



Quick Guide on Agency Rates

Step 1: To access NHSP:Online, please **always** use Internet Explorer. You can access the system using this link: www.nhsprofessionals.nhs.uk/en/Login

Step 2: Once you have logged into NHSP:Online, you will be presented with a menu of options.

See **NHSP:Online user guide** for 1st page set up and introduction. The following topics will be covered in this guide:

1. Agency Rates including rate cards and rate card status
2. Download Blank Template
3. Mileage
4. Personalised Rates Requests
5. Self-Billing Agreements
6. Invoice Reports

Step 1: To access NHSP:Online, please **always** use Internet Explorer. You can access the system using this link: www.nhsprofessionals.nhs.uk/en/Login

Menu Options

Agency Rates

- [Agency Rates](#)
- [Download Blank Template](#)
- [Mileage](#)
- [Account Number](#)
- [Rates for Assignment](#)

AWR Enhancement

- [Maintain Continuous Service](#)

Process

- [Edit Agency Worker](#)

Personalised Rates

- [Requests](#)

Self Billing

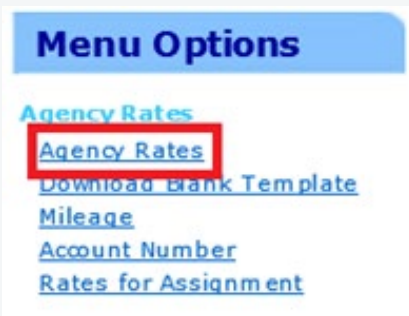
- [Agreements](#)
- [Invoice Reports](#)

User

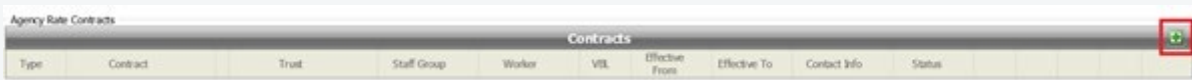
- [Notifications](#)
- [Change Password](#)

1. Agency Rates

a. When you select this option, all rate cards you currently have on the system will be displayed.

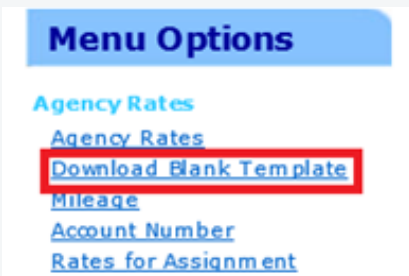


b. To add additional rate cards, simply click the **'green plus button'** on the right-hand side.

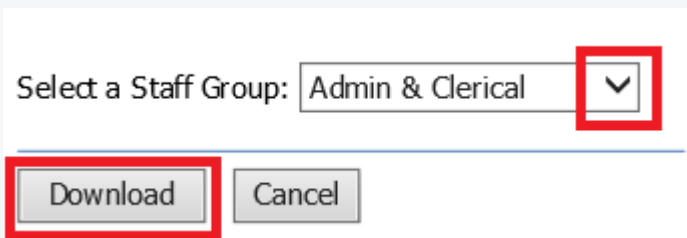


2. Download Blank Template

a. This is where all the templates for the rate cards are stored



b. To download a template first select a **'staff group'** and then click on the **'download'** button.



3. Mileage

a. Before you submit a general new rate card you will need to insert the mileage.

Menu Options

- [Agency Rates](#)
- [Agency Rates](#)
- [Download Blank Template](#)
- [Mileage](#)
- [Account Number](#)
- [Rates for Assignment](#)

b. Simply enter the details in these fields and click **'Submit'**. When you upload your new rate card, the system will automatically pull the mileage from these values.

4. Personalised Rates Requests

Process

- [Edit Agency Worker](#)
- [Personalised Rates Requests](#)
- [Requests](#)

a. To submit a personalised rate card, you will need to seek permission from the Trust through the system.

b. To do this, you will first need to add a rate card by clicking on the **'green plus button'**

c. Select a **Trust** from the menu and **add any comments** and then submit your request by clicking 'OK'.

5. Self-Billing Agreements

a. You can view / submit self-billing agreements from this page.



b. To submit a self-billing agreement, click the 'green plus button'

c. Complete the details in the fields highlighted below and then click 'Submit'.

A screenshot of the 'Add Agreement' form in a web application. The form is titled 'Add Agreement' and has a table header with columns: Trust, Effective From, Expiry Date, and Status. Below the header, there are several input fields:

- 'Trust': A dropdown menu with a green plus button icon highlighted in a red box.
- 'Agency VAT Number': A text input field.
- 'Agreement Expiry Date': A date picker with a format of 'dd/mm/yyyy' highlighted in a red box.
- 'Agency agrees not to raise invoices for transactions covered by this agreement': A checkbox highlighted in a red box.
- 'Agency agrees to notify the trust immediately if the VAT registration number changes, or agency stops being VAT registered or sells the business (or part of the business)': A checkbox highlighted in a red box.
- 'Agency Signature': A text input field with an 'Add Signature' button highlighted in a red box.

 At the bottom of the form, there are 'Submit' and 'Close' buttons, both highlighted in red boxes.

6. Invoice Reports

a. This allows you to view any previous reports / invoices.



b. To view available reports, select the Trust, Date Range, Worker or Request or backing report number and press filter.

A screenshot of the 'Invoice Reports' search form. The form has several sections:

- 'Search': A dropdown menu for 'Trust' with 'Training NHS Trust' selected, highlighted in a red box.
- 'Date Range': A 'Period' dropdown menu with 'Last 3 months' selected, highlighted in a red box.
- 'Search for Staff': A section with a note '(Min. 3 characters of Surname/First Name)'. It contains input fields for 'Surname', 'First Name', and 'Staff', all highlighted in red boxes.
- 'Filter': A button at the bottom left, highlighted in a red box.

If your agency requires support or has any queries, please visit our Help and Support platform: www.nhsponline.nhs.uk/s/contactsupport, where you can find helpful articles. You can also get in touch with us through the contact form provided within each article.

