

How to set up your NMC Online account

Introduction

NMC Online is a secure service which allows you to manage your registration with us online. This guidance explains how you can set up your account.

If you need additional help, please call Registrations on **020 7333 9333** or email ukenquiries@nmc-uk.org with your query.

What is NMC Online?

You can find NMC Online on our website: www.nmc-uk.org.

Your NMC Online account will enable you to:

- view the status of your registration
- update your contact and address details
- view and print a statement of entry
- submit your notification of practice online
- pay your annual retention or renewal fees
- set up a direct debit for your annual fee payment
- provide equality and diversity information
- provide the geographical location of your employment
- Submit an application and pay the application fee for entering an initial, subsequent or recorded qualification to the register
- E-mail or download a receipt of annual payment made for claiming tax relief
- Sign up to electronic correspondence from us in the future

Setting up your NMC Online account

Step 1

Go to www.nmc-uk.org.

Click on 'NMC Online' to access the login page.

Step 2

Click on 'Set up your NMC Online account now' or 'Register'.

NMC Nursing & Midwifery Council

Register Log in Contact us Help

Welcome to NMC Online

Existing Users

Email address

Password

Forgotten your password? ⓘ

Login >

New to NMC Online?

Register >

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Accessibility

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Step 3

Provide information as requested on screen

We will ask you to enter your:

- email address
- password
- surname*
- NMC Pin,* and
- date of birth.*

The screenshot shows the NMC Online registration interface. At the top right, there are links for 'Register', 'Log in', 'Contact us', and 'Help'. The NMC Nursing & Midwifery Council logo is on the top left. The main form area is titled 'Account set up: My details' and contains the following fields:

- Email address
- Confirm email address
- Password
- Confirm password
- Surname
- NMC Pin
- Date of birth (format: dd/mm/yyyy)

Each field has an information icon (i) to its right. A large blue arrow points to the Password field. Below the form, there is a checkbox for 'I accept the terms and conditions*' and two buttons: 'Cancel' and 'Register >'.

* The details you enter must match the information we hold on our register for security reasons. If you get an error message then please contact us.

Step 4

Verify your email

You will receive an email. Please click on the link in this email to continue the registration process.

NMC Nursing & Midwifery Council

Register Log in Contact us Help

Email verification

Please check your emails and click on the link provided to confirm your email address in order to continue your online registration.

Please note that it can take up to 15 minutes to receive this email. Check your inbox, spam and junk folders.

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Please note:

- If this email does not come to your inbox, please check your junk/spam folders.
- You must click this link to verify your email and continue with your registration.
- The email can take up to 15 minutes to arrive.

Example of a verification email

Dear

To confirm your email address and access your NMC Online account please click the following link and follow the instructions on screen:

[Confirm Email](#)

Please note: In line with customer feedback we have now updated the sign up process to make it easier to access your NMC Online account. You no longer need to enter an activation code to access your account. This change does not affect the security of your account in anyway.

NMC Online services have been developed to make administration of your NMC Registration quicker and more convenient. The Nursing & Midwifery Council also wish to reduce the environmental impact and cost of print and post by moving services and communications to digital. Please note that by signing up to NMC Online, many of our future communications with you will be via your registered email address. Please ensure you keep the Nursing & Midwifery Council up to date with your email and postal contact details to ensure we can continue to inform you of your registration status.

Thank you,

NMC Registrations

Our revised Code of professional standards is effective 31 March.

www.nmc-uk.org/The-revised-Code#newCode

This email, and any files transmitted with it, is confidential. Please do not act upon or disclose the contents if you have received it in error. Instead, please inform the sender at the email address above, or notify the Nursing and Midwifery Council at itsupport@nmc-uk.org.

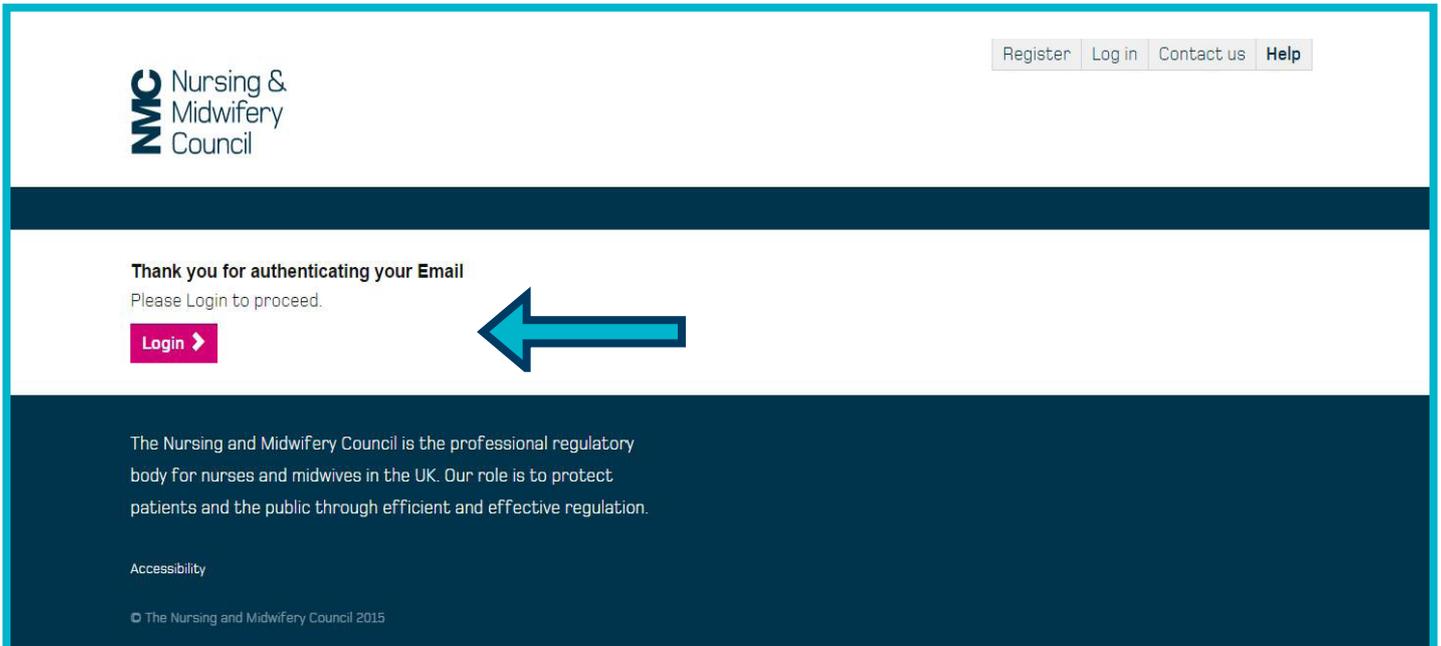
You should ensure this email and any attachments are virus free. Email is not a 100% virus-free or secure medium. It is your responsibility to ensure that viruses do not adversely affect your system and that your messages to us meet your own security requirements. No employee or agent is authorised to conclude any binding agreement on behalf of NMC with another party by email without express written confirmation of the Director of Corporate Services. The Nursing and Midwifery Council may monitor email.

The Nursing and Midwifery Council has its registered office at 23 Portland Place, London W1B 1PZ, and is a registered charity in England and Wales (charity number 1091434) and in Scotland (charity number SC038362).

www.nmc-uk.org

Step 5

Once you click the link in the email, you will land on the following page. Please login to continue your online registration.



Step 6

Set up security

We will ask you to provide memorable answers to questions.

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Log off | Contact us | Help

You are logged in as Sam Smith

Security set-up

For additional security, you need to provide memorable answers to these questions. We will ask you for this when you perform certain online transactions.

What is your favourite colour?

What is your mothers maiden name?

What is your place of birth?

Submit

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[Accessibility](#)

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You will need to provide these if you want to make changes to your account in the future.

Step 7

You now have access to your account and will see your home page.

Welcome to NMC Online

FAQs

What happens if I forget my password?

You will be able to click on a forgotten password link on the login page. Enter your email address and a link will be sent to you to confirm your email and then you will be able to reset your password.

Please note that this link is only valid for 24 hours so if you have not clicked it within this time, you will need to click on the forgotten password link again.

I am trying to register but am getting a message saying invalid Pin.

The format of your Pin is 99A9999A. The third and last digits are letters and all the others are numbers. Please refer to a recent letter from us as this should contain your NMC Pin.

I am trying to register but my details aren't being recognised?

All of the information you enter must match our records. If the system does not allow you to set up your account, please call us on 020 7333 9333.

What is my username?

Your email address is your username. Please ensure you enter this correctly so you receive the authentication link.

My account is locked, what should I do?

If you enter your username or password incorrectly after three attempts, your account will be locked for 10 minutes. You can then retry or click on the forgotten password link to reset your password. Follow the steps onscreen.