



Department of Health & Social Care

Hello,

We are writing to you to make you aware of an important digital update that will affect how you register coronavirus test kits.

Please read this carefully and take the suggested steps to prepare, so that you do not experience any disruption in service when registering test kits from Friday 30 October onwards.

We apologise for the limited notice for this.

What is changing and what does this mean for you?

On Friday 30 October, the 'first line of address' will become a mandatory field on the online registration portal:

<https://organisations.test-for-coronavirus.service.gov.uk/register-organisation-tests>.

This means that for any tests registered from Friday onwards, you will need to enter 'first line of address' into the portal for every person you are registering a kit for.

When registering test kits for residents or service users we anticipate that the impact will be minimal as you will already have access to their address, but for staff members, you may need to contact them in advance to gather this information before registration.

If you already have the first line address for all your staff, and you already input this when registering test kits, you do not need to do anything any differently and can ignore the rest of this email.

Why is this changing?

This change is being introduced to help NHS Test and Trace improve contact tracing.

What do you need to do to prepare for this change?

To prepare for testing using multiple upload:

1. Contact your staff members now if you do not have their first line addresses and ask them to provide you with the 'first line' of their home address, and give permission for you to enter this into the portal on their behalf
2. Download the new spreadsheet from <https://organisations.test-for-coronavirus.service.gov.uk/register-organisation-tests> from Friday 30 October onwards
3. Pre-populate the new spreadsheet before your next round of testing with the personal details of staff and non-staff, and add 'first line of address' to column M. Save. Please note that there is still a requirement to register staff and non-staff on separate spreadsheets
4. Upload your updated spreadsheets as normal to register up to 50 kits at a time

If you prefer to use the individual registration process to register test kits you can still do so, but will still need to gather and record 'first line of address' for all your staff members so you can enter this information into the online portal when prompted.

What happens if you cannot gather this additional information in time for your next testing day?

We understand that it could take time to gather the required 'first line of address' information from your staff members. You should not let this delay any planned testing.

For the next week only you can fill in your organisation name as the 'first line of address' while you are collecting this information. This is to allow you to continue registering kits while you gather this information from your staff.

If you need to do this, you can simply update the master spreadsheets you have already created with your organisation name in column M and save. (For staff, please do not update their postcodes to the organisation postcode – this field needs to remain as their home postcode so that results continue to correctly flow through to GP records).

You will then upload your updated spreadsheets as normal to register the test kits.

Please note that the current spreadsheet has 'first line of address' listed as an optional field and will be greyed out for all organisations in England, Wales and Scotland. Please do not be confused by this and treat this as a mandatory field from Friday 30 October onwards.

Support

For comprehensive step-by-step guidance on how to complete the registration process, please view our online demo here:

https://event.webcasts.com/viewer/event.jsp?ei=1381611&tp_key=6a1298b186

You can also download a step-by-step guidance document here:

<https://www.gov.uk/government/publications/organisation-testing-registration-record-of-users>

If you are having issues registering your kits, please contact 119 if you are in England, Wales or Northern Ireland, and 0300 303 2713 if you are in Scotland.