



How to register

This Helpsheet is designed to help you register to use the ImmForm website, to enable you to order vaccines and submit vaccine uptake data.

Why you need to register

ImmForm is a login and password protected website, so to use it you must be registered. ImmForm is used for various vaccine uptake data collections and for vaccine ordering. As well as being the most efficient way to order vaccines, ImmForm will increasingly be used to provide information and reports on vaccine ordering and usage. Since 1 April 2011, free vaccines for the National Immunisation Programmes for the NHS have been available to order via the ImmForm website.

Tip: Those organisations that are not registered to order vaccines via ImmForm are encouraged to do so, by visiting: <https://portal.immform.dh.gov.uk/>

Tip: NHS England Teams are now able to see a new report on ImmForm called the 'ImmForm Registration Status Report'. It lists the registration status of GP practices and pharmacies within NHS England Team – see ImmForm Helpsheet – Vaccine Supply Reports under the Help Guides section on the ImmForm

Self-registration – overview

We provide a self-registration facility on ImmForm. This allows NHS GP practices, pharmacies and hospitals to register to order vaccine via ImmForm. We have recently expanded the self-registration facility to allow GP practices to register contacts for providing vaccine uptake data.

The self-registration page enables contacts from the above NHS organisations to register on the ImmForm website. Registered users can then:

- Order NHS vaccines online using the ImmForm vaccine supply system.
- View or provide vaccine uptake data (usually relevant to GP practices only).

You will be able to use self-registration if:

- You represent an NHS GP practice, pharmacy or hospital in England; and
- You already have a Movianto account used for ordering NHS vaccines (the account number is required to validate you as an authentic NHS organisation).

The person responsible for ordering vaccines in your practice will know the Movianto account number.

Before proceeding with self-registration, please ensure you have the following information to hand:

- Your Movianto vaccine account number. This is needed for all registration requests to verify identity. This is a 8- or 6-digit code.
- Your NHS practice code (for GP practices only – one letter and five numbers)
- Contact details of the person you wish to register (any email addresses registered must end in either 'nhs.uk' or '@nhs.net')
- Contact telephone number

**Tip: You can obtain an NHS email account if you are a NHS England staff member. To register go to www.nhs.net and click on 'Register here'. Please note you can only register from a NHS (N3) connection. For more information, follow the link below:
<http://systems.hscic.gov.uk/data/ods>**

Customers who can't self-register

Other types of customer (e.g. private practices, Welsh, MOD or Scottish customers) cannot self-register and should email their registration request to helpdesk@immform.org.uk.

If you have not been able to register via the self-registration facility, please email helpdesk@immform.org.uk. Please send us the following information if you need to order vaccines:

- The access you require (i.e. vaccine order and/or vaccine uptake data provider)
- Your name and surname Movianto account number
- NHS organisation code (state 'Private' if a private organisation)
- Telephone number
- Email address (which must end in either 'nhs.uk' or '@nhs.net' if a NHS organisation only).

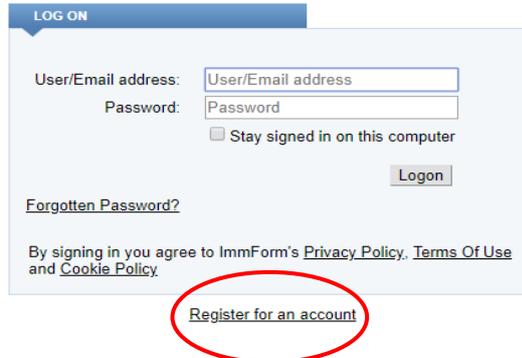
Tip: Details on where to find your NHS organisation code are included in the ImmForm Helpsheet 'Changes to registration details'.

If you are an Area Team (e.g. a flu coordinator or immunisation coordinator/lead) and need to provide or view vaccine uptake data, you will also need to tell us what roles and therefore data you need to access, namely:

Self-registration – step by step guide

Use the following steps to self-register on ImmForm:

1. Go to the registration page / ImmForm log in page <https://portal.immform.dh.gov.uk>



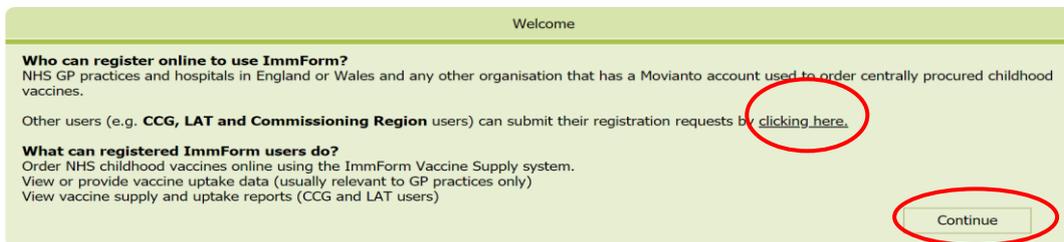
2. The ImmForm registration page will prompt you to put in your email address and type in the security code displayed. An email will be sent to your email address so we can verify your email address once you typed in the details.



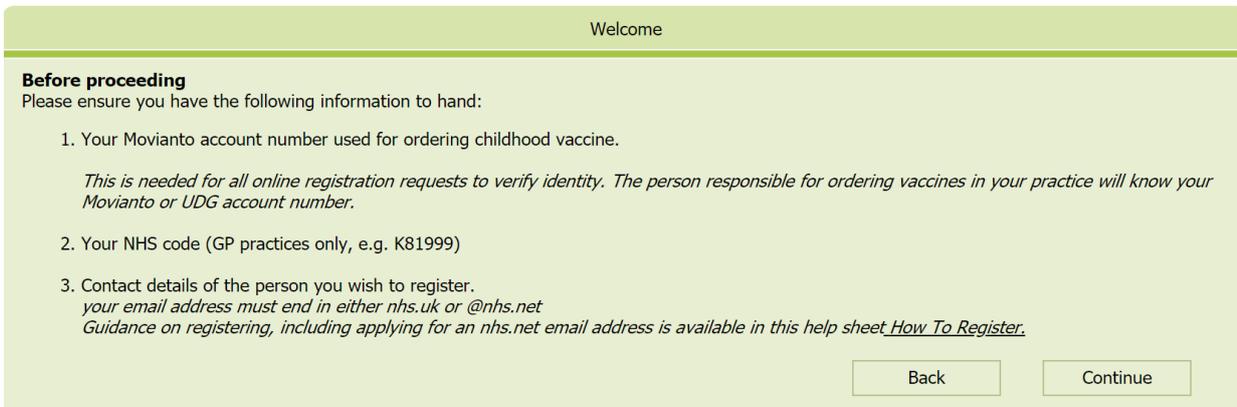
3. A verification email will be sent to your email address. Open the email and click on the link to verify your email address



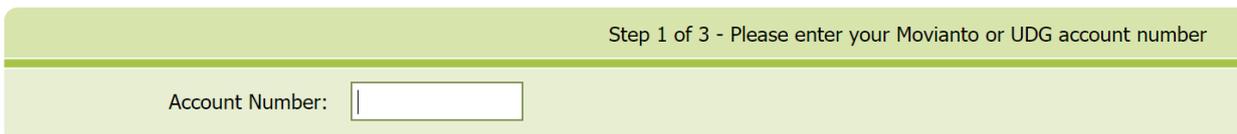
4. After clicking on the link you should then be directed to a welcome page. The welcome page tells you about registration and tells you the prerequisites for registration. Use the 'Click here' link if you are a primary care trust or strategic health authority contact. All other users please click the 'Continue' button.



5. Click the [Continue](#) button when ready to proceed



6. Enter your Movianto account number in the first box. Click the [Get Account](#) button



7. If the account is **not** found, the page will be updated as below. If you entered an incorrect account number or security code, you can try again. If the account is not matched with our database, you will be unable to self-register and will need to email the required details to helpdesk@immform.org.uk

Account Number:

Unfortunately, it will not be possible to register this account online.

Instead, please email helpdesk@immform.org.uk providing the following information:

- Your account number
- Your contact details (First and Last Name, Telephone number, email address)
- Your NHS practice code (for GP Practices only)
- If you are not providing an NHS practice code, please instead provide the name and address of the organisation you represent.

8. If the account is found, the page will be updated as below. The name and address of the organisation that matched the entered code is displayed (blacked out below). If these are correct, then click the [Continue](#) button. If these are wrong (e.g. because you mistyped the account number but it just happens to match someone else's account number) you can try re-entering the correct account number and the security code displayed again (as in step 4).

Tip: If the account is correct but some details in the name or address need changing, then please continue but send an email to helpdesk@immform.org.uk with details of the change.

Step 1 of 3 - Please enter your Movianto or UDG account number

Account Number:

Name:

Address:

Get Account

Continue

Please note:

- Click the 'Continue' button if this is the correct account.
- To enter a different account number, change the Account Number above and click the 'Get Account' button.
- If the account is correct however some details in the address need changing, please click the 'Continue' button and separately send an email to helpdesk@immform.org.uk with details of the change.

9. Select the appropriate account type – either 'GP' or 'Other' (e.g. hospital pharmacy, community health team) – by clicking on the relevant radio button.

Account Type: GP Other (e.g. hospital pharmacy)

10. If you selected 'GP' in the previous step, the page is updated and you are requested to enter your GP practice organisational code. Enter the code and then click on the [Get Practice](#) button. Go to step 12.

Step 1 of 3 - Please enter your Movianto or UDG account number

Account Number:

Name:

Address:

Step 2 of 3 - Type of account being registered

Account Type: GP Other (e.g. hospital pharmacy)

NHS Practice Code (e.g. K83099):

11. If you selected 'Other' in the previous step, the page is updated and you are requested to enter the name and address of the organisation. Enter the details and then click continue. Go to step 13.

Step 1 of 3 - Please enter your Movianto or UDG account number

Account Number:

Name: SEXUAL HEALTH CLINIC

Address: WITHERINGTON COMMUNITY HOSPITAL, 1ST FLOOR NELL LANE, MANCHESTER, M20 2LR

Step 2 of 3 - Type of account being registered

Account Type: GP Other (e.g. hospital pharmacy)

Please enter organisation details

Name:

Address:

Continue

12. If you selected 'GP' in step 9, the page is updated and displays the practice name and address that match the GP practice organisational code you entered (blanked out in the screen shot below). If the details match the name and address for the Movianto account number, then click on the [Continue](#) button. Go to step 14.

Please Note: If you are branch surgery, the GP code address will match the main surgery address.

Step 1 of 3 - Please enter your Movianto or UDG account number

Account Number:

Name:

Address:

Step 2 of 3 - Type of account being registered

Account Type: GP Other (e.g. hospital pharmacy)

NHS Practice Code (e.g. K83099): Get Practice

GP account found

Name: Continue

Please note:

- Click the 'Continue' button if this is the correct practice.
- To enter a different practice code, change the NHS Practice Code above and click the 'Get Practice' button.
- If you are certain that the NHS Practice Code is correct however some details in the name/address need changing, please click the 'Continue' button and separately send an email to helpdesk@immform.org.uk with details of the change.

13. If you selected 'Other' in the step 9, the page is updated and displays the name and address fields for you to enter. Enter the details and click on the [Continue](#) button.

Step 2 of 3 - Type of account being registered

Account Type: GP Other (e.g. hospital pharmacy)

Please enter organisation details

Name: ! Please enter your Organisation Name

Address: ! Please enter your Organisation Address

14. The page is updated and 'Step 3 of 3 – Contact Details' section is displayed at the bottom of the page. Enter your details and the type of contact you are registering (vaccine ordering only, vaccine uptake data provider only, or both). Once you have entered the required details, click on the [Submit](#) button.

Step 3 of 3 - Contact Details

Please provide your contact details.

First Name:

Last Name:

Type of contact:

Vaccine Order Only

Vaccine Uptake Data Provider Only

Both

Email Address:

Telephone Number:

Submit

15. All fields must be completed; if you try to submit with any fields incomplete, warning messages will be displayed against the empty field. Enter the missing details and click the [Submit](#) button.

Tip: Most GP practices will need to be registered for both roles (vaccine ordering and vaccine uptake data provision), although some may wish to have one or more contacts undertaking one role and different contacts undertaking the other role; some may have all contacts undertaking both roles – that is up to practices to decide for themselves.

Tip: Any email registered must end in either 'nhs.uk' or '@nhs.net' – see the Self-registration – Overview section above for more details.

16. Congratulations! You have now completed the registration request. The following page is displayed, confirming receipt of the registration details. You will be sent an email once registration is complete; this can take up to 48 hours to process the request, especially if the account details and practice details do not match.

Registration Request Completed

Thank you, your registration request has been logged.

When your request is approved, you will receive an email enabling you to log in and to set your password so that you can start using your account.

We aim to process requests within 2 working days.

Tip: Please don't leave registration to the last minute! Please try to register a few days in advance of when you need to use ImmForm, either for ordering vaccine or for submitting vaccine uptake data, so your account can be set up in time.