

Team Prevent Online Portal Registration for NEW Portal Users

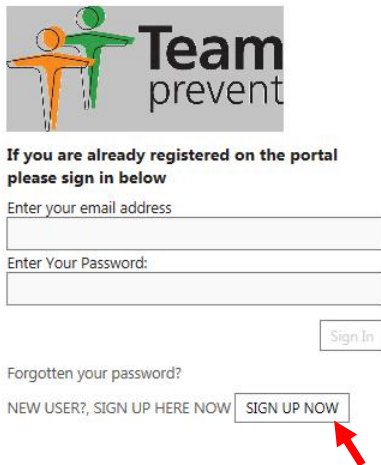
This user guide should help you access the portal for the first time. It is important that you contact The Health and Wellbeing Services Team first before trying to access the portal so that they can provide you with your unique company reference number.

Registration should be possible by following the online instructions once you have reached the login page but the following step by step guide is provided below in case you are having any difficulties.

1. Type the below web address into your web browser, we recommend that you save this address under your favourites or bookmarks.

https://eopas.teamprevent.co.uk/GenohsisPortal/Genohsis_Portal.aspx

2. This will take you to the log in page. Click on **SIGN UP NOW**



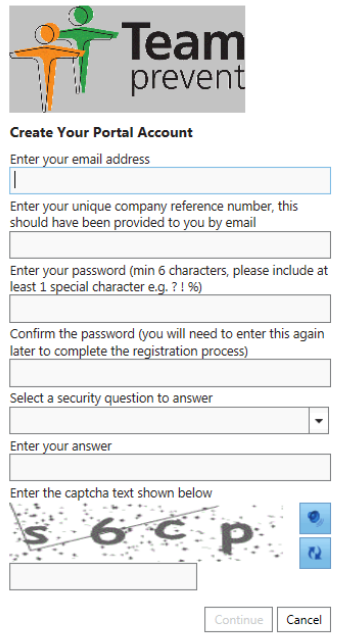
The screenshot shows the Team Prevent login interface. At the top left is the Team Prevent logo. Below it, the text reads: "If you are already registered on the portal please sign in below". There are two input fields: "Enter your email address" and "Enter Your Password:". To the right of the password field is a "Sign In" button. Below the input fields, there is a link "Forgotten your password?". At the bottom, there is a button labeled "NEW USER?, SIGN UP HERE NOW" with a sub-button "SIGN UP NOW" highlighted by a red arrow.

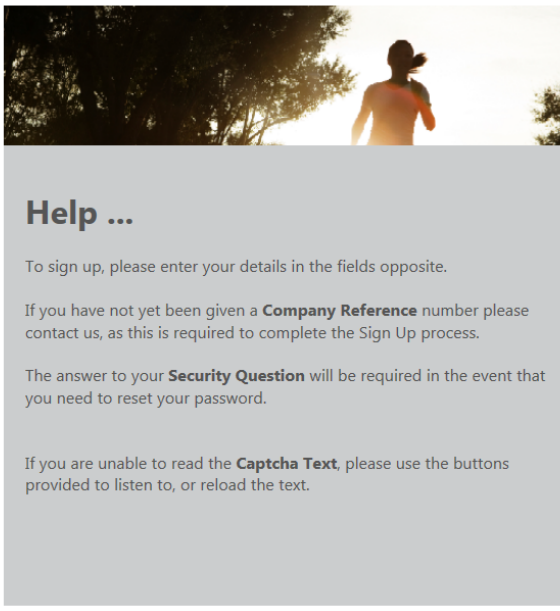


Welcome to the OH Portal


Log in using your registered email address and password. New users please click SIGN UP NOW and register using the details provided on your sign up email. If you have not received this email, please contact your Team Prevent Administration team.

- Fill out the details on the following screen. The **Company Reference number** will have been provided to you in the email from the Health and Wellbeing Services team. Passwords need to be a minimum of 6 characters and must contain at least one special symbol (e.g. £, %, !). The captcha text is an important security feature; if you are struggling to identify the characters you can use the blue refresh button to the right to reload a different set of numbers & letters.





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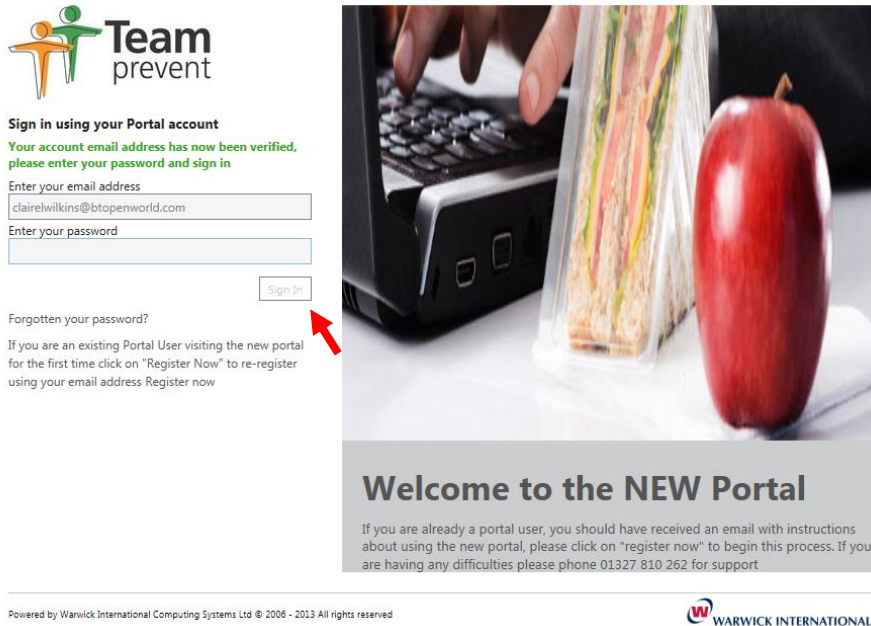
IMPORTANT – It is essential that you remember your password as you will need this to re-access the portal

- An email will then be sent to your email address from appointments@teamprevent.co.uk to verify your email account. Login to your email account and click on the **Verify Account** link within the email

Portal Account Verification

You have recently created a new user account for the Genohsis Portal application.
To complete the creation of your new account please click the following link, [Verify Account](#)

5. Enter your password in the login screen that appears and click Sign In.



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6. Your account will now be active and you will reach the homepage.

7. You can follow the instructions on the right hand side of the screen to make new referrals or access existing referrals. Please refer to the document **PLT018 Portal User Guide** for more information on how to use the portal

If you are having any trouble or difficulties please contact Team Prevent for assistance on surreycc@teamprevent.co.uk