NHS
Business Services Authority

Process for claiming offers via your organisation's nominated co-ordinator

Your co-ordinator (such as Director of Workforce or their nominated deputy) will have made contact, follow their process to request nomination

Organisation Co-ordinator identifies eligibility

Co-ordinator sends your request to a secure NHS mailbox. Data is then sent securely to your provider

Queries returned to Co-ordinator

Provider updates accounts or liaises with NHS employee

Depending on provider this could be completed in 48 hours or up to a week, longer for broadband speed issues.

Provider sends confirmation text or email to individual on completion