NHS Professionals

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

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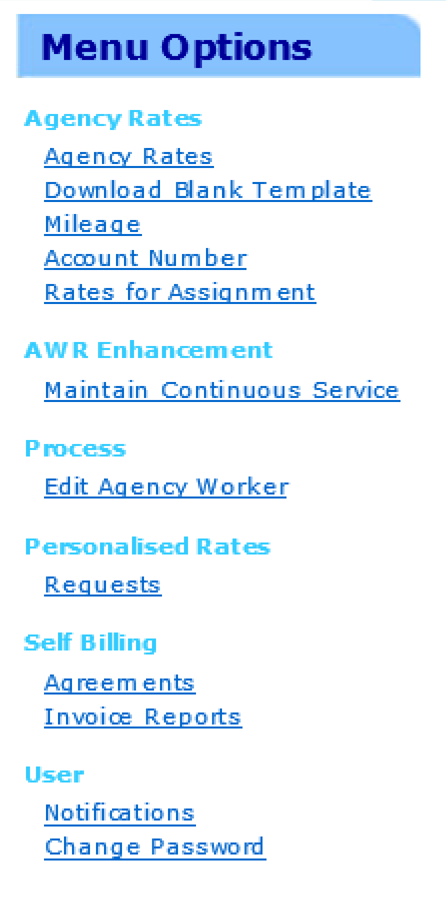


Menu Options

Agency Rates
- Agency Rates
- Download Blank Template
- Mileage
- Account Number
- Rates for Assignment

AWR Enhancement
- Maintain Continuous Service

Process
- Edit Agency Worker

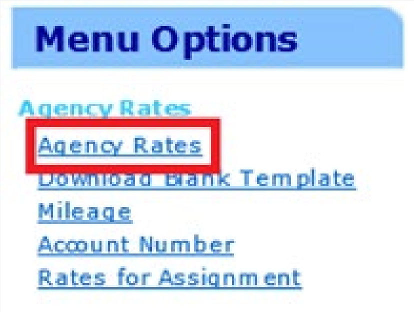
Personalised Rates
- Requests

Self Billing
- Agreements
- Invoice Reports

User
- Notifications
- Change Password

1. Agency Rates

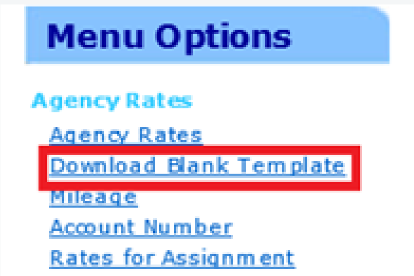
a. When you select this option, all rate cards you currently have on the system will be displayed.



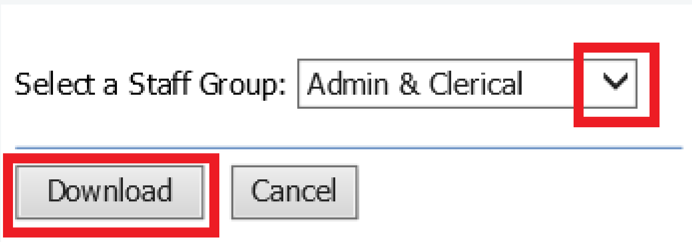
b. To add additional rate cards, simply click the **'green plus button'** on the right-hand side.

2. Download Blank Template

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

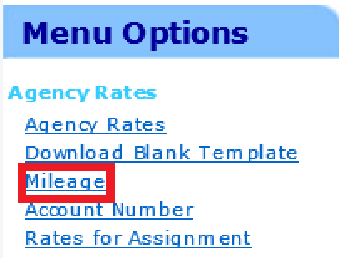


b. To download a template first select a **'staff group'** and then click on the **'download'** button.

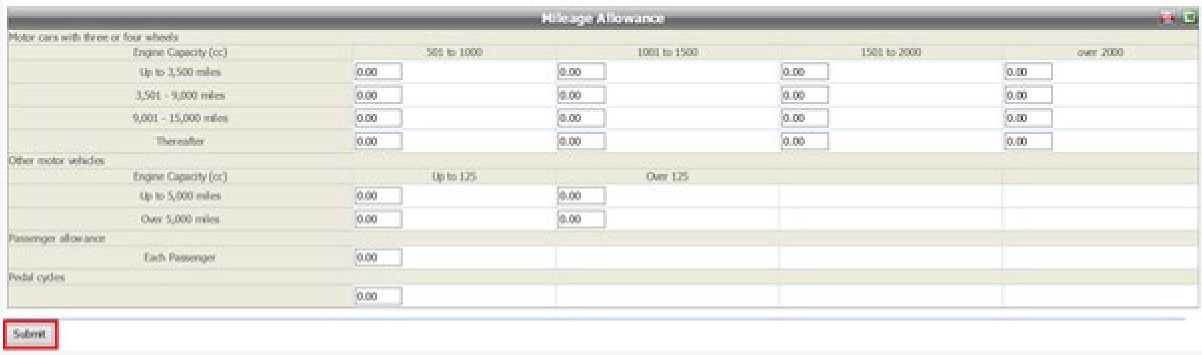


3. Mileage

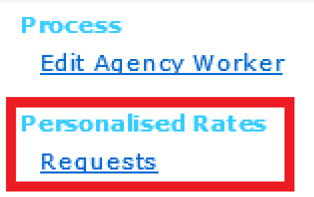
a. Before you submit a general new rate card you will need to insert the mileage.



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.



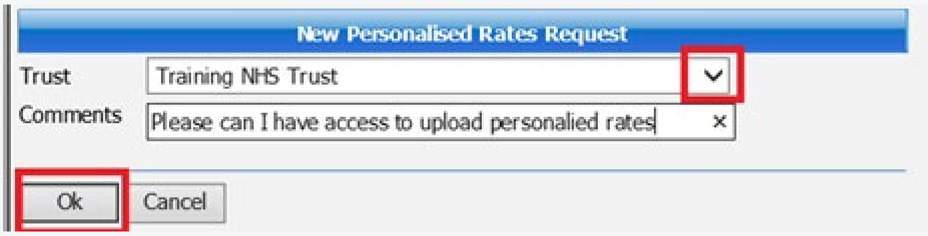
4. Personalised Rates Requests



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'.

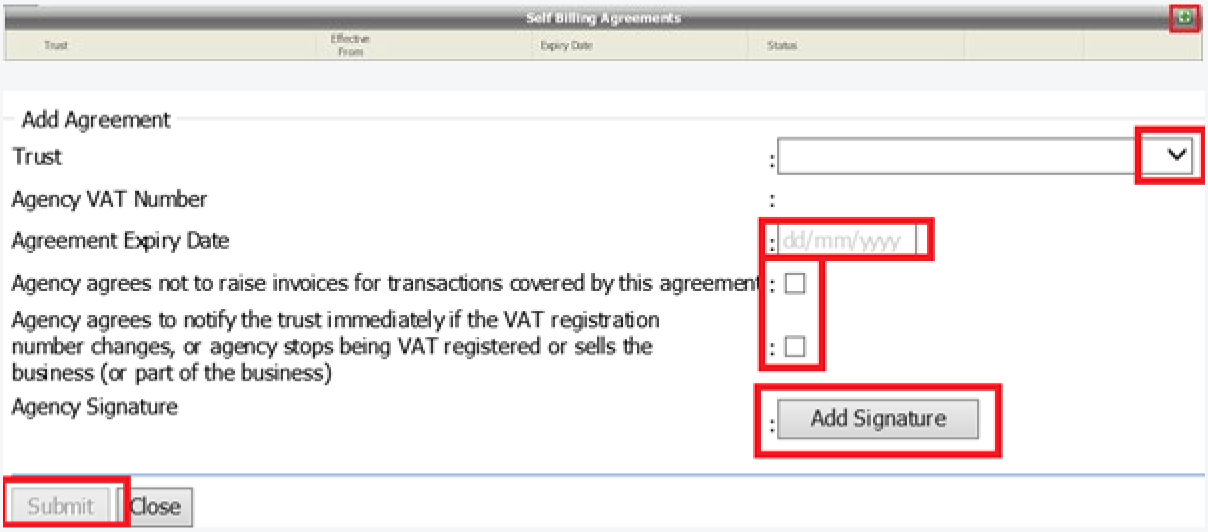


5. Self-Billing Agreements

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

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

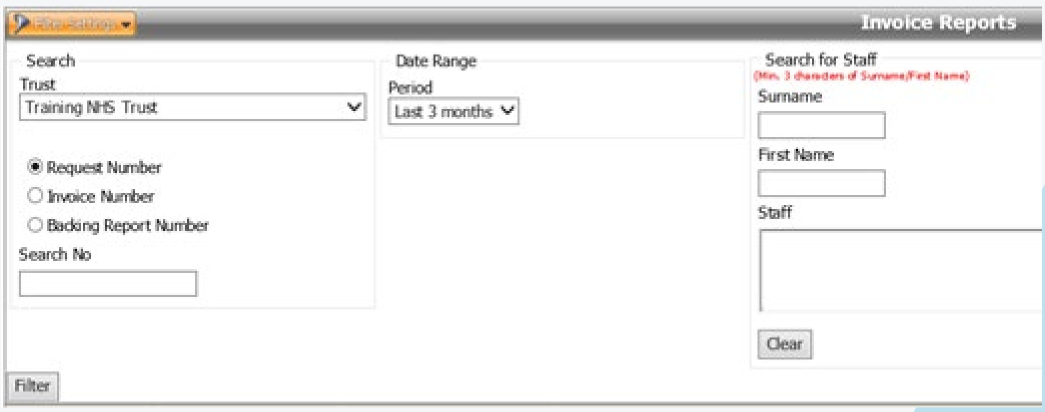
c. Complete the details in the fields highlighted below and then click **'Submit'.**



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.



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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.