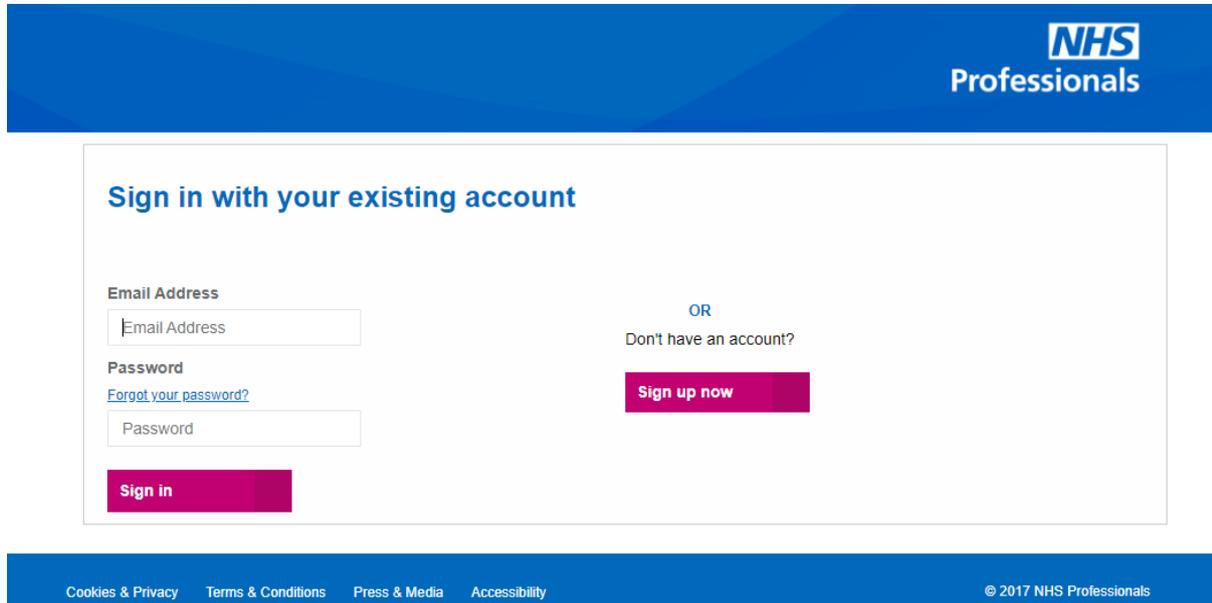


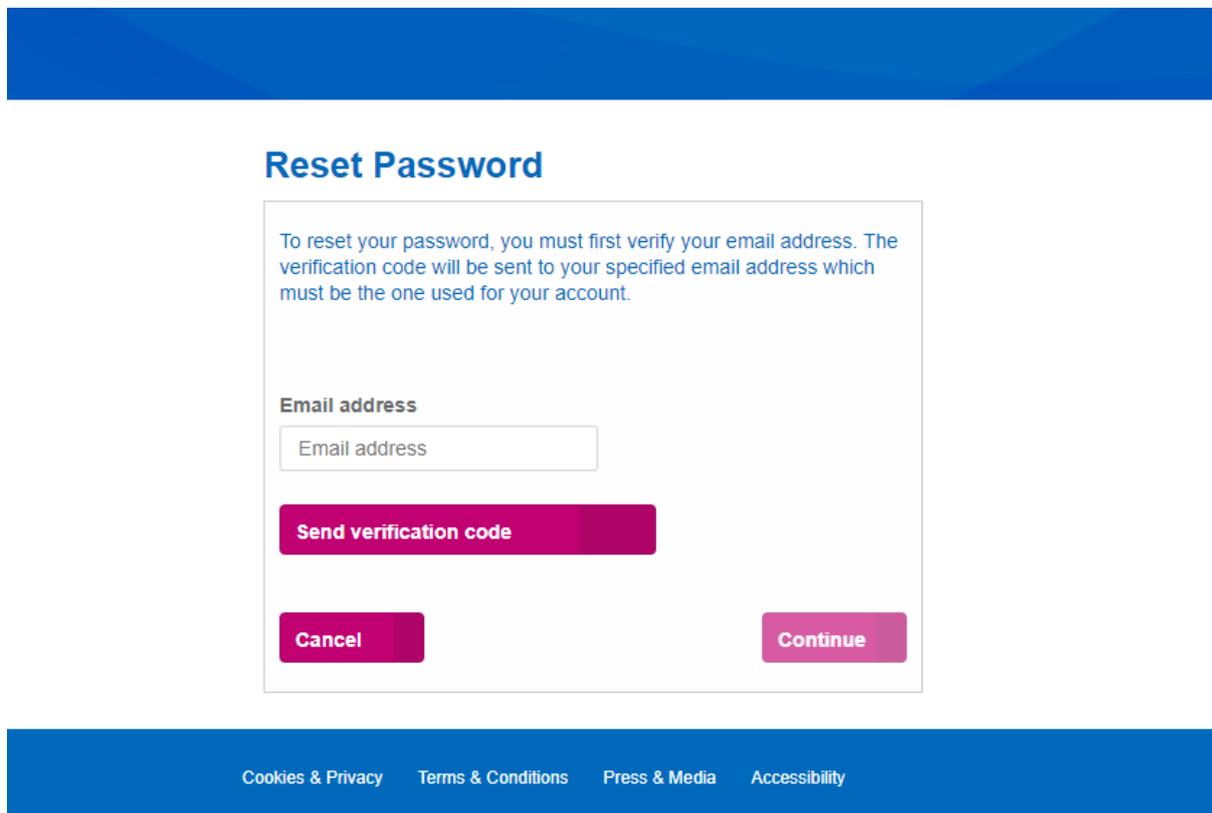
You will receive an email notification from NHS Professionals (NHSP) to prompt you when it is time to complete your transfer application.

Navigate to <https://joinbank.nhsp.uk/> and click on the 'forgot password' button.



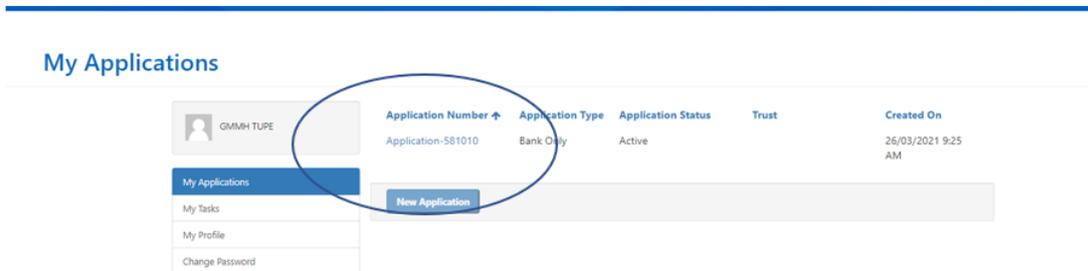
The screenshot shows the top of the NHS Professionals website with the logo in the top right corner. Below the header is a white box titled "Sign in with your existing account". It contains two input fields: "Email Address" and "Password". A link "Forgot your password?" is positioned below the password field. To the right of the input fields, there is a link "OR Don't have an account?" and a "Sign up now" button. A "Sign in" button is located at the bottom left of the white box. At the bottom of the page, there is a blue footer bar with links for "Cookies & Privacy", "Terms & Conditions", "Press & Media", and "Accessibility", and a copyright notice "© 2017 NHS Professionals".

Please enter the email address you have had communications from NHSP through in the field below and click on 'send verification code'. A code will be sent to the email provided, please enter this and create a password for your account.



The screenshot shows the "Reset Password" page. The title "Reset Password" is at the top. Below it is a white box containing the following text: "To reset your password, you must first verify your email address. The verification code will be sent to your specified email address which must be the one used for your account." Below this text is an "Email address" input field. At the bottom of the white box, there are three buttons: "Send verification code" (a large purple button), "Cancel" (a smaller purple button), and "Continue" (a smaller purple button). At the bottom of the page, there is a blue footer bar with links for "Cookies & Privacy", "Terms & Conditions", "Press & Media", and "Accessibility".

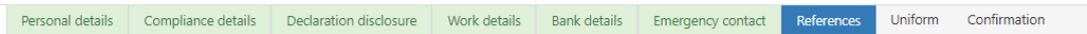
Once logged in you will have an application on your profile. Click on the link circled below.



You will then be asked some questions about you and your role. Please complete the sections up to the references.



Once at the references section please complete it as shown below and click next.



REFERENCES

The Email Address and Phone Number provided should be the business contact details of the referee.

- Your first reference must be from your current employer or education and training institute
- Your second must be from the last 3 years in either employment or education/training.

Employment references should be from either the Human Resources, personnel department or Line Management at your place of employment. Education references should be from your professional Tutor or Administration department for your education institution.

If you have not been in employment or education for a minimum of 6 months within the last 3 years, you may nominate a 'person of standing' to provide you a character reference. This person will have need to have known you for a minimum of 3 years.

*Training is defined as training or education that has taken place in either an education or training institution, leading to a recognised qualification.

First Referee Details	Second Referee Details
Name* <input type="text" value="NHSP"/>	Name* <input type="text" value="NHSP"/>
Organisation* <input type="text" value="NHSP"/>	Organisation* <input type="text" value="NHSP"/>
Relationship* <input type="text" value="NHSP"/>	Relationship* <input type="text" value="NHSP"/>
Work Email* <input type="text" value="noreply@nhsprofessionals.nhs.uk"/>	Work Email* <input type="text" value="noreply@nhsprofessionals.nhs.uk"/>
Phone Number <input type="text"/>	Phone Number <input type="text"/>

At the end of the application details section please click 'Confirm and Submit'

Personal details	Compliance details	Declaration disclosure	Work details	Bank details	Emergency contact	References	Uniform	Confirmation
------------------	--------------------	------------------------	--------------	--------------	-------------------	------------	---------	--------------

THANKS FOR YOUR APPLICATION

By selecting 'Confirm and submit' you confirm that the information provided in this application is correct and any changes to your circumstances will be communicated to NHS Professionals. Once you submit your application NHS Professionals will contact your nominated referees immediately. You will shortly receive an email requesting that you provide documentation to support your application. Please respond with this information as quickly as possible.

[Previous](#)

[Confirm and submit](#)