

NHSmail User Checklist

REMEMBER:

- The email address and mobile number provided **must** be for an individual, and can be personal
- The individual/ information **cannot** be associated with another NHS.net account - if you think this may be the case, please contact the LinCA Digital Support Team (ruth.rossiter@nhs.net or v.modhwadia@nhs.net)



| | | | |
|-----------------|--|----------------------|--|
| Company Name | | Postcode | |
| Local Authority | | CQC Manager ID | |
| CQC Location ID | | Name of Main Contact | |
| Contact Email | | | |
| Company Phone | | | |

For each person who needs an NHS email address (Min 2 and Max 10)

User 1 (mandatory)

| | | | |
|---------------|------------|-----------|---------------|
| Title | First Name | Last Name | Mobile Number |
| | | | |
| Email Address | | Role | |
| | | | |

User 2 (mandatory)

| | | | |
|---------------|------------|-----------|---------------|
| Title | First Name | Last Name | Mobile Number |
| | | | |
| Email Address | | Role | |
| | | | |

User 3

| | | | |
|---------------|------------|-----------|---------------|
| Title | First Name | Last Name | Mobile Number |
| | | | |
| Email Address | | Role | |
| | | | |

User 4

| | | | |
|---------------|------------|-----------|---------------|
| Title | First Name | Last Name | Mobile Number |
| | | | |
| Email Address | | Role | |
| | | | |

User 5

| | | | |
|---------------|------------|-----------|---------------|
| Title | First Name | Last Name | Mobile Number |
| | | | |
| Email Address | | Role | |
| | | | |

User 6

| | | | |
|---------------|------------|-----------|---------------|
| Title | First Name | Last Name | Mobile Number |
| | | | |
| Email Address | | Role | |
| | | | |

User 7

| | | | |
|---------------|------------|-----------|---------------|
| Title | First Name | Last Name | Mobile Number |
| | | | |
| Email Address | | Role | |
| | | | |

User 8

| | | | |
|---------------|------------|-----------|---------------|
| Title | First Name | Last Name | Mobile Number |
| | | | |
| Email Address | | Role | |
| | | | |

User 9

| | | | |
|---------------|------------|-----------|---------------|
| Title | First Name | Last Name | Mobile Number |
| | | | |
| Email Address | | Role | |
| | | | |

User 10

| | | | |
|---------------|------------|-----------|---------------|
| Title | First Name | Last Name | Mobile Number |
| | | | |
| Email Address | | Role | |
| | | | |



Lincolnshire
Care Association

01522 581073
Lincolnshire-Care-Association
@LincolnshireCa1