

Applicant User Guide



Before You Start

Thank you for choosing to join NHS Professionals (NHSP) as a bank member. This guide has been created to help guide you through the application process.

Please Note: NHSP offer multiple registration processes and you will automatically be directed to the process we feel suits you best.

Before you start an application make sure you have the following information:

[National Insurance number](#)

[Bank account details](#)

[Right to work documentation](#)

[Information relating to student loans](#)

Applicants who are currently employed with a client NHS Trust will require a trust payslip.

For those applicants who are not currently employed within the NHS or looking to work at a trust at which they are not employed, will require information relating to any criminal convictions or professional registration body rulings.

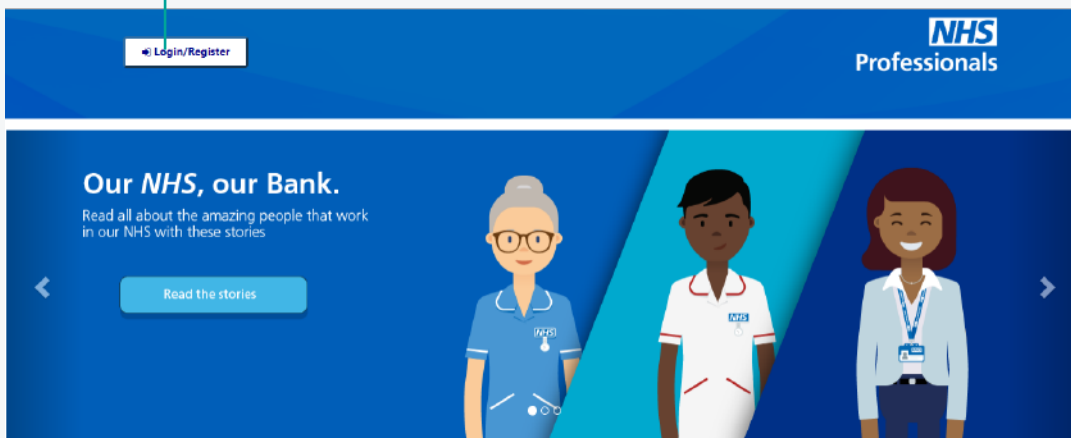
An application should take no longer than twenty minutes to complete.



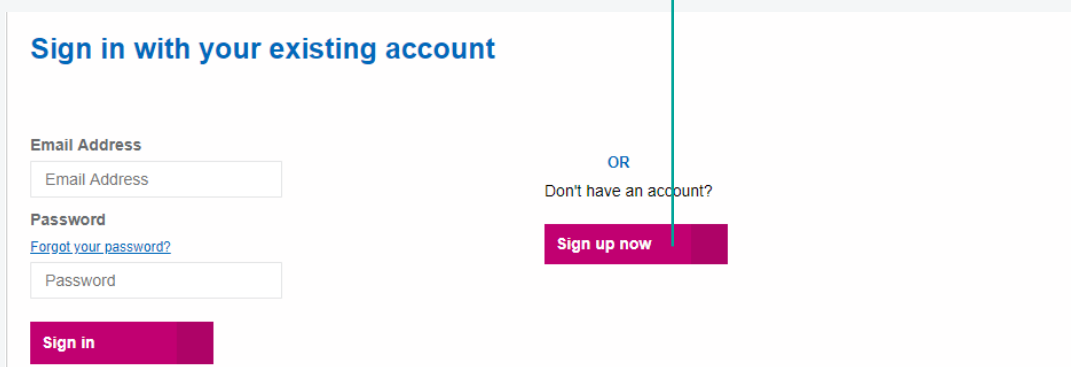
How to register online

Navigate to the registration website via joinbank.nhsp.uk/sign-up/

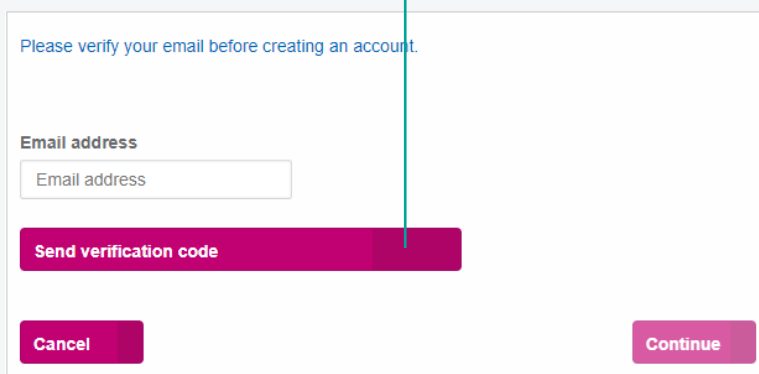
- 1 After navigating to the registration website, you will see the below screen. Click on the 'Login/Register' button in the top left-hand corner of the screen



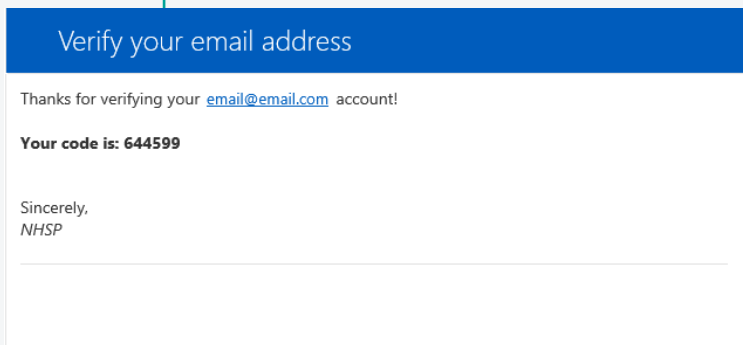
- 2 Your screen will refresh to display the below screen. Click on the **Sign up now** button.



- 3 Enter your email address in the email address field then click on the **Send verification code** button.



- 4 You will receive an automated email which contains a verification code.



- Enter the unique number in the **Verification code** field

The screenshot shows a form with the instruction: "Verification code has been sent to your inbox. Please copy it to the input box below." It contains an "Email address" field with "email@email.com", a "Verification code" field with "Verification code" as a placeholder, a "Verify code" button, a "Send new code" button, a "Cancel" button, and a "Continue" button.

- Then click on **Verify code**.

- 5 The website will validate the entered code and present you with a message. If the code is correct the below screen will appear. If the code is incorrect you will be advised to enter the code again. After the website confirms the code is correct you can click on **Continue**.

The screenshot shows a confirmation screen with a green header bar containing the text "E-mail address verified. You can now continue." Below this is an "Email address" field with "simon.clarke@nhsprofessional:". A grey bar contains the message "YOUR CODE IS VALID. PLEASE PRESS CONTINUE." At the bottom, there are "Cancel" and "Continue" buttons.

- 6 In the next screen enter a password and your first / surname then click on **Continue**

Please provide the following details.

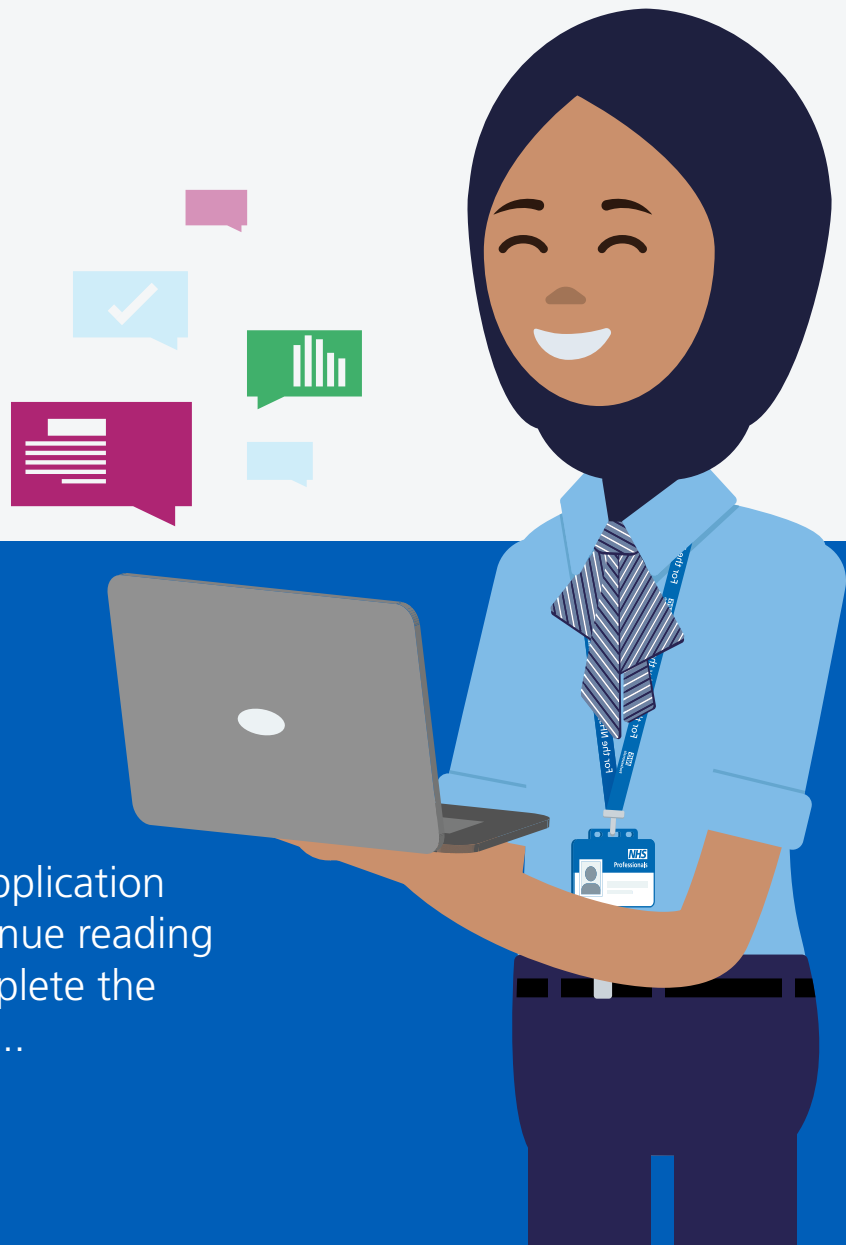
Email address

New password

Confirm password

First name

Last name



Great!

That's this part of the application process complete, continue reading to find out how to complete the online application form...

How to complete the online application form

- 1 After registering and clicking continue your screen will refresh to display the online registration home screen.

The screenshot shows the NHS Professionals online registration home screen. At the top, there is a blue header with the user's name 'Joe Bloggs' on the left and the NHS Professionals logo on the right. Below the header, there is a white area with a profile card for 'Joe Bloggs' on the left. To the right of the profile card is the 'Your Information' section, which contains two fields: 'Firstname *' with the value 'Joe' and 'Surname *' with the value 'Bloggs'. On the left side of the page, there is a sidebar with two options: 'Profile' (which is highlighted in blue) and 'Applications'.

- 2 After creating your account, you will be taken straight into the application form. The application form is divided into a maximum of ten sections. The content of the different sections are explained below, during the application process you will only be shown the sections that are relevant to you.

Getting to know you	A short series of questions to work out which application process is best for you.
Personal Details	Basic information including date of birth and address.
Declaration disclosure	Information on any criminal convictions or professional registration body rulings.
Work Details	Current NHS employment details including contract start date and the type of work you undertake (assignment code(s)).
Bank Details	The bank account you would like your NHSP wages paid into, this must be a UK bank account.
Emergency Contact Details	Your emergency contact details.
Uniform	Select which uniform items you would like to receive.
Right to Work Details	Your nationality and right to work type.
Declaration	Confirming the submitted information is accurate.
Authorisation	Your Line Manager / Competency Authoriser details.
Confirmation	A message saying what happens next.

After completing a section click **Next** to move through the application.

You will not be able to save the application until you have reached the Authorisation section. If you leave your application before this, you will have to begin the form again.

Mandatory fields in the application are marked with a red asterisk *, information must be entered in all mandatory fields to proceed to the next part of the application.

If a mandatory field has not been completed or the entered information is in the incorrect format a message will be displayed at the top of the screen

❗ The form could not be submitted for the following reasons:

- Title is a required field. [Click here](#)
- First name is a required field. [Click here](#)
- Surname is a required field. [Click here](#)
- Date of birth must be in UK format – Please ensure that the date is in the DD/MM/YYYY format. [Click here](#)

When you get to the Authorisation part of the application you will be required to enter your Line Manager or Competency Authoriser's details.

- 3 Select your Line Manager / Competency Authoriser from the dropdown list

Please provide Line Manager email address

Select existing Line Manager

Add new Line Manager

First name*:
Last name*:
Job title*:

Submit for authorisation

Save for later

Once complete, click on the **Submit for authorisation** box

If your Line Manager / Competency Authoriser does not appear in the dropdown list, select the **Add new Line Manager / Add a new Competency Authoriser** option. This will allow you to enter the email address, name, and job title of your Manager / Competency Authoriser.

Please provide Line Manager email address

Select existing Line Manager @

Add new Line Manager

First name*:
Last name*:
Job title*:

Submit for authorisation

Save for later

What can I do if my Line Manager / Competency Authoriser is on holiday or I have entered the wrong Line Manager / Competency Authoriser details?

You can change your Line Manager / Competency Authoriser by logging into your NHSP account and clicking on your application number. This will allow you to select / enter new details.

Application Number ↑	Application Type	Application Status	Trust	Created On
Application-442	Bank Exclusive	Awaiting Trust Authoriser	UNIVERSITY HOSPITALS NHS FOUNDATION TRUST	17/08/2017 13:36 PM

What happens after you have submitted an application?

After completing the application your Line Manager / Competency Authoriser will be asked to confirm the type of work you undertake (assignment code). For applicants who are substantively employed at the trust, the Line Manager will be asked to confirm employment status.

Once your application has been authorised you will be asked to visit your local NHS Professionals office. During this visit, your documentation will be reviewed and your application will be completed.

You will be kept informed of the status of your application by email.

You can also review the status by logging into your application portal using the account details created to submit the application, under the **Application Status** heading.

Application Number ↑	Application Type	Application Status	Trust	Created On
Application-442	Bank Exclusive	Awaiting Trust Authoriser	UNIVERSITY HOSPITALS NHS FOUNDATION TRUST	17/08/2017 13:36 PM

All done!

Once your application has been authorised you will receive an email inviting you to attend your local NHS Professionals office for a documentation review.

