



CUSTOMER USER GUIDE

NHS

Property Services

Logging in to Connect

HOW TO CREATE AN ACCOUNT

1. To get an account for Connect, click on **'Request Access'**.

You can also request access by contacting our Customer Service Centre on **0808 196 2045** or by email on **customer.service@property.nhs.uk**.

NHS
Property Services

Home

Sign In

Home

Help & Support

Welcome to Connect

If you have an account please sign in.

This application is restricted to approved users only.

If you don't already have an account you can request access by clicking [here](#).

Make Every Square Metre Count

Get more from your space

From analysing usage of your space, to helping you unlock the full potential of your estate. Learn how our experts can work with you every step of the way.

Download your Introduction to estate optimisation and space utilisation.

2. Complete the form providing your first and last name, email address, Customer name or account number and any additional information. Then click **'Submit'**. This information will be sent to our Customer Service team to set up your access.

Request Access

You can also request access by contacting our Customer Support Centre on 0808 196 2045* or email customer.service@property.nhs.uk

*The Customer Support Centre is open Monday to Friday (exc. bank holidays) 8am-6pm.

First Name

Last Name

Email Address

Customer Name or Account Number

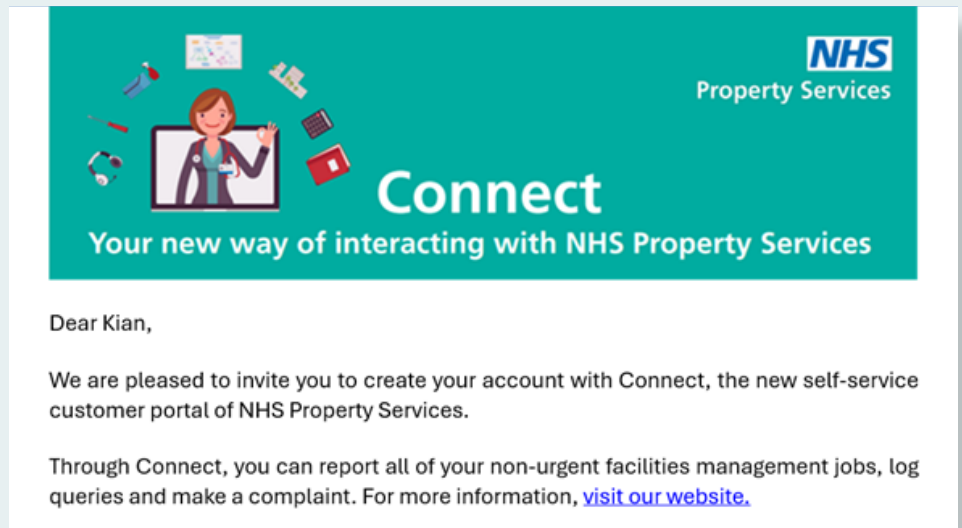
Any additional notes

Close

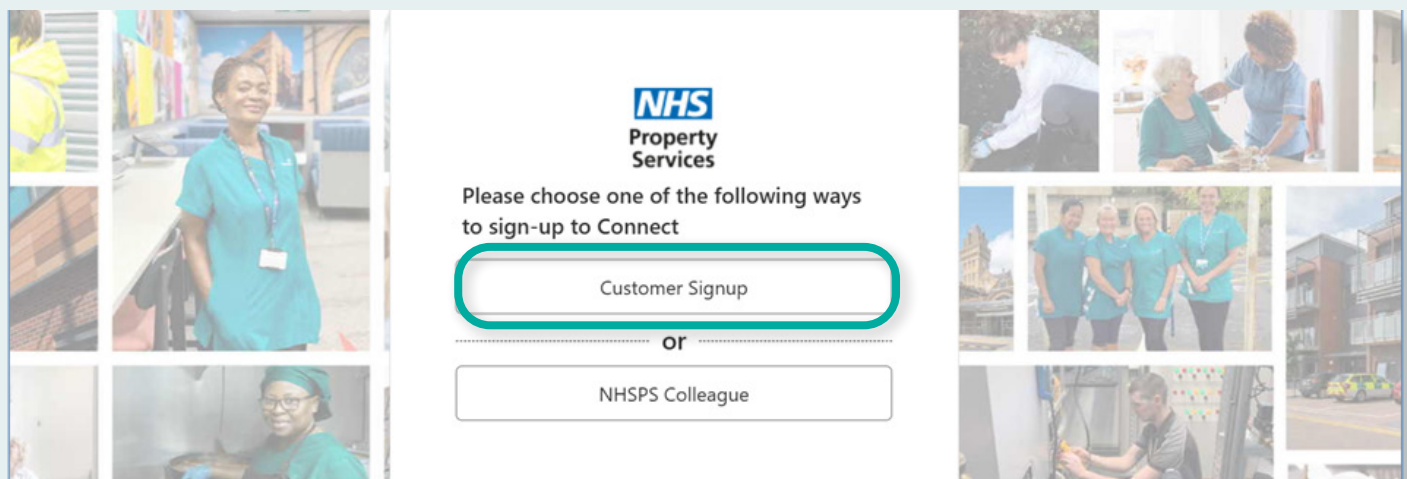
Submit

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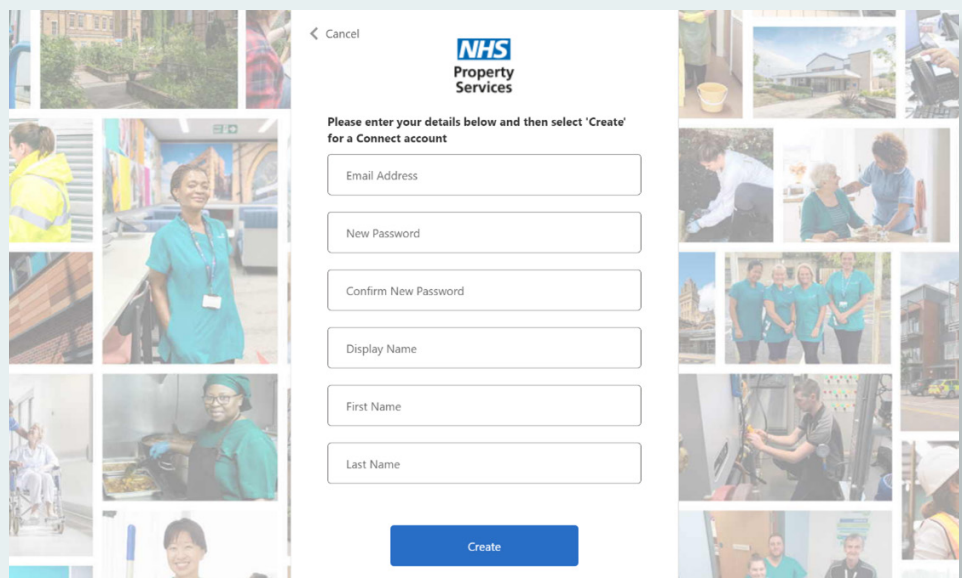
3. Once our Customer Service Centre has set you up, **you will receive an email** with a link to verify your details.



4. **Click the link to complete the sign-up process.** Click Customer sign-up to create your email and password details.

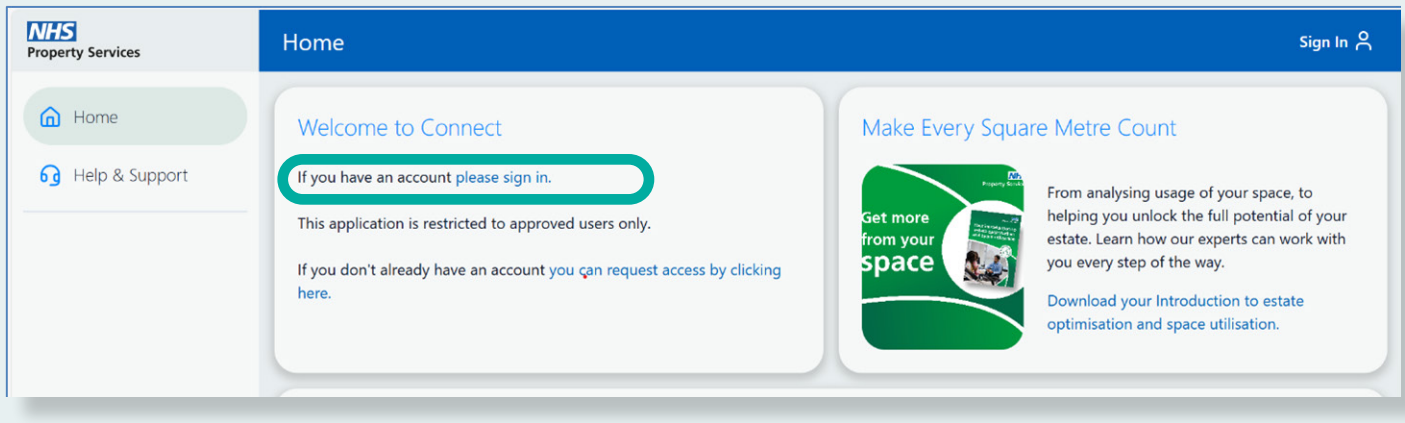


5. Input your **email address, new password, confirm new password, choose a display name** which is how Connect will greet you when you log in. Then input your **first** and **last** name. **Click on create** to complete the sign-up process.

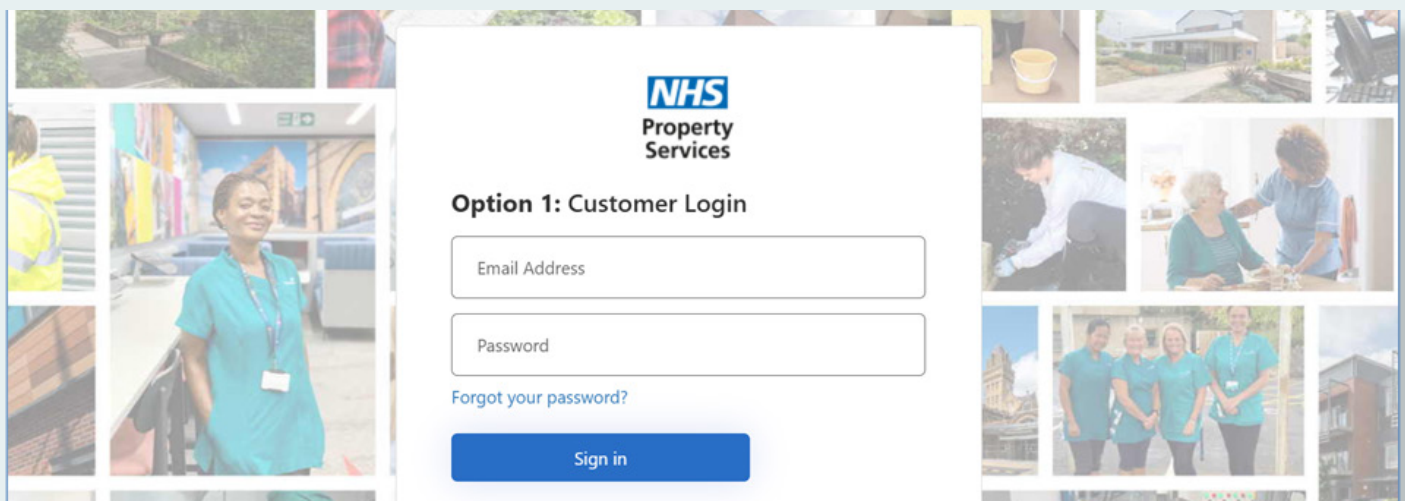


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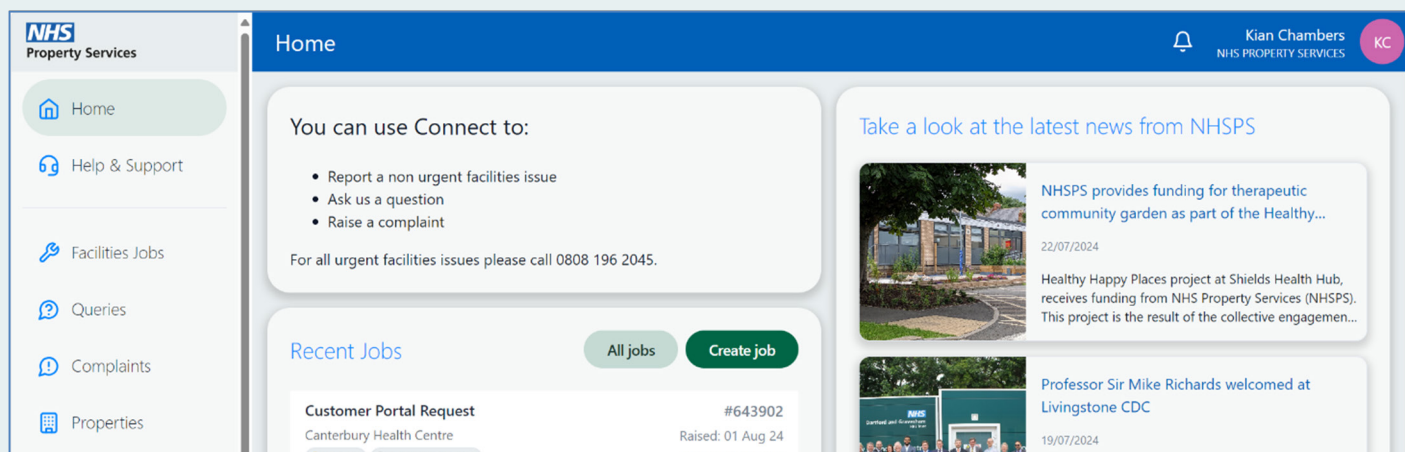
6. Sign-up is now complete. Click on **'Sign in'** in the top right corner of the screen, or click on the sign on link in the middle of the screen.



7. Use **Option 1: Customer login** and input the email address and password you set up when you signed up,



You have now successfully logged into Connect.



For more information about Connect, visit www.property.nhs.uk/connect or contact our Customer Service Centre on customer.service@property.nhs.uk or 0808 196 2045.