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Shared Services
Partnership

Mae'r Gwasanaethau Caffael yn is-adran o fewn Partneriaeth Cydwasaethau GIG Cymru
Employment Service is a Division of the NHS Wales Shared Services Partnership

Instructions for accessing the NHS Wales Secure File Sharing Portal and uploading a document

Please access the Secure File Sharing welcome email recently sent (3rd/4th June) to your Practice Manager Email account. The email will provide a link to the below login page and advice on the password criteria. A second email containing the password access code was sent along with the welcome email.

 Welcome to the Secure File Sharing Portal provided by NHS Wales Informatics Service.

An account has been created for you with the username 'practice.manager.w[redacted]@wales.nhs.uk'. Your new credentials are:

Username: practice.manager.w[redacted]@wales.nhs.uk

Password: if you do not receive an automated password email please contact your local NHS Service Desk in the first instance or NWIS Security Services via the National Service desk to obtain your temporary password, contact details can be found below. You will be required to change this password the first time you sign on.

This password must be a minimum of 8 characters a mix of upper and lower case text, numbers and other characters, please note the use of dictionary words is not permitted.

Users are expected to sign in monthly to maintain their accounts otherwise accounts can be automatically suspended and then deleted. Users will receive emails before this happens as a reminder to log in.

This portal is provided solely for the use of sharing information securely between parties, it is the individual parties responsibility to ensure such agreements for the sharing of information are in place, where applicable.

Please use the following URL to sign on to the system.

[https://securefileshare.wales.nhs.uk/human.aspx?InstID=5588&username=practice.manager.w\[redacted\]@wales.nhs.uk](https://securefileshare.wales.nhs.uk/human.aspx?InstID=5588&username=practice.manager.w[redacted]@wales.nhs.uk)

If you need assistance, please refer to the following contact information:

Local Healthboard Users: Please contact your local Healthboard IT Service Desk.

NWIS Supported Users: Please contact your local NWIS IT Service Desk.

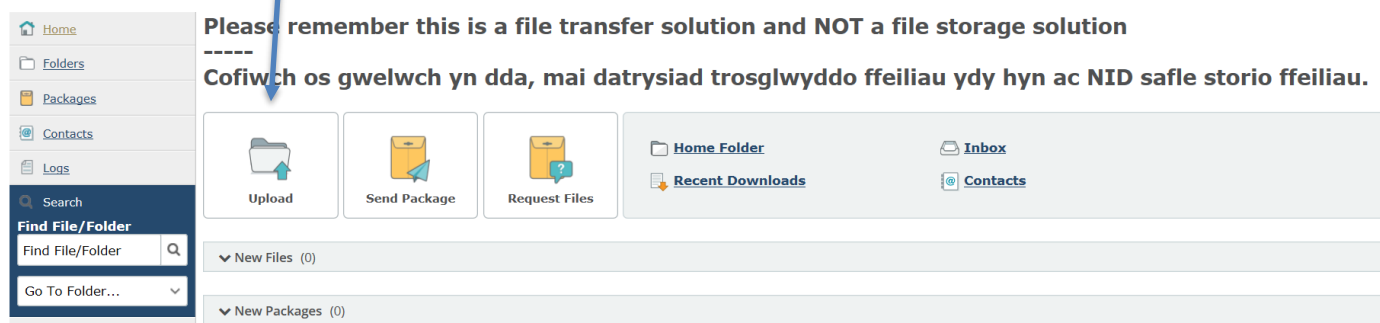
External Non-NHS Wales Staff ONLY: Please contact us via the National Service Desk by telephone/ email on 02920 502020/ nwis.securitysubmissions@wales.nhs.uk.

Your generic Practice Manager Email address will be the username. For example, **practice.manager.w00000@wales.nhs.uk**

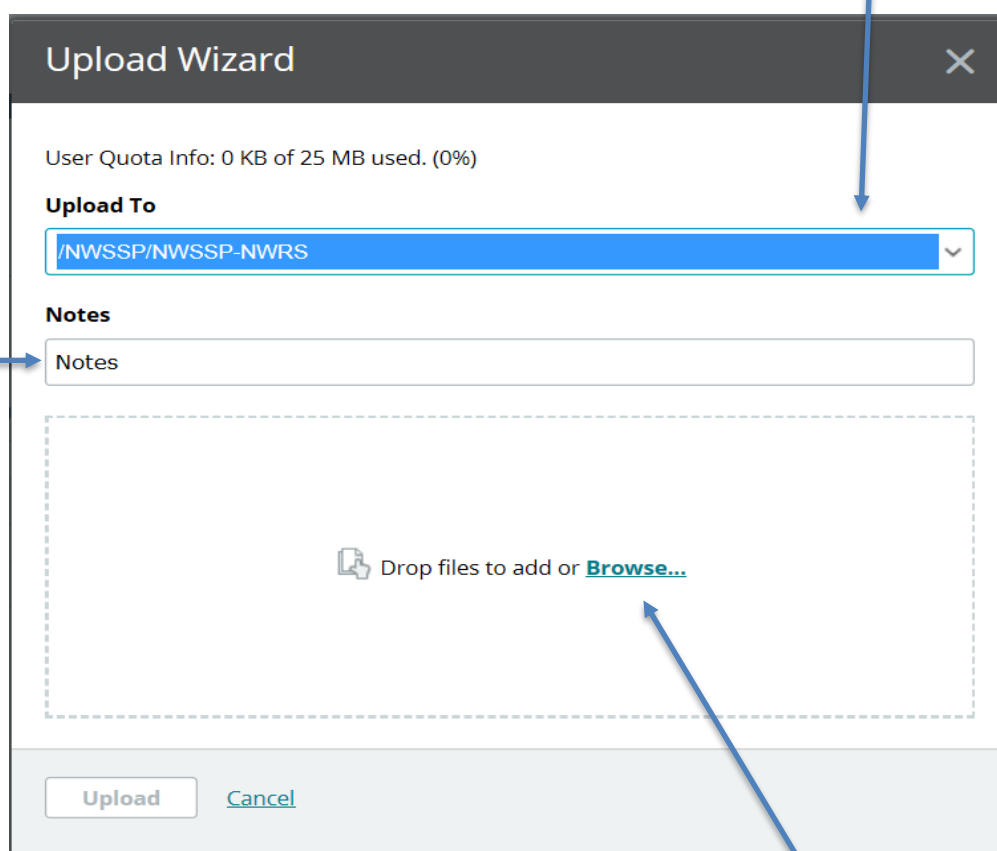
*If you cannot locate your welcome and password emails sent from **NHS Wales Informatics Service (NWIS)**, then please use the following link <https://securefileshare.wales.nhs.uk> to access the login page and request a password. Do not contact NWIS as the request is sent to NWSSP IT.*



Once you have accessed the portal and can view the homepage, select the **Upload** icon



The Upload Wizard pop-up will open. Please select the **/NWSSP/NWSSP-NWRS** folder in the **Upload To** drop-down.



Either drag and drop your WNWRS Data Upload file or click **Browse** to locate and attach the file.

You can enter **Notes** if you prefer (optional). Once the file is attached, click **Upload**. A confirmation message appears in the top banner.

For any enquiries please contact NWSSP Employment Services:	
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