

EMAIL 3 to pharmacy colleagues – REMINDER EMAIL FOR NON-REGISTERED USERS (11th JULY 2022)

Subject: **Reminder: Check your pharmacy profile using the new NHS Profile Manager**

Dear colleagues,

You can now access and use the new [NHS Profile Manager](#).

This replaces NHS website profile editor and the Directory of Services Profile Updater. It is where you'll go to check and update your pharmacy information at least once each quarter of the financial year. It's a good idea to update your information as soon as anything changes in your pharmacy, so that patients and other NHS services always have the most up to date information.

From today you will be able to update your opening times and contact details. Other options such as facilities and services will come later.

What you should do now

1. [Register for the new NHS Profile Manager](#) with your personal NHSmail address if you haven't already. You'll need NHSmail to use NHS Profile Manager.
2. Check you can access NHS Profile Manager and your pharmacy profile.
3. For each profile, check that your opening times and contact information are up to date. You should do this even if you have recently checked your information using the NHS website profile editor or the UEC profile updater.

Help and support

Find out further information and guidance about the new NHS Profile Manager [on the PSNC website](#). You will also be able to access helpful ['how to' videos](#) on this page.

If you need help with NHSmail, please refer to the [NHSmail guidance](#) or [Frequently Asked Questions](#). If required, you can email pharmacyadmin@nhs.net.

For any other issues registering, please raise a [ticket with our service desk](#) which operates Monday - Friday between 8am to 5pm, or email nhswebsite.servicedesk@nhs.net.

Thank you for your support.