# New User Registration

## CREATING A NEW USER ACCOUNT

- Go to openspace.nhs.uk and click the **[REGISTER]** button located at the top right corner of the page.

The registration form is divided into three sections:

### 1. USER DETAILS

- Insert your, First name and Last Name and phone numbers.
- Input your Email address and confirm your email address.
- *(Important!) The email address you input must exist and you should have access to its inbox to authorise your account!*
- Now enter a Password and confirm that password.
- Password must be at least 6 characters long with a capital letter, a lowercase letter, a number, and a special character.
- Set you marketing preferences by ticking which method(s) you would wish us to contact you by. Leave the boxes unticked if you do not wish to be contacted by us.

### 2. COMPANY DETAILS

- Input your Company name, Company address and post code.
- Select your Company Type from the dropdown list of options.
- *All fields except 'Address Line 2' require you to input your details.*

### 3. Types of Services your Company provides

- Using the 'Services' menu, select from a list of health services your organisation will require room hire for. You must select at least one service. You can also add a unique identifier to distinguish between multiple versions of the same service.
- Select the **[ADD ANOTHER SERVICE]** button to add as many additional services as you require.
- Select 'Yes' if the service is CCG Commissioned and use the 'CCG Region' field to select the location to be serviced.
- Tick the box if you are licenced to perform the service and input your licencing body and registration number.
- Tick that you have read and agreed to the Privacy Policy and terms and conditions.
- Select **[SUBMIT FOR APPROVAL]** to complete registration.

### Next Steps

- On submitting the registration form, you will receive an automated email validation request. Verify your email address by opening the email and selecting the 'Confirm my account' link (Important!).
- Please note that the NHS Open Space administration team will be unable to approve and activate your organisation's account until you have verified your email address. You will be able to sign into your account, but you will not be able to book rooms until your account has been approved. We aim to complete all reviews within 48 hours.
- When your organisation's account is approved, you will receive an automated welcome email to confirm that the account has been activated.