

NECS Clinical Systems Specialist Team

EMIS Web – Logon and Synchronise Smartcard

Logging on for the First Time

Note: You must have an EMIS Web username and password (setup by the organisation) to logon, and your smartcard must be setup for that organisation with the relevant role added to use spine functionality.

1. Insert your smartcard, enter your passcode and select the role for this organisation that you are logging into
2. Click the **EMIS Web** icon to launch EMIS. Enter the **Username** and **Password** given to you. The **Organisation Id** should already be populated, if not then please get this information from the organisation you are trying to log into



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Unable to retrieve smartcard user information.

Username:

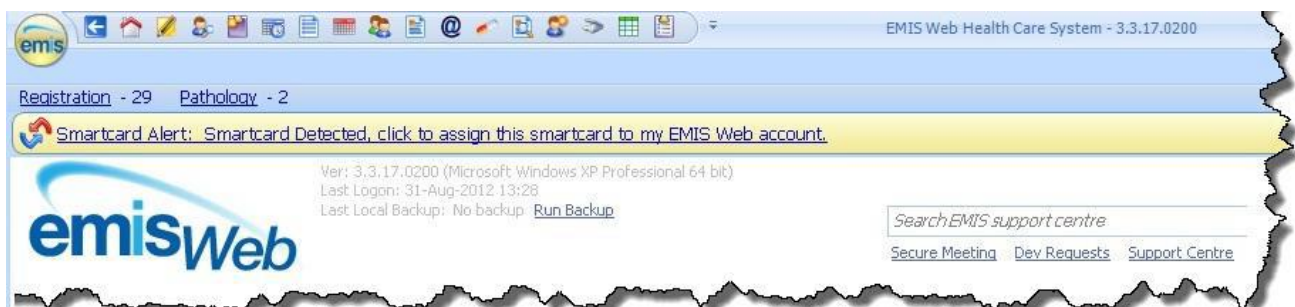
Password:

Organisation Id:

Current connection: [Primary](#) Having problems? View our [Status Page](#)

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3. Click **Sign In**, and EMIS Web will open. The homepage will be displayed, with a yellow banner showing a smartcard alert at the top



4. To synchronise your smartcard, click on the yellow Smartcard Alert. The smartcard association screen is displayed

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emisWeb

Do you want to associate your Smartcard with your EmisWeb user account?
Association will allow you to login, lock and unlock EmisWeb using only your card.
You will need to log off and back in to use the card functions.

Enter Smartcard passcode:

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5. Enter the passcode from your smartcard and click **Associate** button. This will associate your smartcard with your EMIS Web user account
6. Once associated, EMIS Web will load without prompting for a username and password providing you have logged into your smartcard and selected the relevant role for this organisation