

Important Information Requiring Action

Welcome to the new TRAVAX.

You will have found this document by clicking on **Log in** the top right of the Home page and having entered your old username (e.g. eilly92495) and password (770-727). You can continue to use these for the next few weeks but we advise that you register with your email address and a new password as soon as possible. The steps are very simple.

What do I have to do?

If you are part of the NHS in Scotland then please re-register with your email address via here <http://www.travax.nhs.uk/login/register.aspx>

If you are a subscriber from elsewhere then you have 2 options

1. Create User Account. This is for those from outwith the NHS Scotland, who use TRAVAX but who are not responsible for paying the subscription
 - In <http://www.travax.nhs.uk/my-account/login-check.aspx> scroll down to **Create User Account** and click on the link
 - Enter name, email address and password (it will invite you to add other users after you've done this but you can ignore this)
 - Log out and log in with your username (your email address) and new password
2. Create Group Account. This is for those who are responsible for paying the invoice. It may be an GP who alone uses TRAVAX. Or it may be a Manager on behalf of a GP Practice or a PCT who receives the invoice on behalf of a number of users. Note: All users will create usernames/passwords as above.
 - In <http://www.travax.nhs.uk/my-account/login-check.aspx> scroll down to **Update Group Account Details** and click on the link
 - Enter emails and password
 - Enter Contact details including address for invoice
 - Log out and log in with your username (your email address) and new password
- Manage Group Account. This is for those who are responsible for paying the invoice. It is designed to be easily administered. It will allow administration of contact details and invoice address. It will also allow you to add or deactivate users (see <http://www.travax.nhs.uk/help/my-account-help.aspx>)