



## Re-registering for your Myphs account

If you are an existing customer logging in to our new website for the first time, you will need to reset your password before you can access your account.

This is a quick, one-off step. Once your new password has been set, you can log in as normal using your email address and password.

Follow the steps below to reset your password:

- 1) Navigate to the portal, by visiting **my.phs.co.uk** or follow a link in your re-registration email.

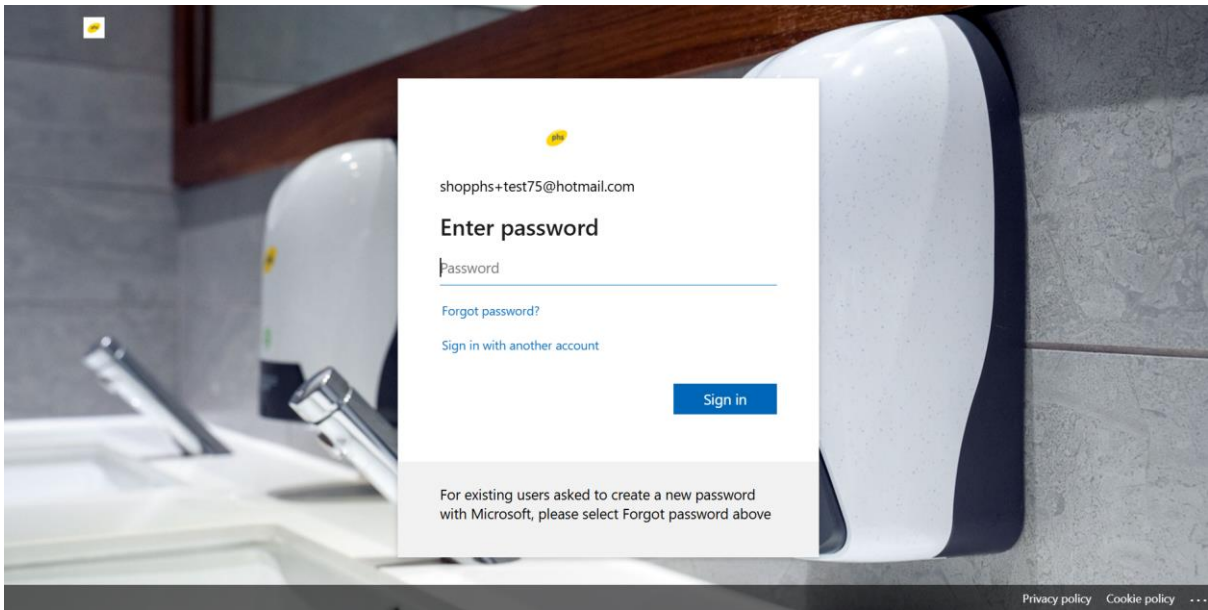
The screenshot shows the MyPHS website interface. At the top, there is a navigation bar with the PHS logo, a search bar, and links for '02920.851000', 'Basket', 'Contact', 'Services', 'Our brands', and 'My phs'. Below the navigation bar, there are several notification banners: a yellow one stating 'You have been logged out of MyPHS' and a white one with a blue border stating 'Signposting upcoming changes to myphs'. The main content area features a 'Welcome to MyPHS' section. On the left, a yellow box titled 'Already signed up?' prompts the user to enter their email address and click 'Login'. On the right, a white box titled 'Register as a new user' contains a 'Sign me up' button and a 'Using MyPHS' section with a 'User guide being written' button.

- 2) Enter your email address in the yellow box, then select **Login**.

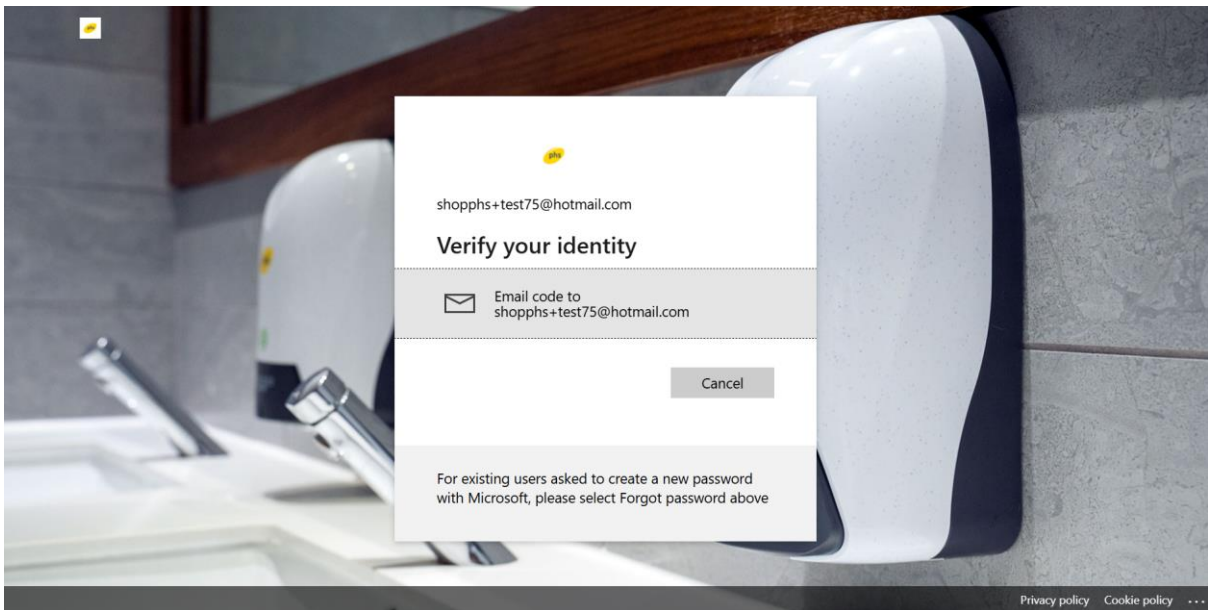
This screenshot is identical to the previous one, but the email address 'shopphs+test75@hotmail.com' has been entered into the input field within the yellow 'Already signed up?' box. The 'Login' button is now visible and ready to be clicked.

3) Select **Forgot Password?**

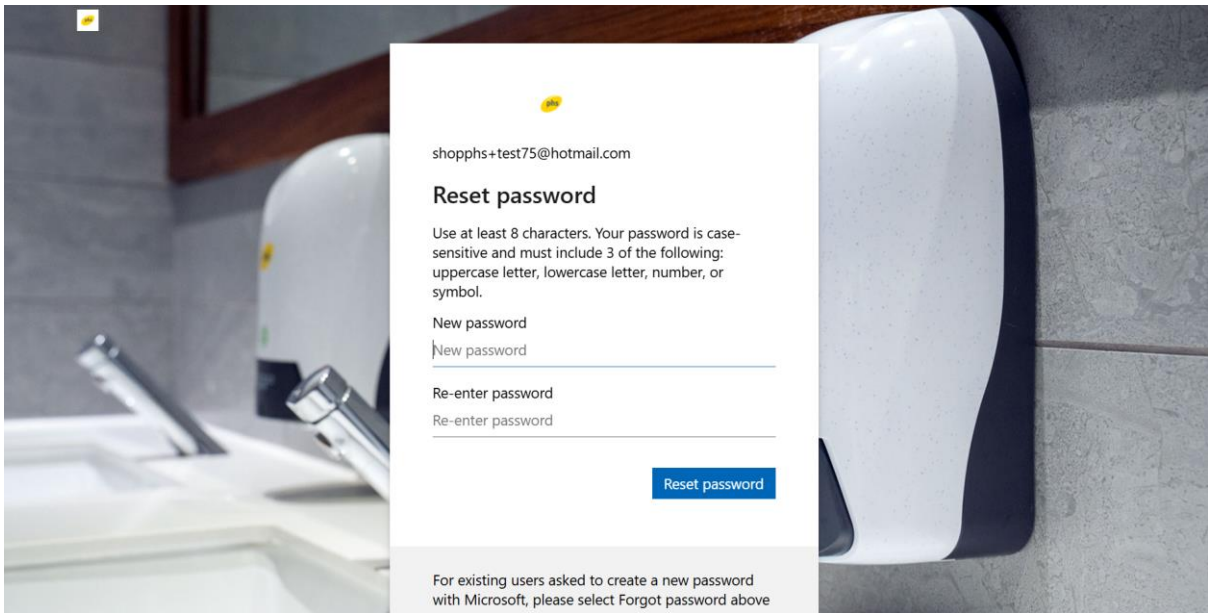
**Important:** Please do not enter a new password in the password field at this stage. You must select **Forgot Password?** first.



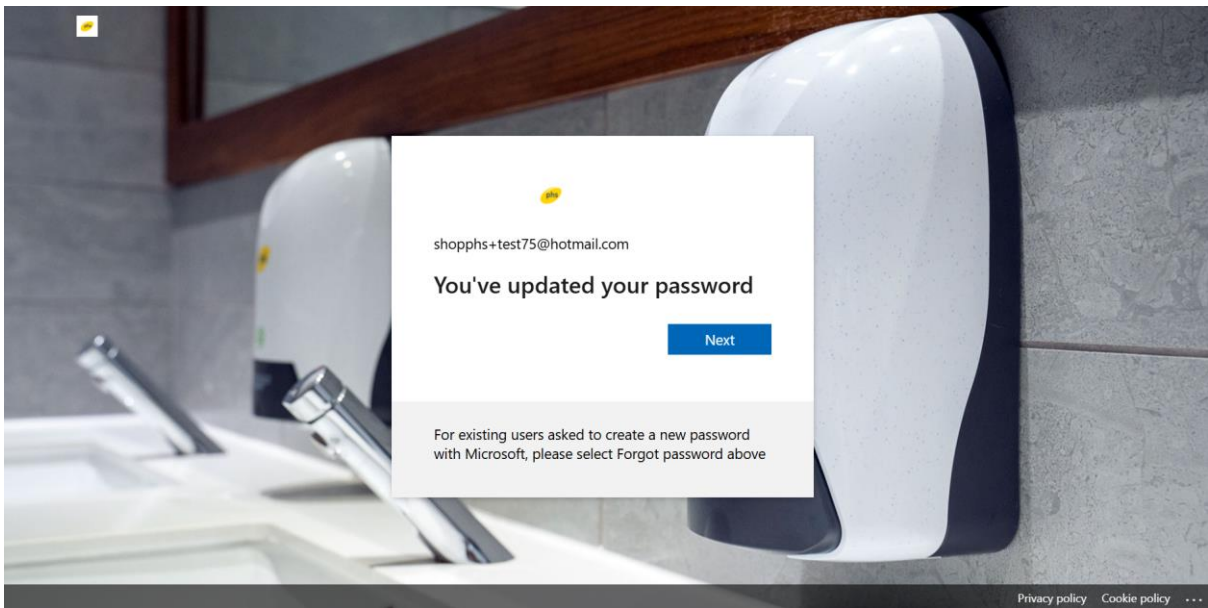
4) Select your email address to receive a verification code, then enter the code when prompted on screen.



5) Create your new password.



6) When you see confirmation that your password has been updated, select **Next**.



7) You should now be logged in to your new-look portal account!

Need help? If you have any issues or need support using the portal, please call our Customer Service Team on **02920 851000, Option 3**. Our team will be happy to help.