eDIS: Registration, Signing In & Basic Use

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Need Help?

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.
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.
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.

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.

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 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.
This will launch your browser and take you to the eDIS Confirm Registration screen.

Click **Confirm Registration**.

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

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.

![Home page](image)

**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.

![NHS logo](image)

To sign out of the eDIS application, click the **Sign Out** button. This will take you back to the **Sign-in screen**.

![Sign Out button](image)

**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.

![Logon failed](image)
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**.

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.

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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.
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 at 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.