

# Guidance Leaflet

---

**CIS PPL 1.1**

**Register New User (RA)**

- **RA Manager**
- **RA Agent**
- **RA-ID Checker**

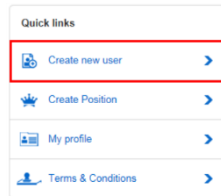
## REGISTER NEW USER (RA)

### Register a New User:

#### RA Manager / RA Agent / RA-ID Checker

Once successfully logged in, the entry point for CIS is the Dashboard 'landing page', and on the lower right hand side there are 'Quick Links'.

Note: It may be useful to perform a manual check of the Request List and a search for the applicant before using the 'Register a New User' workflow to reduce the potential for duplicates!



The first stage is to enter the applicant's details as described. Some fields are mandatory and capitals are required, as appropriate.

DOB has valid formats as indicated.

**Personal Details**

Title: Mr

\*Given name: Example

Middle names:

\*Family name: Person

Preferred name:

Previous family names:

\*Date of birth: 25-Dec-1990

Please input a valid date (DD-MMM-YYYY) between 15-Jan-1915 and 15-Jan-2001.

Next one of the applicant's unique identifiers is required; these will assist in performing a duplicate check.

**Identifiers**

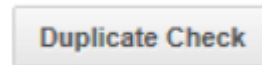
Please provide at least one of the following identifiers.

\*NI Number:

\*Passport number: - Select country...

\*Driving licence number: - Select country...

Then use the Duplicate Check tab.



Depending on the results you will receive an appropriate message:



If duplicates are detected this will require investigation before proceeding!

Complete the Applicant Contact Details as available; this is critical and considered mandatory for RA staff!

#### Applicant Contact Details

Account recovery passcode will be sent to the mobile number and email id given below.

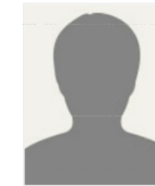
Telephone number: 01555123456

Mobile number: 07575757575

Email: any.person@nhs.net

### >> Photograph Required >>

#### Identity Photo

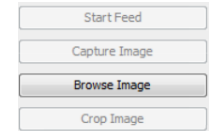


\*You can upload an existing photograph or capture a new one.

Upload or capture a photograph



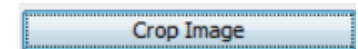
Capture Image if camera attached to workstation – or:



### >> Browse Image >>

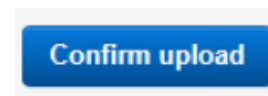
Select the correct image from a directory.

### >> Size and Crop Image >>



I verify the photograph to be submitted is a true likeness of the applicant.

### >> Verification is required! >>



Next stage will be to 'Confirm a User's Identity', (see Guide PPL 1.3)