

## UK NEQAS for Leucocyte Immunophenotyping Re-Registration Guide

To re-register for programmes that you are subscribed to for the forthcoming financial year, please follow the steps outlined in this guide carefully. Re-Registration for the forthcoming financial year is open during the period early February – 31<sup>st</sup> March of any given year.

When the re-registration process is live you can make any amendments for your programme registration via this section and these will then be applied to the next registration period 1<sup>st</sup> April – 31<sup>st</sup> March. To do this, please follow the steps in this guide. If you have any questions or encounter any issues, please contact [admin@ukneqasli.co.uk](mailto:admin@ukneqasli.co.uk)

1. Log in to the Participant Hub via [www.ukneqasli.co.uk](http://www.ukneqasli.co.uk) and click on the 'Re-Registration, Data Entry and Reports/Participant Hub' button.
2. In the new tab that opens, please enter your Login details previously provided to you when you registered with UK NEQAS LI. You will need to enter your Participant ID, Identity Number and Password and be an active user. Once you have entered these into the appropriate field, click on 'Log In' and the home page of the "Participant Hub" will now be displayed.
3. You will have four choices at the Home screen. Please click on the Re-Registration button at the bottom of the screen. This will redirect you to the Re-Registration page.
4. On the Re-Registration page, you will see a list of all the programmes currently offered by UK NEQAS LI. You will also see tick boxes next to each programme and a tick indicates that you are currently registered for that programme.
5. To amend any registrations for the programmes, simply add or remove a tick in the tick box next to the programme by clicking within the box.
6. If you are registering for the Immune Monitoring, you will need to select the appropriate "Subscription Options" relevant to your centre e.g. if you only wish to register for CD4+ T Lymphocytes (percentages and/or absolute values) then ensure that all other ticks are removed except for these tests (There is no reduction in costs for deselecting any tests).

**IMPORTANT: If you are choosing to register for this programme as a new programme (i.e. you have not subscribed to this programme in the previous financial year) all of the lymphocyte subset Subscription Options will be selected by default. Please ensure that you remove any lymphocyte subsets you do not test as part of your routine procedure. Failure to do so at this stage will mean that you will be scored against that test even if you do not undertake the test.**

7. If you are re-registering to participate in the Haematological Malignancy Bone Marrow Aspirate Assessment programme, please ensure you select the appropriate pricing option as indicated below:
  - If you are re-registering for yourself personally please select the Individual option. Please note that no other programmes may be selected with this option.
  - If you are re-registering as an individual Institute, please select the Institute option.
  - If you would like to re-register more than one person for your institute, please select the appropriate box for the number of licences you require. Once submitted you will then be contacted separately by UK NEQAS LI to gather the contact information for the individual licences required.

**Please note: You will not be able to register for both Leukaemia Diagnostic Interpretation (Part 2 Individual) and Haematological Malignancy Bone Marrow**

**Aspirate Assessment Individual under the same participant number. These options are for individual (personal) registration only and cannot be selected in combination with any other programme. These individual programme options are intended for Continual Professional Development (CPD). Please contact [admin@ukneqasli.co.uk](mailto:admin@ukneqasli.co.uk) for assistance if required.**

8. Once you have chosen all the programmes to which you would like to register in the forthcoming financial year, please then follow the appropriate steps below to complete your Re-Registration process. For UK centres, please follow steps 9 - 10 and for Non-UK centres, please follow steps 11-13.

### **UK Centres**

9. UK centres must provide a valid Purchase Order Number otherwise you will not be able to submit your Re-Registration form with UK NEQAS LI. If possible please send your Purchase Order Form by email to [admin@ukneqasli.co.uk](mailto:admin@ukneqasli.co.uk). You can also click on the [admin@ukneqasli.co.uk](mailto:admin@ukneqasli.co.uk) link on the Re-Registration form, which will create a new message in your email client for your convenience. Your Purchase Order Form needs to be made out to **Sheffield Teaching Hospitals, Cashiers Office, Northern General Hospital, Herries Road, Sheffield, S5 7AU** and MUST be for UK NEQAS for Leucocyte Immunophenotyping programmes only. There are two other UK NEQAS centres within this Trust and we cannot accept combined orders.
10. You can save at any time by clicking "Save" but ONLY after you have agreed to the "Terms and Conditions of Participation" that can be accessed at the bottom of the Re-Registration Form. NOTE: You can save as many times as you like, but your Re-Registration will not be submitted to UK NEQAS LI until you press the "Submit" button.

Once you have completed all appropriate fields:

- Review your re-registration form, to ensure that all of the programmes you wish to register for are selected
- Check that you have chosen the correct subscription options for your programmes (IM)
- Ensure you have provided the appropriate financial information required to process your Re-Registration form.

Once this has been completed, please click on "Submit". This will send all of your re-registration information to UK NEQAS LI for verification. Once you have submitted your re-registration form, you will not be able to amend any of your re-registration details (the link will automatically be removed from your Participant Hub), so please ensure that all of your details are correct. Once you have pressed "Submit" any further changes can only be made by contacting [admin@ukneqasli.co.uk](mailto:admin@ukneqasli.co.uk)

### **Non-UK Centres**

11. Registration includes shipping of your samples by the regular postal service. Alternatively, we are also able to offer a courier service at an additional cost using DHL. If you would like this service, please tick the tick box next to '**Courier Services Required:**' Once all re-registrations have been processed following 1<sup>st</sup> April, the UK NEQAS LI Admin team will contact you to organize the courier services you require. If you do not select 'Courier Services Required' samples will be sent by standard post. When samples are dispatched by standard post we are unable to track samples or troubleshoot delivery issues. Samples sent by

standard shipping may take 2-3 weeks to be delivered and it is the participants responsibility to request repeat samples if delivery is not made or delayed. Quotations for this service can be provided on request.

12. Non-UK Centres that are members of the European Union (EU) are required to provide a valid VATA Number. In the VATA Number field, you will see the VATA Number that is currently stored in our database. This is a 'read-only' text box, so if your VATA number is incorrect, or requires updating, please email [admin@uknegasli.co.uk](mailto:admin@uknegasli.co.uk) stating your participant number and VATA number change request in the subject line. Upon receipt the UK NEQAS LI Admin team will update the correct and valid VATA Number for your centre.

**N.B. Where the country of receipt is within the EU, these prices are subject to the reverse charge scheme. Where the country of receipt is outside of the EU, these prices are outside the scope of UK VATA.**

13. Non-UK Centres that are members of the European Union (EU) are required to provide a valid EORI Number. In the EORI Number field, you will see the EORI Number that is currently stored in our database. This is a 'read-only' text box, so if your EORI number is incorrect, missing or requires updating, please email [admin@uknegasli.co.uk](mailto:admin@uknegasli.co.uk) stating your participant number and EORI number change request in the subject line. Upon receipt the UK NEQAS LI Admin team will update the correct and valid EORI Number for your centre.

**N.B. To clarify which EORI number we require, we will need the EORI number of the 'Importer of Record' this is the entity which is responsible for all entry documents, will be the payer of any duties or taxes that may be due and will be in charge of all import obligations. An example of this is if the laboratory is in charge of all import obligations including paying duties and taxes then the laboratory is the 'Importer of Record', if you do not deal with the importation process we will need the EORI number of the organisation that deals with this.**

**Your finance department should be able to help you with this. For more information, you can visit the following website:**

[https://ec.europa.eu/taxation\\_customs/dds2/eos/eori\\_home.jsp?Lang=en](https://ec.europa.eu/taxation_customs/dds2/eos/eori_home.jsp?Lang=en)

**Please let us know if you require any further assistance by emailing [admin@uknegasli.co.uk](mailto:admin@uknegasli.co.uk) and include your participant number in your reply.**

**The EORI number is very similar to the VAT number but must be applied for by your finance department.**

**Please see the following website, in particular the section on 'How can you request an EORI number?' which will be of assistance to your finance department in obtaining the EORI number:**

[https://ec.europa.eu/taxation\\_customs/business/customs-procedures/general-overview/economic-operators-registration-identification-number-eori\\_en](https://ec.europa.eu/taxation_customs/business/customs-procedures/general-overview/economic-operators-registration-identification-number-eori_en)

14. For Non-UK participants from France you will also see a question asking if you “require your invoice to be uploaded to the government Chorus Pro portal” If you do require this then please provide us with your Siret Number (14 alphanumeric field) and Service code (20 Alphanumeric field).

15. You can save at any time by clicking “Save” but ONLY after you have agreed to the “Terms and Conditions of Participation” that can be accessed at the bottom of the Re-Registration Form. NOTE: You can save as many times as you like, but your Re-Registration will not be submitted to UK NEQAS LI until you press the “Submit” button.

Once you have completed all appropriate fields, please:

- Review your re-registration form, to ensure that all of the programmes you wish to register for are selected
- Check that you have chosen the correct subscription options for your programmes (IM)
- Ensure you have provided the appropriate financial information required to process your Re-Registration form.

Once this has been completed, please click on “Submit”. This will send all of your re-registration information to UK NEQAS LI for verification. Once you have submitted your re-registration form, you will not be able to amend any of your re-registration details (the link will automatically be removed from your Participant Hub), so please ensure that all of your details are correct. Once you have pressed “Submit” any further changes can only be made by contacting [admin@ukneqasli.co.uk](mailto:admin@ukneqasli.co.uk)

### **My Details**

Re-registration is also a good opportunity to ensure all contact details are correct for your centre. To check/amend the contact details for your centre, please go to the ‘My Details’ page by clicking on the ‘My Details’ tab. In the new page that opens, you can use the drop-down menu to see all of your active contacts for your centre. You can select a contact from the drop-down list, which will open their details for you to amend, if necessary.

If you need to remove a contact from the list, for instance if they are no longer associated with your centre, you can select the contact and click on ‘Mark Inactive’. If you need to add a new contact to the list of active contacts for your centre, please click on ‘Add New Contact’ and complete the form. This will be sent to UK NEQAS LI Admin team for approval.

**Please note you will not be able to deactivate a Default contact through the Participant Hub. If you need to change the Default contact, please contact [admin@ukneqasli.co.uk](mailto:admin@ukneqasli.co.uk) with the appropriate details of the person replacing the Default contact for your centre.**

**N.B. When you submit a new contact form UK NEQAS LI will compare it against your centres inactive contact list to verify if it is a duplicate contact. If we identify that it is a duplicate contact that is currently inactive, we will reject the Add New Contact form and instead re-activate the inactive contact.**

You can also send Password Reminders to any active contacts who have forgotten their web user details. To do this select the appropriate contact and click on the ‘Password Reminder’ button. This will send an automated email to the email address associated with that contact containing their web user details so that they can then access the Participant Hub.

## Having a problem with re-registration?

If you encounter any issues whilst using the Participant Hub or with the Re-Registration process, please send an email to [admin@uknegasli.co.uk](mailto:admin@uknegasli.co.uk) stating your participation number and the nature of the problem. Alternatively please telephone +44 (0) 114 267 3600 to speak with one of our Administrative team who will be happy to assist you.

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