eDIS: Registration, Signing In & Basic Use

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What is the Electronic Declarations of Interest (eDIS)?

The **electronic Declarations of Interests** (eDIS) system enables Commercial Medicines Unit (CMU) stakeholders to declare their interests online. The CMU has responsibility for tendering and awarding framework on behalf of NHS Trusts for medicines and other products such as blood and homecare.

The eDIS system enables stakeholders to register and declare their interests as well as receive reminders to do so. Meetings attended by a declarer will include a check that declarations have been made. With the increasing work from home in 2020/21, there is an increased emphasis in making the eDIS system support online ways of working. This guide shows you how to register and sign into the eDIS system.

Please note, a separate guide is provided for making declarations. This is accessible from the My Interests screens.

NHS England and NHS Improvement

Registering to use eDIS

New users will need to register in order to use the **electronic Declarations of Interest** system. This includes confirming your email address and have your account approved by the Commercial Medicines Unit (CMU) as part of this registration process.

To Register, click the link provided to you by the CMU or alternatively click the link below~:

https://edis.cmu.nhs.uk/edis

When the **Sign-In** screen appears, select **New user registration**.

The **New User Registration** screen will now be displayed.

Enter your email address in the fields provided.

Click **Register**.

Please **Note:** the email address you enter will be used to verify that your email address has not already been used in eDIS and to confirm when your account has been approved.

Electronic Declaration of Interests

First Name*

Last Name*

[First Name]

[Last Name]

Email Address*

Phone Number*

[@nhs.net]

[Phone Number]

Employer Name*

Job Title*

[Employer Name]

[Job Title]

Sponsor*

Job Description

[Please select CMU Sponsor ⌄]

[Job Description]

Password*

Confirm Password*

[Enter Password]

[Confirm Password]

Passwords must be at least 6 characters long and contain a mixture of alphabetic, numeric and symbols.

[Register With Different Email] [Cancel] [Save]

The eDIS User Guide, covering Registration, Sign In and basic use can be found here.

You will now need to enter your full details as part of the process.

Enter the required information in the fields provided.

Please ensure the information you provide is accurate.

Please note fields with an **(*) asterisk symbol** are mandatory and must be completed.

Employer Name*

Job Title*

[Employer Name]

[Job Title]

Sponsor*

Job Description

[Please select CMU Sponsor ⌄]

[Job Description]

Password*

Confirm Password*

[Enter Password]

[Confirm Password]

Passwords must be at least 6 characters long and contain a mixture of alphabetic, numeric and symbols.

[Register With Different Email] [Cancel] [Save]

The eDIS User Guide, covering Registration, Sign In and basic use can be found here.

In the **Sponsor** field, enter the name of your CMU counterpart who has asked you to register and will subsequently approve your request.

Use the drop-down list to select the desired sponsor.

Sponsor*

Job Description

[Please select CMU Sponsor ⌄]

[Job Description]

Password*

Confirm Password*

[Enter Password]

[Confirm Password]

Passwords must be at least 6 characters long and contain a mixture of alphabetic, numeric and symbols.

[Register With Different Email] [Cancel] [Save]

The eDIS User Guide, covering Registration, Sign In and basic use can be found here.

Please choose a password and enter this into the **Password** field and enter the same password again into the **Confirm Password** field.

Passwords must be at least 6 characters long and contain a mixture of alphabetic, numeric and symbols

Quick Tip:

- Note that the email address shown is 'greyed out' as read-only. If you need to change the email address, please click on **Register With Different Email** and re-enter your email address.

Once you are satisfied with all the information you have provided, click **Save**.

You will then see a notification letting you know that your request has been successfully recorded.

An email will automatically be issued to the email address that you have supplied (so that you can confirm your email address). Please check your email account for an email from noreply-edis@cmu.nhs.uk. If necessary, please check your spam folder. Open the email and click on the **Confirm** link.

From the NHS Commercial Medicines Unit.

This is an automated email to confirm that your registration with the NHS CMU Electronic Declaration of Interests (eDIS) system has been acknowledged.

To continue your registration, please click CONFIRM to confirm that this is your email address and that you are trying to register with eDIS. If you did not intend to register with eDIS then please ignore this email.

Please note that this email address is not monitored and all email to it will be ignored.
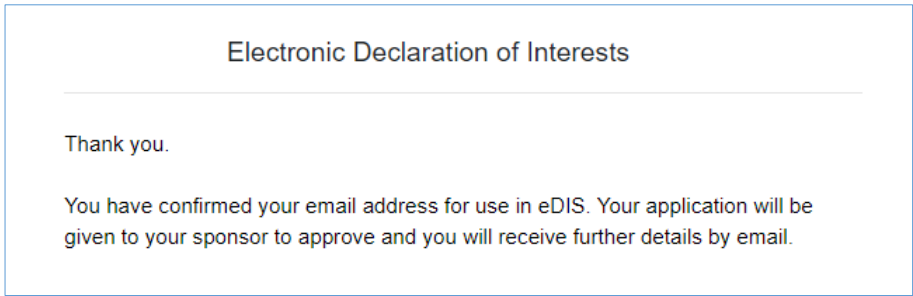
For technical support, or if you have any questions regarding this email, please contact edis-admin@cmu.nhs.uk

False representation, the failure to disclose an interest or the abuse of position may constitute an offence under the Fraud Act 2006 or Bribery Act 2010.

> **Electronic Declaration of Interests**
>
> Please press the button to confirm your email address.
>
> **Confirm Registration**
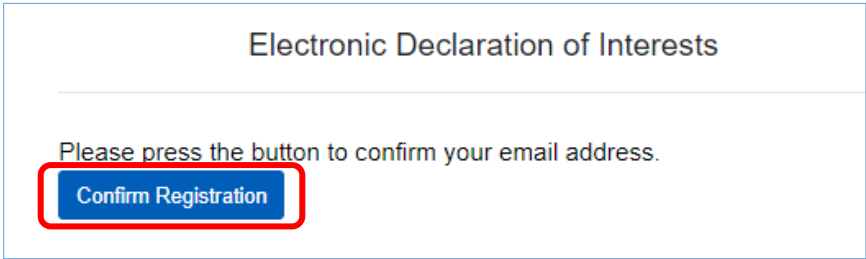
This will launch your browser and take you to the **eDIS Confirm Registration** screen.

Click **Confirm Registration**.

> **Electronic Declaration of Interests**
>
> Thank you.
>
> You have confirmed your email address for use in eDIS. Your application will be given to your sponsor to approve and you will receive further details by email.

A message further acknowledging your registration will be displayed.

You can now close down the window.

Your sponsor will then be notified of your registration request and once approved, you will receive a welcome email notifying you that you can now sign in and declare your interests.

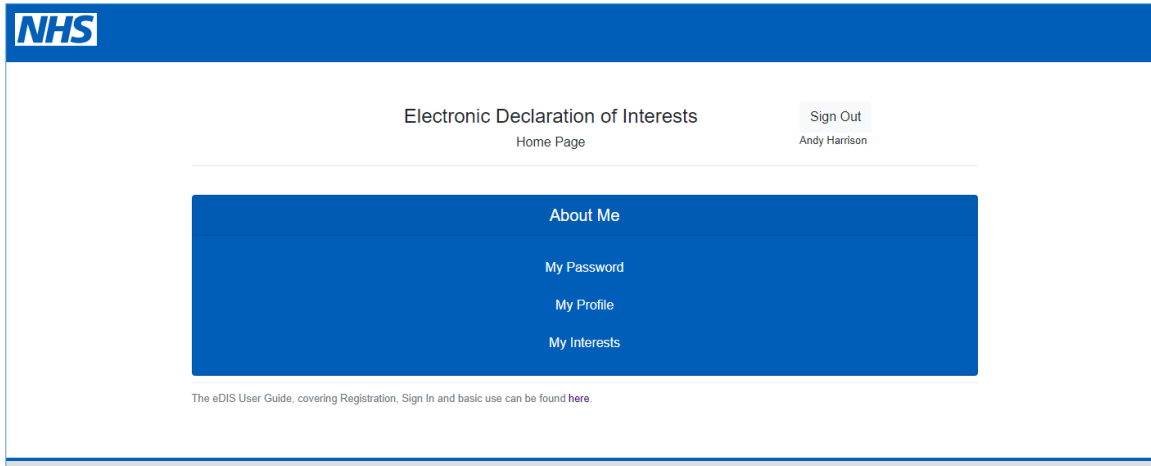## Signing in and out of the eDIS application

Now that you have registered and have been approved for access, you can now use the eDIS tool. To do so, click the link below:

https://edis.cmu.nhs.uk/edis

> **Electronic Declaration of Interests**
>
> ## Sign In
>
> Email
>
> n.paul@nhs.net
>
> Password
>
> ••••••••••
>
> **Sign In**
>
> Forgot Password?
> New user registration
>
> The eDIS User Guide, covering Registration, Sign In and basic use can be found here.

Once the **Sign-In** screen appears enter your login credentials.

The **electronic Declaration of Interests (eDIS) Home page** will now be displayed. All parts of the system can be accessed from this page.

Quick Tip: Quick Access to the homepage

- By clicking on the NHS logo in the top left-hand corner of the screen, regardless of which screen you are current viewing, you will be taken back to the homepage.
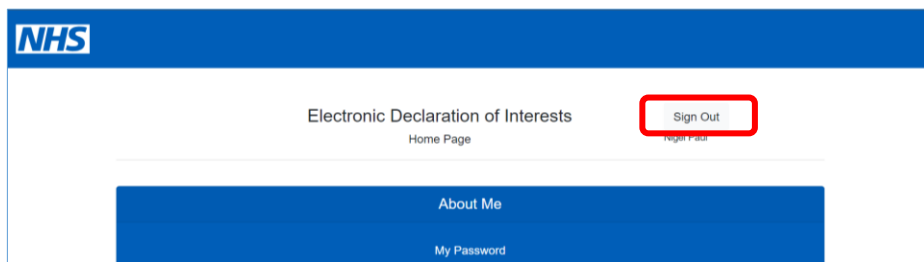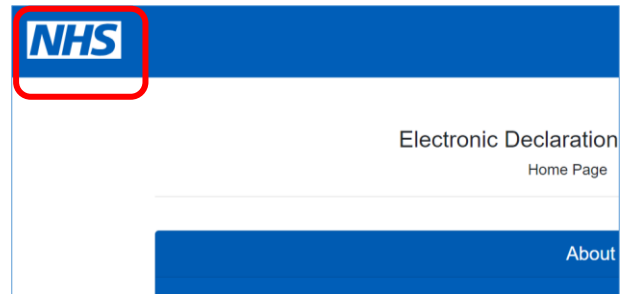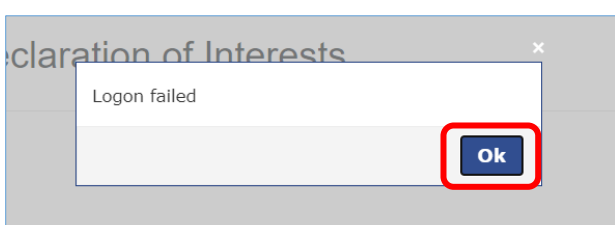

To sign out of the eDIS application, click the **Sign Out** button.

This will take you back to the **Sign-in screen**.

Helpful hints and tips

Issues with logging into the system

If you see the following **Logon failed** error message when attempting to sign into the system, this may be because you have entered you email address or password incorrectly. Click **Ok**, re-enter your login credentials and click **Sign In** again.

Forgotten your password

If you have forgotten your password, click the **Forgot Password?** Link on the **Sign In** screen.
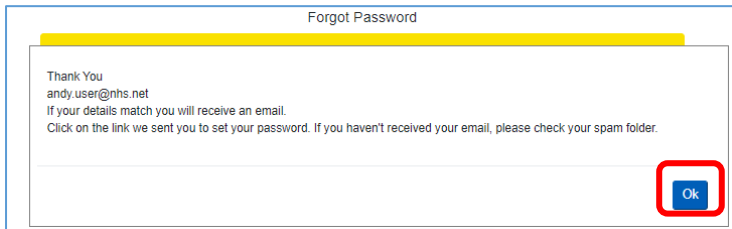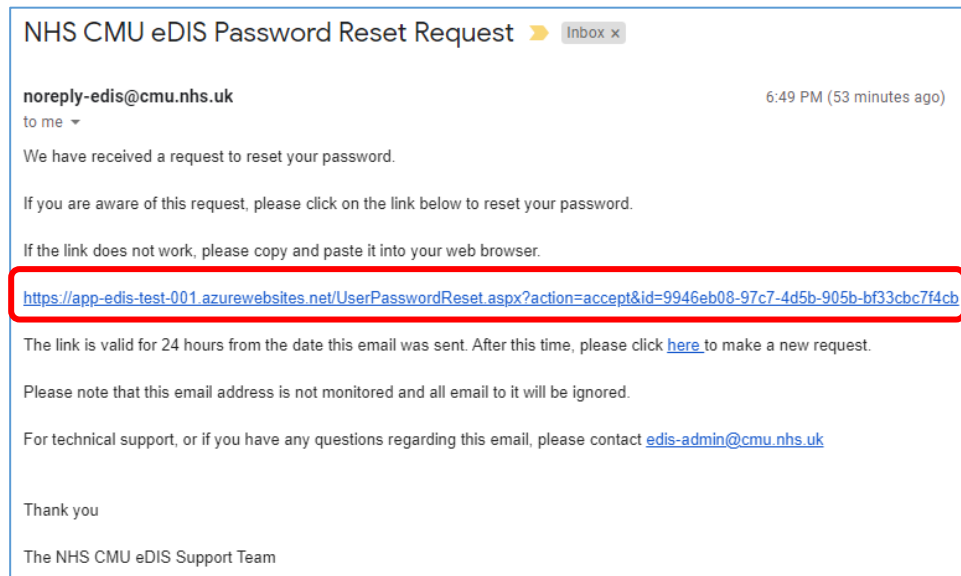

You will now see the Forgot Password screen.

Re-enter the email address you used to register for the application and click **Request Reset**.

You will now see a notification informing you that your password reset request has been actioned. If your email address is registered, you will receive an email. Click **Ok**.

NHS CMU eDIS Password Reset Request ▶ Inbox ×

noreply-edis@cmu.nhs.uk   6:49 PM (53 minutes ago)
to me ▾

We have received a request to reset your password.

If you are aware of this request, please click on the link below to reset your password.

If the link does not work, please copy and paste it into your web browser.

https://app-edis-test-001.azurewebsites.net/UserPasswordReset.aspx?action=accept&id=9946eb08-97c7-4d5b-905b-bf33cbc7f4cb

The link is valid for 24 hours from the date this email was sent. After this time, please click here to make a new request.

Please note that this email address is not monitored and all email to it will be ignored.

For technical support, or if you have any questions regarding this email, please contact edis-admin@cmu.nhs.uk

Thank you

The NHS CMU eDIS Support Team

If you have not received an email within a few minutes, please check your Spam folder. The email contains a link. Either click the link or copy and paste the link into your web browser.
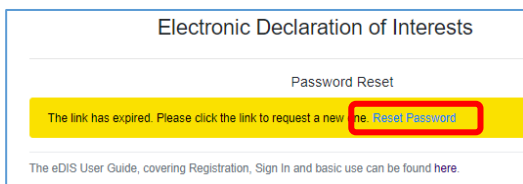
You have 24 hours from making the request to use the link otherwise you will need to request another.
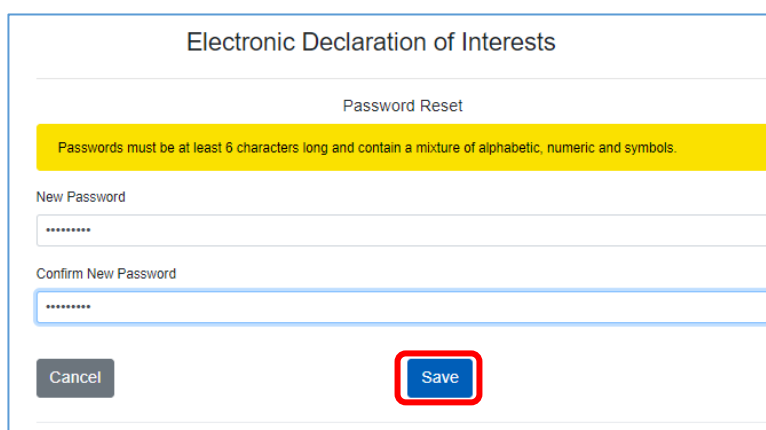

If you use the link within 24 hours, you will see the Password Reset screen where you may enter a new password. Passwords must be at least 6 characters long and contain a mixture of alphabetic, numeric and symbols. Enter the same password into the Confirm New Password field. Click Save and your password will be updated.

8
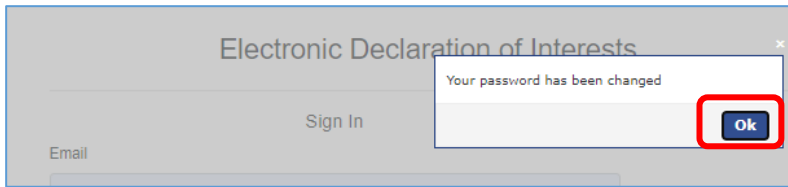
You will get a notification that your password has been changed. Click **Ok**, which will present the Sign In page for you to use your new password.
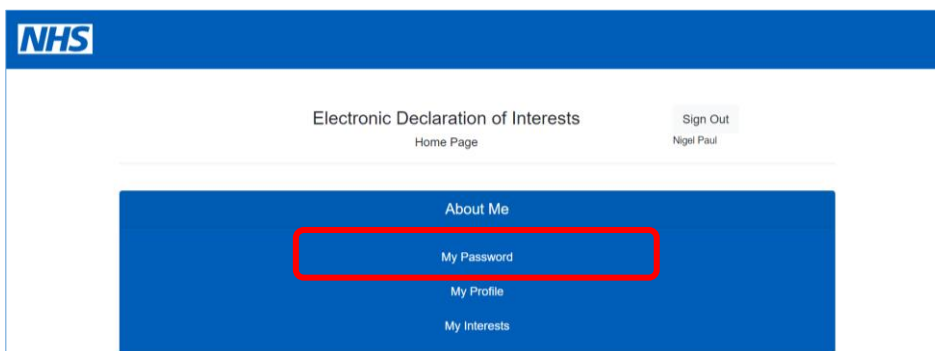
Locked accounts
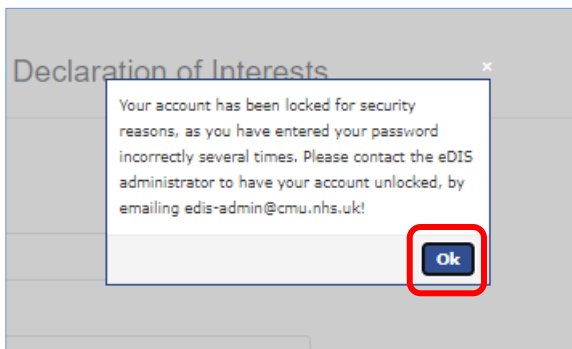
You have 5 attempts to enter the correct login details when signing in. If you enter an incorrect password, more than 5 times, your eDIS account will be locked and you will receive a notification to that effect.

Click **Ok**.

Please contact the CMU team by emailing edis-admin@cmu.nhs.uk.

Changing your password

To change your password, click the **My Password** button.

When the **My Password** screen is displayed, you will need to enter your old password in the field provided, for security reasons.

Then enter your new password in the fields provided.

Please remember your password must be at least 6 characters long, and have a least one letter, at least one number, and at least one symbol (*%,.!" etc.).

Click **Save** when complete.

Editing your user information (My Profile)

To change your user information i.e. job title or email address, click the **My Profile** button.

From the **My Profile** screen you can also amend your first and last name, phone number, employer and job description as well as your email address and job title.

Click **Save** when you have completed all necessary changes.

Need Help?

If you have any further questions or queries, please contact the CMU team via email: edis-admin@cmu.nhs.uk.