

NHSBSA Manage Your Service (MYS) Portal?

Manage Your Service (MYS) will be the only way to claim a PQS Aspiration payment and make a PQS declaration. The system will also be the route for claiming payment for the Flu Vaccination Service and applying and claiming for the Community Pharmacist Consultation Service (CPCS). Visit PSNC MYS Page at: <https://psnc.org.uk/services-commissioning/nhsbsa-manage-your-service-mys-application/>

NHSmail

Individuals must have a personal NHSmail account to be able to register for MYS. This is because MYS links to the NHSmail directory to verify the user and password. More information on signing up for an NHSmail account can be found at: psnc.org.uk/nhsmail



Sign up for MYS

To register your pharmacies and authorise individuals' access to MYS, you must be the business owner, director or an individual previously registered through our Information Services Portal. A registration guide and form is available at: <https://www.nhsbsa.nhs.uk/pharmacies-gp-practices-and-appliance-contractors/dispensing-contractors-information/manage-your>

If you have not received your Microsoft invitation to continue the registration from NHSBSA within five working days of emailing the request form or 10 days of posting the form, please email nhsbsa.mys@nhs.net to follow this up. **Please Note:** It is possible that this email will go into your junk mail so please check there periodically before calling NHSBSA to query.

Logging in

Once the registration process is complete, individuals can access MYS on the NHSBSA website with their personal NHSmail address and password or their Smartcard. **Please note:** Smartcard access may not work with all hardware and software configurations.



An individual's username on MYS is their personal NHSmail address.

An individual's password for MYS is the same as their NHSmail password. If an individual cannot remember what their NHSmail password is, information on how to reset this can be found at: psnc.org.uk/nhsmail



Making Changes

Individuals who have already been authorised to have management level access can make changes.

Using the guide as advised above, you will find information on: **Adding new users, Removing users and Editing user details**



Registering to claim for NHS Flu, CPCS & PQS:

Once you have access to MYS you can then manage your submissions to the NHS Flu Service, CPCS and PQS by clicking on the relevant tabs.

See example screen shot.

