

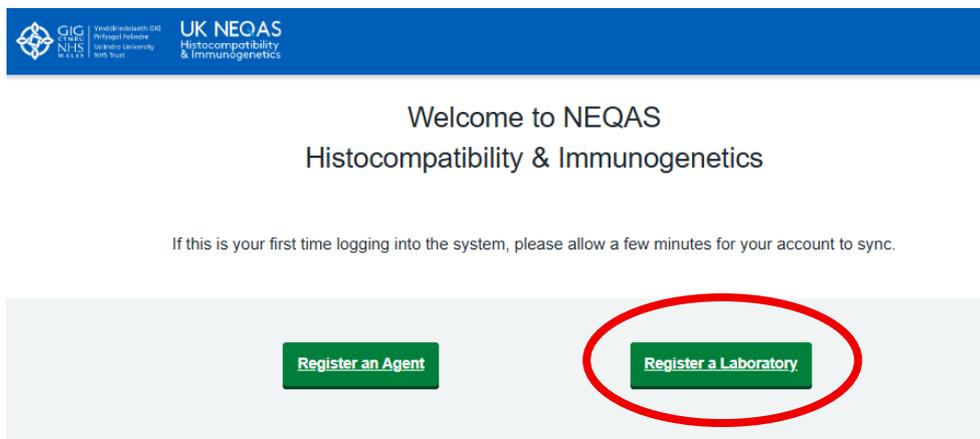
Participant Portal - Laboratory Registration Guide

SETTING UP YOUR ACCOUNT

All laboratories will need to create an account in the new system.

Go to: <https://ukneqas-vunhst.wales.nhs.uk/>

Select the 'Register a Laboratory' button:



A registration page will appear for you to enter your laboratory details:

New Laboratory Registration

Laboratory Name*	First Name*
Validation Lab 2	Head of Lab Name
Country*	Last Name*
France	Head of Lab Surname
Address*	Email*
Val Lab 2 Road	Amy.de-ath.neqas@wales.nhs.uk
Address 2	Phone*
Val Lab 2 Street	+33 987654321
Address 3	UK Tax/VAT*
Val Lab 2 Area	<input type="radio"/> Yes <input checked="" type="radio"/> No
City*	Import/Permit Number
Val Lab 2 City	Import123
Postal Code*	
VAL2 2VAL	
Do you have an EORI number?*	
<input checked="" type="radio"/> Yes <input type="radio"/> No	
EORI Number*	
123456789	

In this screen enter your laboratory address, your contact name and email address.

- You will need to use the same email address to access the system going forward.
- If relevant, you can enter
 - an EORI number for your organisation
 - confirm whether you are UK VAT liable
 - record an import number for customs documentation

Once you have completed this information click on the 'Next' button. You will be presented with a list of schemes. You can select any combination of schemes at this stage. There will be the opportunity to alter the selection at a later stage:

New Laboratory Registration

Please select which schemes you would like to participate in. You can change this selection later in the registration process if required.

Scheme 1A - HLA Phenotyping

Scheme 1B - HLA-B27 Testing

Scheme 2A - Cytotoxic Crossmatching

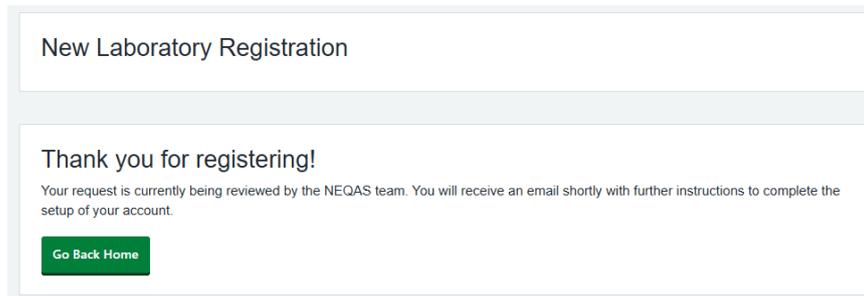
Scheme 2B - Crossmatching by Flow Cytometry

Scheme 3 - HLA Antibody Specificity Analysis

Notes

You have the option to add any notes which will be visible to the UK NEQAS office. Once you have completed the selection step click on 'Submit' to save the registration.

A confirmation screen will appear once the information has been submitted and you will receive a welcome email (from UKNEQASHandI@wales.nhs.uk) to confirm the submission:

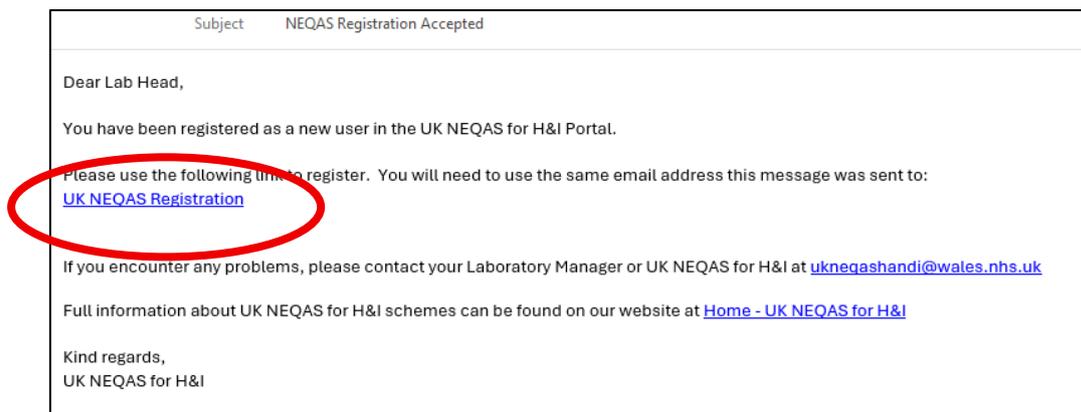


At this stage the NEQAS team will be notified of a new lab registration and will review and approve the registration.

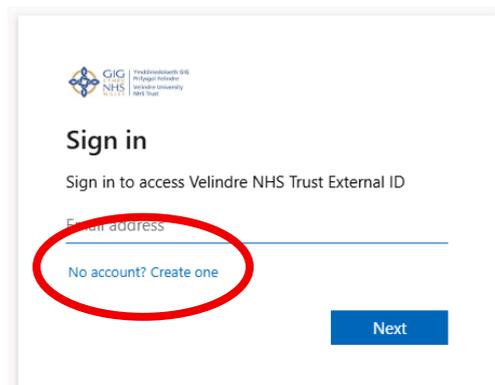
COMPLETING REGISTRATION

Once the approval process is complete you will receive a confirmation email (from UKNEQASHandI@wales.nhs.uk) containing links to complete your registration.

Please **click on the email link** to complete the registration process:

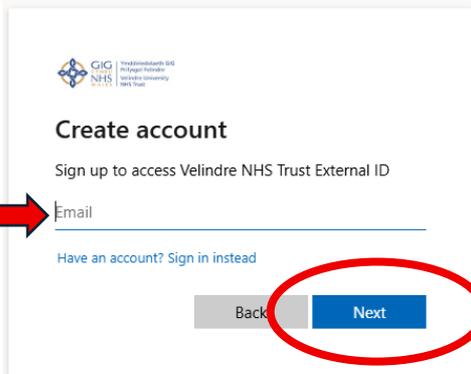


The link will take you to a Sign in window:

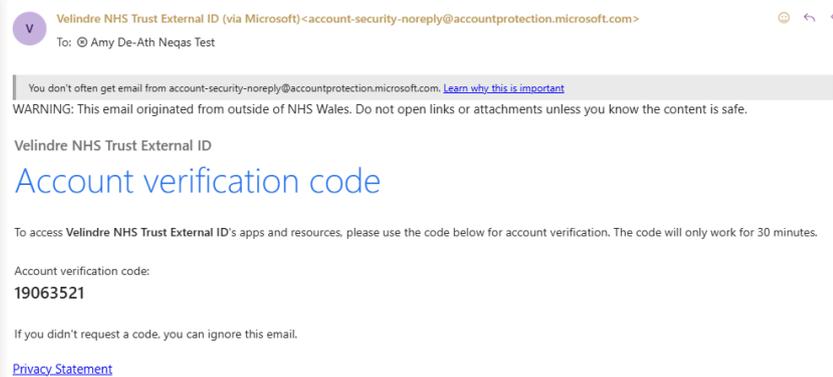


Click '[No account? Create one](#)'

You will then be asked to create an account. Please enter the same email address which the registration email was sent to and click 'Next':



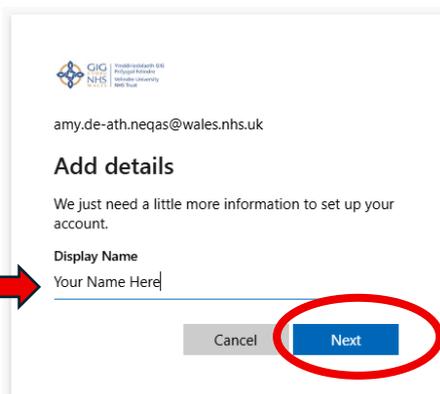
The system will send you an **authentication code by email** and prompt you to enter this unique code:



IMPORTANT: This email will be sent from `account-security-noreply@accountprotection.microsoft.com` with the subject line "Your Velindre NHS Trust External ID account verification code"

This code will only last for 30 minutes from receipt, but another code can be requested.

Once you have added the code you will be prompted to add some further details then click 'Next':



This will complete the authentication process and you will be taken to a home page.

PARTICIPANT PORTAL

You now need to complete your registration by confirming your scheme selection and adding any additional staff members

After successful login you will be taken to your laboratory homepage:

Home | Registrations | Results | My Lab | Profile name

Welcome to NEQAS
Histocompatibility & Immunogenetics

If this is your first time signing in, please allow a few minutes for your account to sync its permissions.
Please refresh the page to see your navigation in the header.

The link below will take you to our Scheme Timetable to check key dates and distribution dates for the current year

[Scheme Timetable](#)

My Lab Tab

The My Lab menu displays two options 'My Lab' and 'My Staff'.

- **My Lab**

The 'My Lab' page will open up a page to view your lab details:

My Laboratory

Laboratory Code*
Lab-1106

Postal Code*
VAL2 2VAL

Laboratory Name*
Validation Lab 2

City*
Val Lab 2 City

Country*
France

Email*
Amy.de-ath.neqas@wales.nhs.uk

Address*
Val Lab 2 Road

Phone*
+33 987654321

Address 2
Val Lab 2 Street

Address 3
Val Lab 2 Area

Would you like to receive marketing communications?*

Yes No

Please note this screen displays your **unique laboratory code**. Please include this number in any correspondence with the NEQAS team.

You can make changes to certain fields and save any amendments.

- **My Staff**

The 'My Staff' page allows you to view/add/remove staff as users of the UK NEQAS for H&I Participant System.

Click 'Add Staff' and enter the details of any additional staff that require access to the system. You can assign a staff member as a *Laboratory User* (full system access) or a *Scheme User* (limited access to enter results only):

Enter Staff Details

First Name

Last Name

Email

Web Role

HOD Yes No

Dial Code

Phone Number

New users will receive an email inviting them to register. They will need to follow the same authentication process from the link in their welcome email.

Registrations

The 'Registrations' menu displays information required to complete registration.

Click on Registration from the top menu bar. A registration for 2026 will be visible with status 'Incomplete':

Registrations

Registrations will only appear after they have been accepted. Please refresh the page to see them.

Double-click a row to open the registration.

Distribution year	Laboratory	Date	Agent	Scheme Entries	Status
2026	Validation Lab 2	20/02/2026	—	8	Incomplete

Double click on this row to access and complete the registration forms.

• General Information

This page confirms your lab details, click 'Next' to continue.

Scheme Registration

General Information

IMPORTANT: LABS WITH OUTSTANDING PAYMENTS WILL NOT BE REGISTERED FOR ANY OF OUR SCHEMES IN THIS REGISTRATION YEAR.

If re-registration is NOT completed, samples will continue to be distributed on the same basis as the previous year, unless a request to de-register is received in writing. Any material sent will be invoiced regardless of result submission.

Please view our Participant Manual to find comprehensive information about all aspects of our Schemes.

<small>Laboratory Name*</small>	<small>Address*</small>
<input type="text" value="Validation Lab 2"/>	<input type="text" value="Val Lab 2 Road"/>
<small>Country*</small>	<small>Address 2</small>
<input type="text" value="France"/>	<input type="text" value="Val Lab 2 Street"/>
<small>City*</small>	<small>Address 3</small>
<input type="text" value="Val Lab 2 City"/>	<input type="text" value="Val Lab 2 Area"/>
<small>Phone*</small>	<small>Postal Code*</small>
<input type="text" value="987654321"/>	<input type="text" value="VAL2 2VAL"/>
	<small>Distribution Date</small>
	<input type="text" value="2026"/>

• Scheme Registration

The Scheme entries page displays the scheme(s) already selected for your laboratory. You can edit the selection as required by ticking the 'Select' option to register:

Scheme Registration

Registration

All samples will be shipped via Courier, which will include full tracking (details of which are available upon request). The total cost of this will be calculated, depending on your scheme selection, and will be displayed within the next few pages of this form.

Any changes to delivery method and/or scheme assessment criteria must be made at least eight days in advance of a distribution.

Schemes

Please select the schemes you wish to register for. Labs participating in schemes 1A, 4A1 or 4A2 can register for our ED Scheme - ED Samples. Labs participating in schemes 2A, 2B or 3 can register for our EDXM Scheme - Educational Combined Scheme. All participating labs are welcome to register for our iED Scheme - Interpretive Educational Scenarios. You can register for iED only, however there will be a scheme fee for this. All participating labs are also welcome to register for our HNA Pilot schemes: Scheme 12 - HNA Genotyping, and Scheme 13 - HNA Antibody Detection/Specificity. Please note, Educational and Pilot schemes are not formally assessed and therefore do not have a scheme fee, however delivery charges will apply where relevant.

Scheme	Selected	Material	Delivery	Scheme Fee
Scheme 1A - HLA Phenotyping	<input checked="" type="checkbox"/>	Blood samples	International	£
Scheme 1B - HLA-B27 Testing	<input checked="" type="checkbox"/>	Blood samples	International	£
Scheme 2A - Cytotoxic Crossmatching	<input checked="" type="checkbox"/>	Blood samples	International	£
Scheme 2B - Crossmatching by Flow Cytometry	<input checked="" type="checkbox"/>	Blood samples	International	£

Laboratories may also to select EQA material and specify delivery options (where available).

There is an option to record any notes for the UK NEQAS office in the 'Notes' field such as the requirement for additional samples:

Notes (If you need Extra samples, please request them here)

Back

Next

Once you have completed your selection click 'Next'.

• **Scheme Addressee**

This screen lets you customise details for each scheme. If required you can amend the user associated with a scheme and enter a different delivery address by selecting the drop-down arrow and selecting 'Enter Custom Address':

Scheme Registration

Scheme Addressee

Please indicate below if you wish any of the samples to be redirected for specific schemes.

You can add additional users after completion of this registration by visiting the Staff menu.

Scheme Entry	First Name	Last Name	Telephone	Email
Scheme 1A - HLA Phenotyping	Val Lab 2 Name	Val Lab 2 Name	987654321	Amy.de-ath.neqas
	Val Lab 2 Road, Val Lab 2 City, VAL2 2VAL			▼
Scheme 1B - HLA-B27 Testing	Val Lab 2 Road, Val Lab 2 City, VAL2 2VAL			
	Enter Custom Address...			
	Val Lab 2 Road, Val Lab 2 City, VAL2 2VAL			▼
Scheme 2A - Cytotoxic Crossmatching	Val Lab 2 Name	Val Lab 2 Name	987654321	Amy.de-ath.neqas
	Val Lab 2 Road, Val Lab 2 City, VAL2 2VAL			▼

Click 'Next' to continue.

• **Courier Costs**

This screen summarises the courier costs for the schemes selected:

Scheme Registration		
Postage		
Distribution Date	Schemes (grouped)	Postage Fee
02/02/2026	Scheme 1A - HLA Phenotyping, Scheme 2A - Cytotoxic Crossmatching	£30.00

Click 'Next' to continue.

• **Invoice Information**

This screen asks you to provide a purchase order number if you have one as well as confirming the invoice address:

Scheme Registration
Invoice Information

We recommend that you supply a Purchase Order (PO) Number with your registration (where applicable). Invoices issued without a valid Purchase Order Number will not be re-issued.
A quote will be available once your registration is completed - this can be found using the drop-down arrow to the right side of the relevant distribution year (Registration tab > Scheme Registration)

Invoices are issued by our host organisation, Velindre University NHS Trust, and sent to the e-mail listed on file.
Please do not send payment until the invoice has been issued.
Participants with unpaid invoices will be suspended until full payment is received.

Purchase order *

If your laboratory DOES NOT require a PO number, please put "N/A" in the box below. If your laboratory DOES require a PO number but it is not available right now, please put "TBC" in the box below.

I want to specify a purchase order number now I will provide a purchase order number at a later date
 My institution does not require a purchase order number

Purchase order number
PO number here

Invoice address*
Val Lab 2 Road, Val Lab 2 City, VAL2 2VAL

Invoice Notes

If required, you can amend the invoice address and enter a different address by selecting the drop down arrow and selecting 'Enter Custom Address'.

Click 'Next' to continue.

• **Terms and Conditions**

The final screen will ask you to accept the Terms and Conditions (available here: <https://uknegashandi.org.uk/terms-and-conditions/>)

Scheme Registration
Almost Done

Accepting the Terms & Conditions, and clicking the button below will allow you to proceed to your scheme assessment selection.
The Terms and Conditions can be found in the footer of the page.

Tick to accept T&C's*

I accept the Terms and Conditions

Marketing Preference

If checked, indicates acceptance of marketing information from UK NEQAS H&I.

Click 'Save and Continue' to proceed.

The system will now process your submission which may take a few minutes to save:



Final Steps (where applicable)

You may be asked to complete the selection of assessment options for relevant schemes.

- **Assessment registration**

This page displays the registered scheme(s) for your laboratory and allows you to view and edit the analytes you would like to select for assessment. You must select at least one option for each scheme:

Click 'Next' to continue through the scheme options. At the final screen click 'Save and Submit'.

The Registration process is now complete. The 'Registrations' menu will now update the status to complete:

Distribution year	Laboratory	Date	Agent	Scheme Entries	Status
2026	Validation Lab 2	20/02/2026	—	8	Complete

A copy of your registration certificate and a quotation for the services selected will be sent to you by email.

To exit the system, click the drop-down arrow from the 'profile name' and select Sign out.

FUTURE ACCESS

A link to the system can be found on the UK NEQAS for H&I webpage <https://ukneqashandi.org.uk/> or by typing <https://ukneqas-vunhst.wales.nhs.uk/> into an internet browser and clicking 'Sign In':



If you require assistance please contact UK NEQAS for H&I on +44(0)1443 622185 or ukneqashandi@wales.nhs.uk