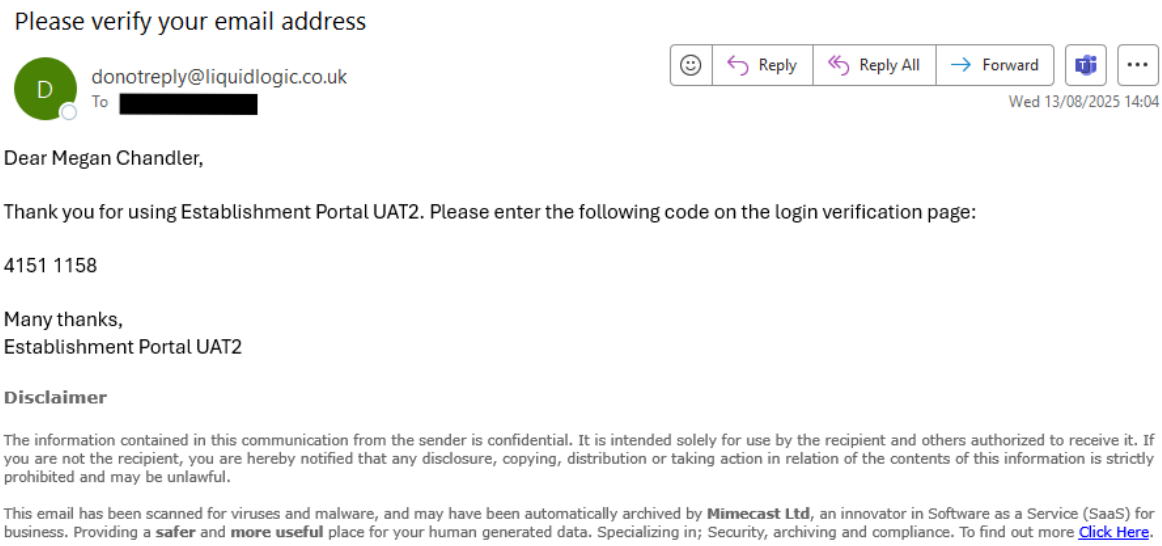
You will then need to select “next”, to go onto the next section to create a password. Please ensure you read the password policy before creating your password:



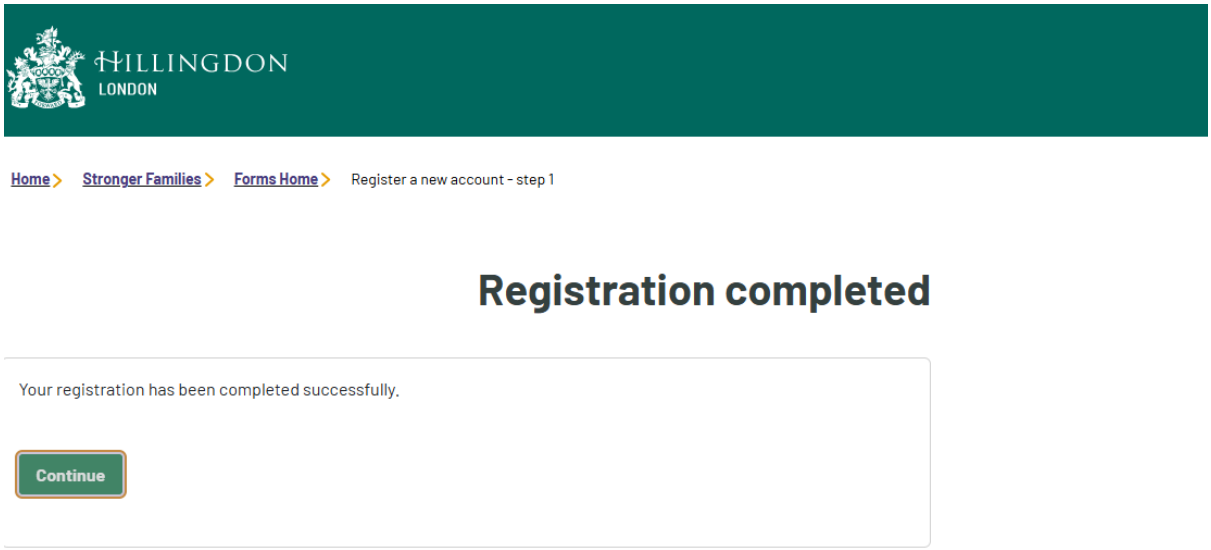
You will then be shown the below screen to enter a code which you will receive to the email address which you have registered with:



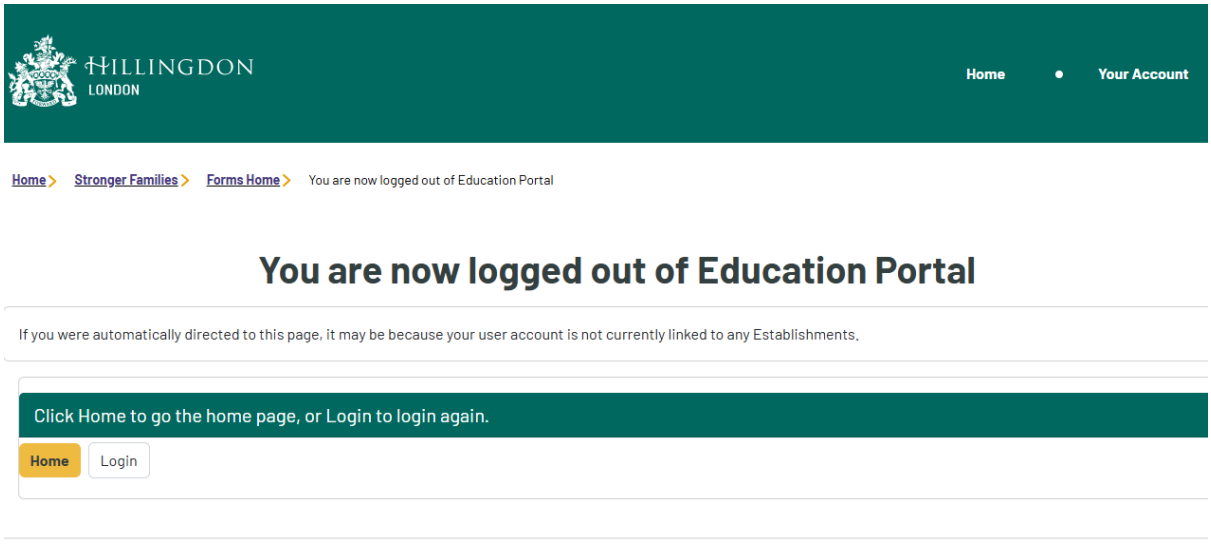
The email with the code needed to complete the registration will look similar to the below:



Once you have entered the code into the portal, you will receive the below screen:



If you click continue, you will not be able to access the portal referrals until the team within Hillingdon have authorised your details in Hillingdon's internal system and linked you to the establishment you work within.



To ask for authorisation to be completed you will need to add your details onto the leap form, which is in the below location:

Establishment Portal Users

The internal team within Hillingdon will review this and provide access as soon as possible.