How to access the online reporting portal

The HIS-portal is now live. Please follow the instructions below:

Link

https://hisportal.scot.nhs.uk/home

Sign in

Click the **sign in** button below

If you are the service manager of a registered independent healthcare service, you will have been previously set up with an account to access the portal. You will need to **sign up** the first time you log on to the new portal by inputting your email address and creating a password. You will then be sent a verification email into your mailbox to confirm this. Please double check your junk folder if it is not in your inbox.

If you **are not** the manager of the service and you think you should have access to the portal, discuss this with the registered service manager. If they agree that you require access, they
should email us with your contact details and we will create an account for you. Please email us at: his.ihcregulation@nhs.scot.

Notifications

1. If you need to submit a notification, you can find this by clicking ‘Notifications’. Guidance on notifications can be found here: IHC – Notification guidance for service providers.

2. Click on ‘create a new notification form’
3. Either type the notification you wish to submit under ‘filter’ or search for it under ‘title’.

![Create a new Notifications Form](image)

4. Go through the form completing all required fields. **Note:** If you want to come back to the submission later on, simply leave your browser. Any completed data will be automatically saved.

5. If you wish to upload documents to the notification, click ‘upload’.

![Assault on a member of staff - Tue, 25 Oct 2022 16:09:43 GMT](image)

6. Once you are finished, click **submit**. **Note:** Once submitted, you are only able to view your submission.
Applying to register a new service

1. If you are applying to register a new service you will only be able to access the ‘applications’ and ‘documents’ part of the portal.
2. Click ‘create a new application form’. This will take you to the page where you can select the part of the application form you require. Guidance on how to complete the form and which part you will be required to submit can be found in ‘Guidance – online registration for IHC services’.

3. Following the registration guidance, you should complete all the parts of the application form required. You can create as many Part 1a, 2a and 3a as you need.

4. To submit form click the submit button. Please note that the submit button will not submit all parts of the form. **It only sends the part of the form that it active at the time.**

   You should review each part of the form and submit it when you are content it has been fully completed.

If you have any queries, please email us at his.ihcregulation@nhs.scot