For any questions:
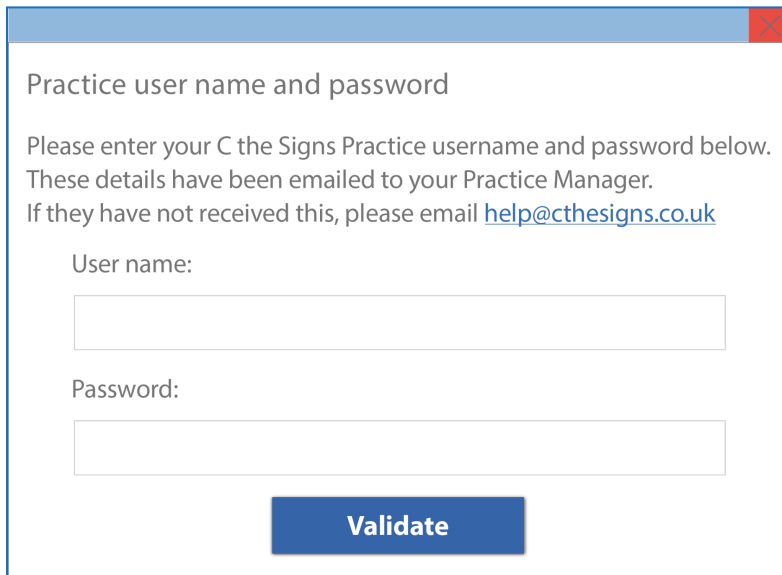*training@cthesigns.co.uk*
Help desk: 0207 157 9656

How to create a user account in EMIS

By the end of this guide, you will be able to create a C the Signs user account.

1. To begin, have EMIS open and launch C the Signs from the Windows Start menu.

2. You may be prompted for practice login credentials (see image below). Please follow the on-screen instructions.

   You can obtain the practice credentials from your Practice Manager or you can request these from our helpdesk team by sending an email to help@cthesigns.co.uk with your Practice Manager copied in.

   Practice user name and password

   Please enter your C the Signs Practice username and password below. These details have been emailed to your Practice Manager. If they have not received this, please email help@cthesigns.co.uk

   User name:

   Password:

   Validate

3. The C the Signs toolbar will now launch. Click on the **first or second button**.

4. You will then be brought to our **'Welcome'** page, as seen below. Click on **'Sign Up'** and follow the instructions on the screen.

Welcome

If you are new to C the Signs please create and individual account with your NHS email address by clicking **Sign Up**. If you have used C the Signs before please **Login**.

Email

Password

Forgot your password?

Sign Up   Login

5. Once you have signed in, your EMIS account will then be synced up with your C the Signs account.