

# CCSD

## CCSD – How to submit a new user application

# Terminology

**Registered users or Members:** These are individuals or organisations that have a registered membership with CCSD Group. Registration grants access to certain resources, dependent on the type of membership held and is a prerequisite for becoming a licence holder. The term 'Registered user' is interchangeable with the term 'Member'.

## Who is this guide for?

Any person or organisation wishing to be a CCSD Member

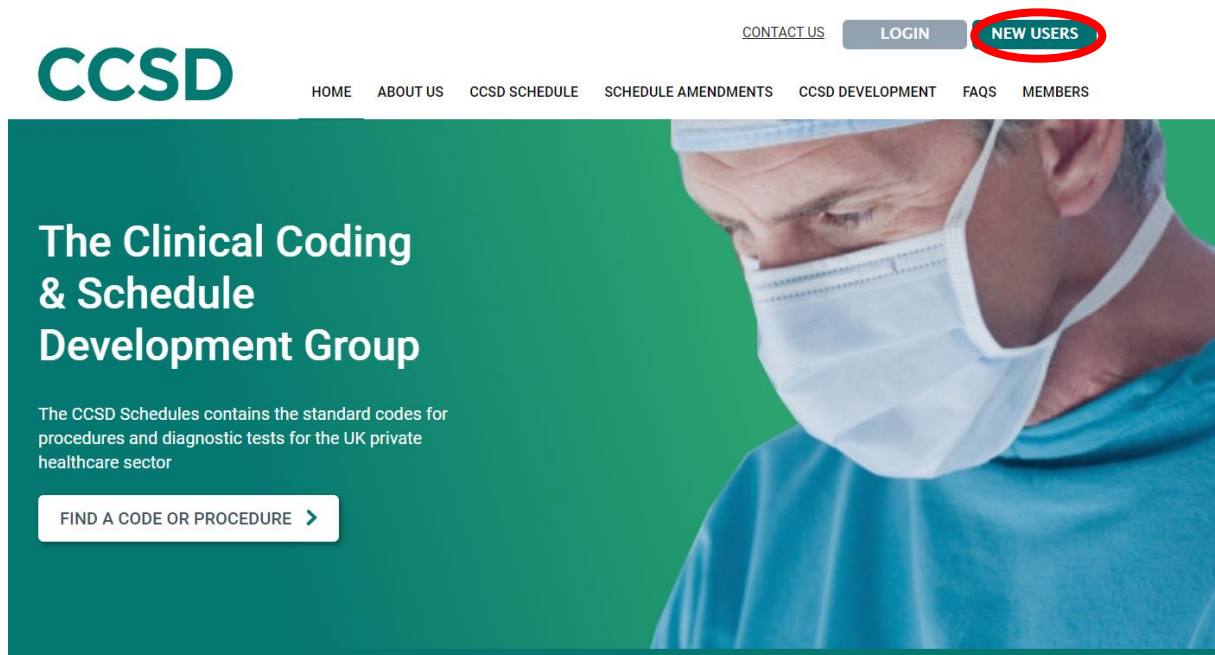
## This guide covers:

- How to submit a new Member application
- How to decide which membership category applies to you

# Step 1

# CCSD

On the CCSD website, click the 'New Users' button on the top right of the main page.



## Step 2

You will be directed to a page called ‘Who Needs a Licence’, depending on how you or your organisation will be using CCSD this will depend on the sort of licence you require. Please read the different description and then click on the relevant button to apply for the most applicable licence. The licence types are described briefly below to help guide you as to which type you need to apply for.

	Individual provider	Provider organisations	Other organisations (Non-providers)
Who	Individual providers of healthcare services such as consultants, dentists, podiatrist and others	Such as : private hospitals/day care units/specialist units, NHS trusts providing private healthcare	Such as: health insurer, health insurance administration organisation or software developer
Fee	No, but must agree to the terms and conditions when applying through the website	No (subject to ongoing review and may change)	Yes
Application	Online form with terms and conditions agreement	Online form followed by signed licence agreement (will be sent via email)	Online form followed by signed licence agreement (will be sent via email)

# Step 2 continued

Below are some tips to aid us in the smooth processing of your application

## Individual Providers

- If you are not a doctor, please state your membership number for your relevant professional register, and which this is.

## Provider Organisations

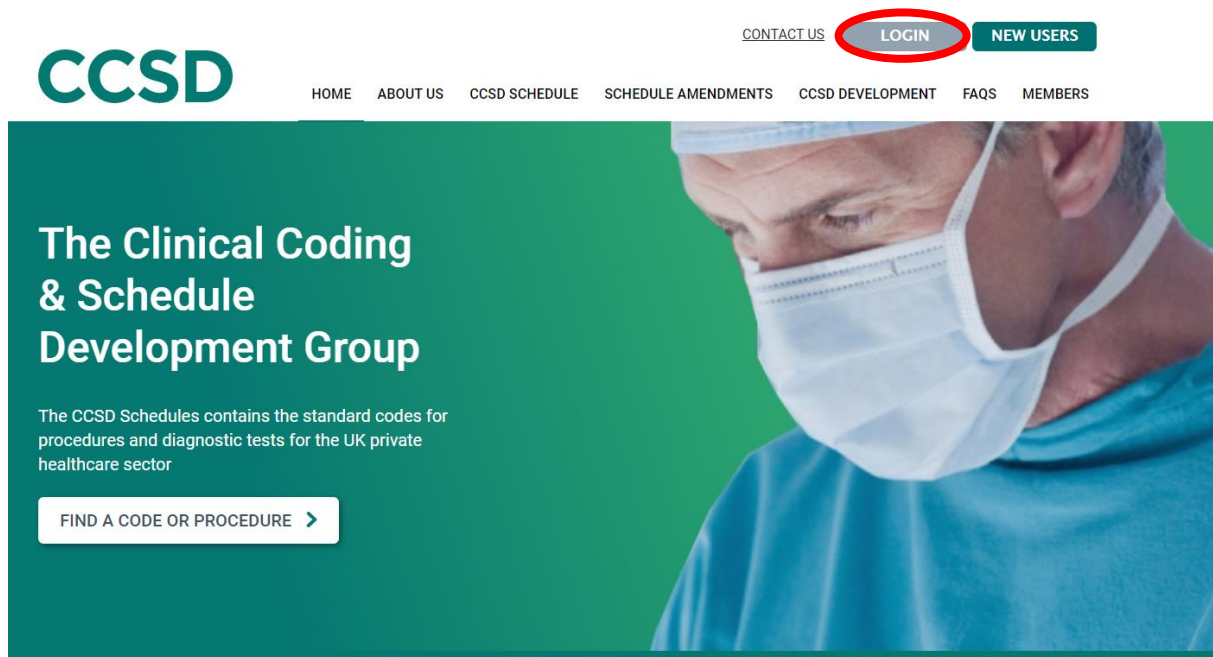
- After you application we will be in contact with the licence agreement.
- We will ask you for a second email address, if you have a group mailbox please also provide this, rather than a personal one, to help ensure information and contact are not lost when individuals move on from an organisation.

## Other Organisations

- We will be in contact after the application to arrange the licence agreement signing and fee payment
- We will ask you for a second email address, if you have a group mailbox please also provide this, rather than a personal one, to help ensure information and contact are not lost when individuals move on from an organisation.

# Step 3

Once your access is confirmed, you will receive an email notification of this, you can log on to the CCSD website using the log in and email you used to sign up.



If you need further assistance  
email [ccsd@uk.gt.com](mailto:ccsd@uk.gt.com), or  
submit a question via the 'contact us' tab on the CCSD website