

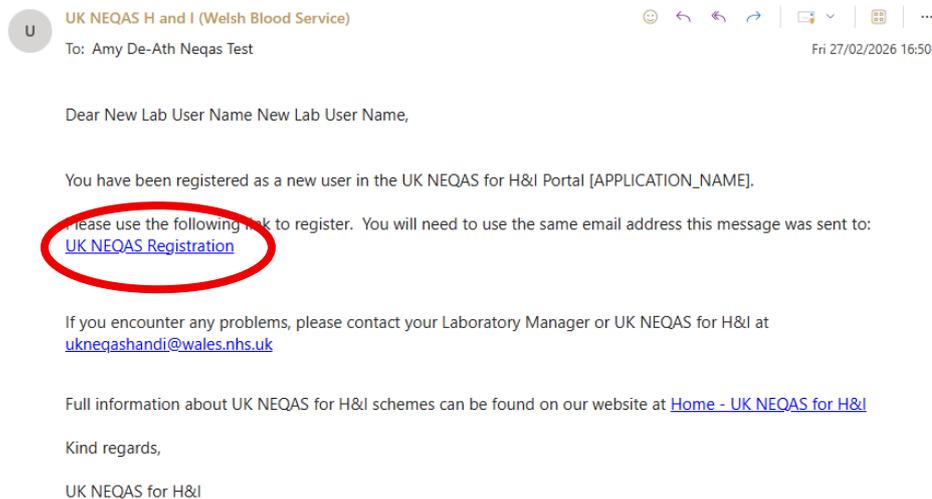
Participant Portal

Laboratory Registered via an Agent Registration Guide

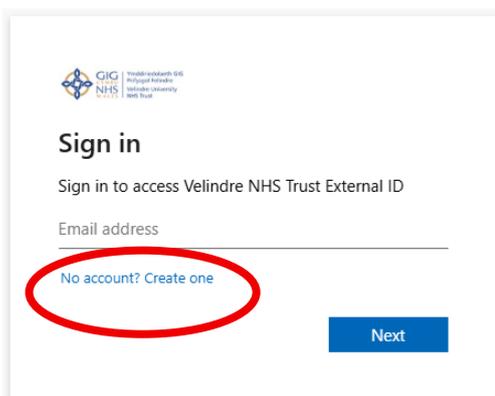
SETTING UP YOUR ACCOUNT

Once your Agent has registered your laboratory, 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](#)':

Create account
Sign up to access Velindre NHS Trust External ID

Email

[Have an account? Sign in instead](#)

[Back](#) [Next](#)

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

Enter code
We just sent a code to amy.de-ath.neqas@wales.nhs.uk

Enter code

[Next](#)

Velindre NHS Trust External ID (via Microsoft) <account-security-noreply@accountprotection.microsoft.com>
To: amy.de-ath.neqas Test
Fri 27/02/2026 16:57

You don't often get email from account-security-noreply@accountprotection.microsoft.com. [Learn why this is important](#)

WARNING: This email originated from outside of NHS Wales. Do not open links or attachments unless you know the content is safe.

Velindre NHS Trust External ID

Account verification code

To access Velindre NHS Trust External ID's apps and resources, please use the code below for account verification. The code will only work for 30 minutes.

Account verification code:
31582949

If you didn't request a code, you can ignore this email.

[Privacy Statement](#)

Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

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.

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

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 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

Would you like to receive marketing communications?*

Yes No

Address 3
Val Lab 2 Area

Save **Withdraw**

Please note this screen displays your **unique laboratory code**. Please include this number in any correspondence with the UK NEQAS H&I 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.

Laboratory Staff **Add Staff**

When Deactivating and Activating staff, changes to the account may take up to 10 minutes.

Double-click a row to edit Staff details.

First Name	Last Name	Email	Phone	Role	HOD	Is Active	
Val Lab 2 Name	Val Lab 2 Name	Amy.de-ath.neqas@wales.nhs.uk	+33 987654321	Laboratory User	Yes	Yes	Deactivate

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

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	New Lab	27/02/2026	Amy.de-ath@wales.nhs.uk	4	Incomplete

Review and check the information in the following Registration screens. Please contact your Agent / UK NEQAS Office to make any amendments:

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.

Laboratory Name*	Address*
<input type="text" value="New Lab"/>	<input type="text" value="New Lab Address"/>
Country*	Address 2
<input type="text" value="United States of America"/>	<input type="text"/>
City*	Address 3
<input type="text" value="New Lab City"/>	<input type="text"/>
Phone*	Postal Code*
<input type="text" value="777888999"/>	<input type="text" value="LAB1"/>
	Distribution Date
	<input type="text" value="2026"/>

Next

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 1A - HLA Phenotyping	<input checked="" type="checkbox"/>	<input type="text" value="Blood samples"/>	<input type="text" value="International"/>
Scheme 1B - HLA-B27 Testing	<input checked="" type="checkbox"/>	<input type="text" value="Blood samples"/>	<input type="text" value="International"/>
Scheme 2A - Cytotoxic Crossmatching	<input checked="" type="checkbox"/>	<input type="text" value="Blood samples"/>	<input type="text" value="International"/>
Scheme 2B - Crossmatching by Flow Cytometry	<input checked="" type="checkbox"/>	<input type="text" value="Blood samples"/>	<input type="text" value="International"/>
Scheme 3 - HLA Antibody Specificity Analysis	<input type="checkbox"/>	<input type="text" value="Sera"/>	<input type="text" value="International"/>

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

Back

Next

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	<input type="text" value="New Lab User Name"/>	<input type="text" value="New Lab User Name"/>	<input type="text" value="777888999"/>	<input type="text" value="Amy.de-ath.neqas@w"/>
<input type="text" value="New Lab Address, New Lab City, LAB1"/>				
Scheme 1B - HLA-B27 Testing	<input type="text" value="New Lab User Name"/>	<input type="text" value="New Lab User Name"/>	<input type="text" value="777888999"/>	<input type="text" value="Amy.de-ath.neqas@w"/>
<input type="text" value="New Lab Address, New Lab City, LAB1"/>				
Scheme 2A - Cytotoxic Crossmatching	<input type="text" value="New Lab User Name"/>	<input type="text" value="New Lab User Name"/>	<input type="text" value="777888999"/>	<input type="text" value="Amy.de-ath.neqas@w"/>
<input type="text" value="New Lab Address, New Lab City, LAB1"/>				
Scheme 2B - Crossmatching by Flow Cytometry	<input type="text" value="New Lab User Name"/>	<input type="text" value="New Lab User Name"/>	<input type="text" value="777888999"/>	<input type="text" value="Amy.de-ath.neqas@w"/>
<input type="text" value="New Lab Address, New Lab City, LAB1"/>				

[Back](#)

[Next](#)

The final screen will ask you to accept the Terms and Conditions (available here: <https://ukneqashandi.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.

[Back](#) [Save & Continue](#)

Click 'Save and Continue' to proceed.

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:

Assessments Registration

Step 1 of 7
please select at least one assessment

Scheme 1A Registration

Typing for HLA-A, B, C, DR, DQ

Select HLA Typing

- HLA-A
- HLA-B
- HLA-Cw
- HLA-DR
- HLA-DQ

Next

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:

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	New Lab	27/02/2026	Amy.de-ath@wales.nhs.uk	4	Complete

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.

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