

Primary Care Support England



Registering on the PCSE Portal Instructions for Main Contacts

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

1

Visit 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 practice. 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 practice, 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 practice, 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 or email us at PCSE.enquiries@nhs.net

