



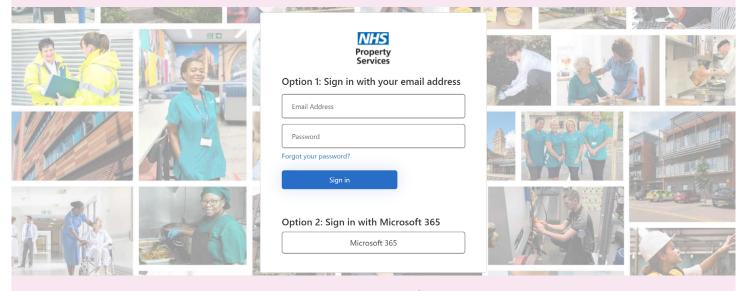
Signing up and logging in to Connect

HOW TO CREATE AN ACCOUNT:

- To get an account for Connect, contact the Customer Service Centre on 0808 196 2045 or by email on <u>customer.service@property.nhs.uk</u> and provide your:
 - First and last name
 - Email address
 - Phone number
 - Job title
 - The name of the organisation you work for (i.e. the Trust, GP, ICB etc)
- Once our Customer Service Centre has set you up, you will receive an email with a link to verify your details. Click the link to complete the sign up process and create a username and password.

HOW TO LOG IN:

- 1. Visit: https://connect.property.nhs.uk
- 2. Use 'Option 1'; so put in your email address and password and click 'Sign in'.



3. You have now signed in and are ready to log your facilities jobs, queries and complaints.