

UK NEQAS

Histocompatibility & Immunogenetics



Participant Portal User Guide - Agents/Distributors

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1. Introduction

The UK NEQAS for H&I Participant Portal allows users to manage their EQA Scheme participation. This includes:

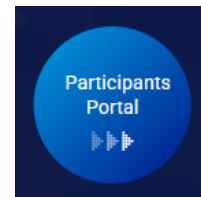
- Register labs
- Complete annual re-registration
- Manage registration details
- View fees and invoices

The system allows agents to manage their own and registered laboratory contact details, scheme registration and payments.

A link to the system can be found on the UK NEQAS for H&I webpage:

<https://ukneqashandi.org.uk/>

or by visiting: <https://ukneqas-vunhst.wales.nhs.uk/>.



2. Key Notes for the System

Mandatory fields within the system are highlighted with a * (there will be two * if it is part of the HLA nomenclature **and** a mandatory field).

Once logged in to the system clicking on the **UK NEQAS H&I** text in the top left corner will return you to the home page.

The data shown (e.g. performance tables, reports, assessment criteria) will relate to the distribution year you are currently viewing.

Clicking on any of the table/column titles will allow you to sort the table results by that field.

Should you require assistance at any time please contact UK NEQAS for H&I directly on +44(0)1443 622185 or preferably by email on ukneqashandi@wales.nhs.uk.

3. System Basics

3.1. Registering on the Portal

All Agents/Distributors will need to create a company account in the system.

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

Select the 'Register an Agent' button:



Welcome to NEQAS
Histocompatibility & Immunogenetics

If this is your first time logging into the system, please allow a few minutes for your account to sync.



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

A 'New Agent Registration' form with two columns of input fields. The left column contains fields for Company Name, Country, Address, Address 2, Address 3, City, Postal Code, and EORI Number. The right column contains fields for First Name, Last Name, Email, and Phone. There are also radio buttons for 'UK Tax/VAT' and 'Do you have an EORI number?'. The 'Next' button at the bottom left is circled in red.

New Agent Registration

Company Name*	First Name*
Agent Company Name	Agent User Name
Country*	Last Name*
United States of America	Agent User Surname
Address*	Email*
Agent Company Address	Agent@Agent.com
Address 2	Phone*
Agent Company Address	+1 111222333444
Address 3	UK Tax/VAT*
Agent Company Address	☐ Yes ☒ No
City*	
Agent City	
Postal Code*	
AG1 1AG	
Do you have an EORI number?*	
☒ Yes ☐ No	
EORI Number*	
EORI123456789	
Next	

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

- You will need to use the same email address to access the system going forward.
- You can enter a generic company email address here if you wish.
- 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 how many laboratories you intend to register for each scheme. This information is indication only and can be amended at a later stage:

New Agent Registration

Please indicate how many laboratories you would like to register for each of the following schemes.

2	Scheme 1A - HLA Phenotyping
6	Scheme 1B - HLA-B27 Testing
2	Scheme 2A - Cytotoxic Crossmatching
2	Scheme 2B - Crossmatching by Flow Cytometry

Notes

You have the option to add any notes which will be visible to the UK NEQAS H&I 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:

New Agent Registration

Thank you for registering!

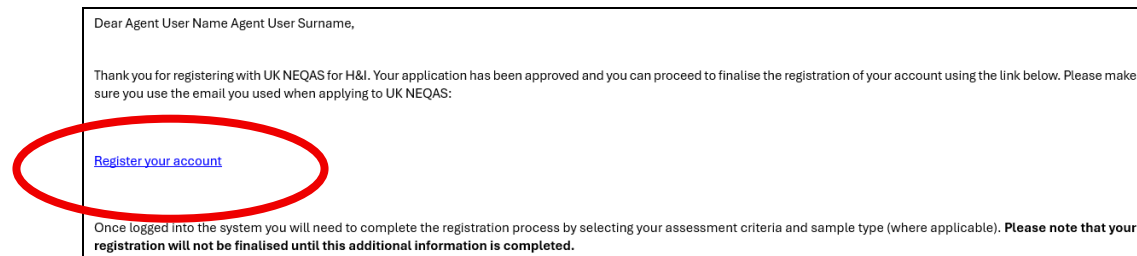
If you are approved, you will receive an email from NEQAS with information about creating an account.

At this stage the UK NEQAS H&I team will be notified of a new registration and will review and approve the registration request.

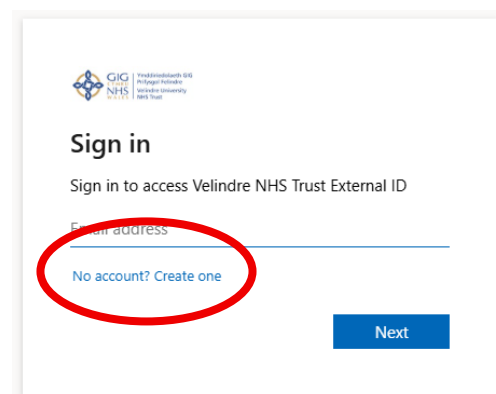
3.2. Completing Registration

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:

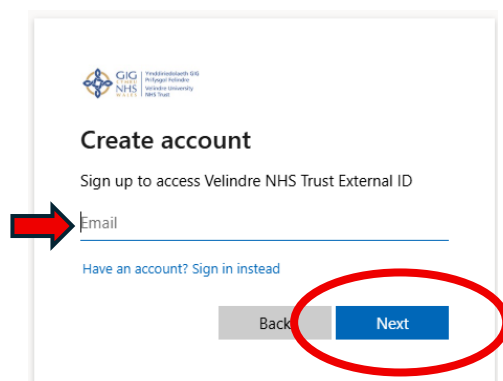


The link will take you to a Sign in window:

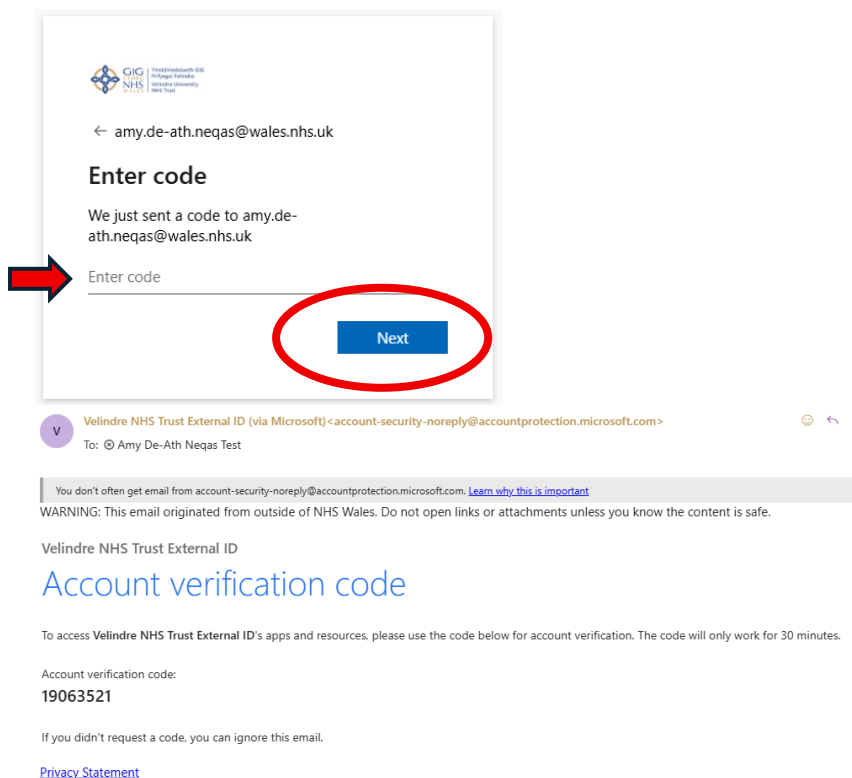


IMPORTANT: If this is your first time accessing the system click '[No account? Create one](#)'

You will then be asked to create an individual user account. Please enter the same email address which the registration email was sent to and click '[Next](#)':



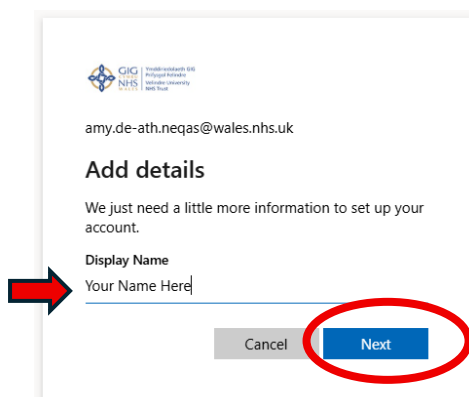
The system will send you an **authentication code by email** and prompt you to enter this unique code:



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 your name then click 'Next':



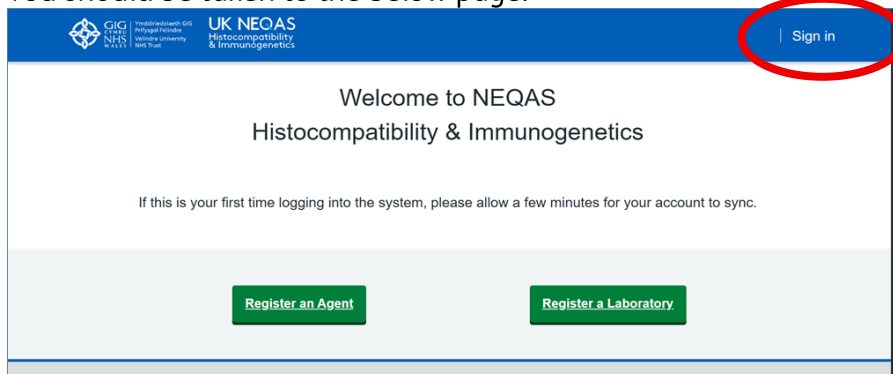
This will complete the authentication process and you will be taken to your company home page.

You now need to complete the registration for each lab registered by adding schemes (Appendix 1, section 1.0)

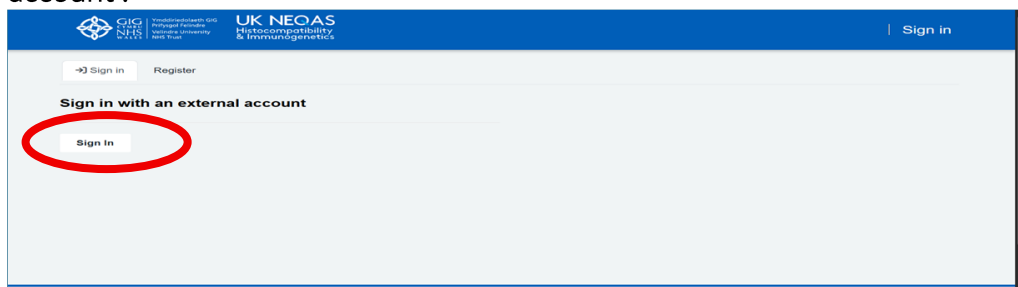
3.3. Setting up a User Account Without a Registration Email

You should receive a welcome email with a link to access our system and sign in for the first time, if not, please use this link <https://ukneqas-vunhst.wales.nhs.uk/>.

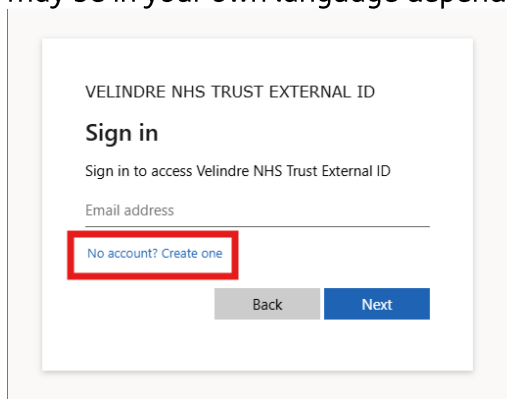
You should be taken to the below page:



From there, press the 'Sign In' button in the top right, you should then be taken to another page where you can click the 'Sign In' button underneath 'Sign in with an external account':

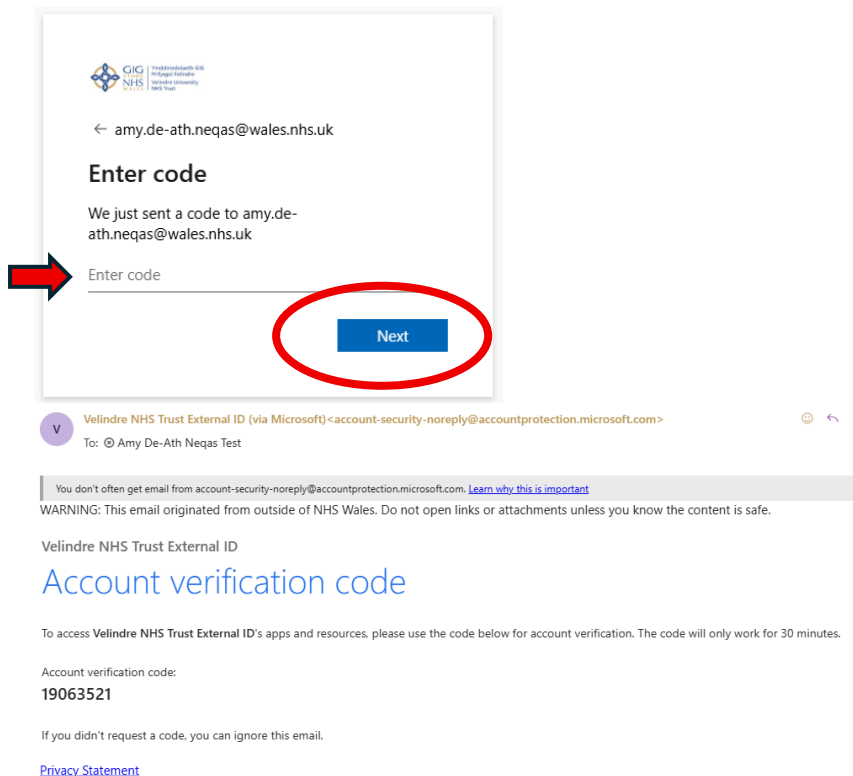


This should then bring up an authentication page. As this is your first time logging into the system as a user, you need to create a personal user account which the system will then link to the lab registration previously created. Click 'No account? Create one' (this may be in your own language depending on browser settings on your screen):



Ensure you enter your email address correctly so it can tie up with the registration.

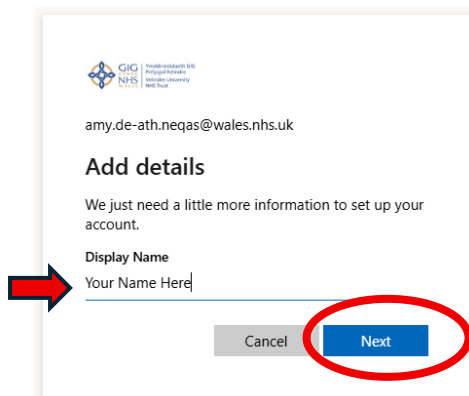
The system will send you an **authentication code by email** and prompt you to enter this unique code:



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 your name then click 'Next':



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

You now need to complete the registration for each lab registered by adding schemes (Appendix 1, section 1.0)

3.4. Home Page/Dashboard

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



The main menu buttons at the top of the page can be used to access all functions of the system.

Click on the [UK NEQAS for H&I](#) logo at the top left of the screen from anywhere in the system to return to the homepage.

3.5. View/Edit Company Details

The 'My Company' tab:



This displays a page to view your company details. The [My Company](#) menu displays the general contact details of the Agent/Distributor.

My Company

Company Name*	City*
Agent Company Name	Agent City
Country*	Email*
United States of America	Amy.de-ath@wales.nhs.uk
Address*	Phone*
Agent Company Address	+1 111222333444
Address 2	
Agent Company Address	
Address 3	
Agent Company Address	
Postal Code*	
AG1 1AG	
Save	

You can make changes to certain fields and save any amendments. Ensure to click [Save](#) at the bottom if any updates are made.

3.6. Exiting the System

To exit the system, click the drop-down arrow from the 'account name' and select [Sign out](#).

Welcome to NEQAS
Histocompatibility & Immunogenetics

Note: users will automatically be logged out of the system after 120 minutes of inactivity and any data that has not been saved/submitted may be lost.

3.7. Notices/Messages

Functionality coming soon!

4. Registration of Laboratories

4.1. Registering a New Laboratory

The Registration page allows you to register a new lab under your company account for schemes provided by UK NEQAS for H&I.

Click on [Registrations](#) from the top menu:

Welcome to NEQAS
Histocompatibility & Immunogenetics

Click on Add Lab to start the process:

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
No laboratories found for the current user.					

Enter the Laboratory details:

New Laboratory Registration
Please fill in the details for your new laboratory and the details of your contact for the Laboratory.

Laboratory Name* New Lab	First Name* New Lab User Name
Country* United States of America	Last Name* New Lab User Name
Address* New Lab Address	Email* Amy.de-ath.neqas@wales.nhs.uk
Address 2 New Lab Address	Phone* +1 777888999
Address 3 New Lab Address	UK Tax/VAT* ☐ Yes ☒ No
City* New Lab City	Import/Permit Number LabImport321
Postal Code* LAB1	
Do you have an EORI number?*	
☒ Yes ☐ No	
EORI Number* EORI-123	

Next

Click 'Next' to continue to the Scheme Registration Pages.

The Scheme entries page displays the scheme available to select for the lab, check the 'Select' option to register:

New Laboratory Registration

Select Schemes

☒	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

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

Back
Submit

Once you have completed your selection click 'Submit'.

UK NEQAS will receive a notice to approve the new registration.

Once the approval have been processed **the laboratory will receive an email inviting them to log on to the system** (see section Appendix 1, section 1.0 for the process the lab will need to complete).

The status of registrations can be checked in the '[Registrations](#)' tab. **Once the Laboratory have completed their part of the registration process** (section Appendix 1, section 1.0), you will see the status of the laboratory change from 'Incomplete' 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

Once the status has changed to 'Complete', the registration process is [complete](#).

4.2. Amending a Laboratory Registration

At any time after initial registration is complete changes can be made through the system. These changes include:

- Add additional scheme(s)
- Remove Scheme(s)
- Change sample material
- Change a delivery address

Click on the [Registrations](#) menu option:

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	Amy Agent LAB	06/07/2026	Amy.de-ath.neqas@wales.nhs.uk	20	Incomplete

Double click on the row of the laboratory that you wish to amend. You can then edit the laboratory details:

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* Amy Agent LAB	Address* Amy Agent LAB
Country* France	Address 2
City* Amy Agent LAB	Address 3
Phone* Amy Agent LA	Postal Code* Amy Agent LAB
	Distribution Date 2026

Next

- Continue through the registration pages, making any further changes if required.
- On the final registration page, save the information completed by clicking [Save and Submit](#).

Click [next](#) to amend scheme registration or change material:

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 EDM 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 1 distributions left for 2026	☒	Blood samples	International	£735.00
Scheme 1B - HLA-B27 Testing 1 distributions left for 2026	☒	Blood samples	International	£456.00
Scheme 2A - Cytotoxic Crossmatching 1 distributions left for 2026	☒	Blood samples	International	£824.00
Scheme 2B - Crossmatching by Flow Cytometry 1 distributions left for 2026	☒	Lymphocyte suspensions	International	£19.00
Scheme 3 - HLA Antibody Specificity Analysis 1 distributions left for 2026	☒	Sera	International	£849.00

- Schemes can be added or removed from a lab registration at any time during the distribution year. For new schemes, a laboratory will be added to the remaining distributions (if any).

- Scheme fees are calculated pro rata so you will only be charged for the distributions/samples you are registered for. Please contact UKNEQASHandI@Wales.NHS.UK for an accurate quote.
- If a lab requires additional samples, please contact UK NEQAS for H&I directly who may be able to provide samples from missed distributions.

Note: Some schemes are distributed together to minimise delivery costs. If different delivery options are selected for schemes that are distributed together the 'courier' delivery method will be used.

Note: Schemes added after initial registration may require an additional invoice if an invoice has already been produced. Withdrawal from a scheme after initial registration/re-registration does not result in a refund of fees.

Note: It is not possible to join a distribution that is scheduled in the next 7 days. You may still register for the scheme and you will be included in any subsequent distributions

- Sample material type can be changed at any time during the distribution year.

A sample material option, e.g. 'Lymphocyte suspensions' and 'DNA' instead of whole blood, is only available on certain schemes and in the case of isolated lymphocytes to non-UK participants only. These optional materials will incur an additional fee. If you are unsure of the best sample material for a laboratory or to discuss sample material options in more detail, please contact UK NEQAS for H&I.

Changes to material type will take effect for the next distribution, unless a distribution is scheduled to take place in the next 7 days, in which case it will be the following distribution that the change takes place.

You can also change delivery address or name associated with a scheme:

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	Amy Agent LAB	Amy Agent LAB	Amy Agent LA	amy.de-ath@wales.nhs.uk
	Amy Agent LAB, Amy Agent LAB, Amy Agent LAB			
Scheme 1B - HLA-B27 Testing	Amy Agent LAB, Amy Agent LAB, Amy Agent LAB			
	Enter Custom Address...			
	Amy Agent LAB, Amy Agent LAB, Amy Agent LAB			

To enter a custom delivery address for a scheme double click on [Enter Custom Address](#).

This will open a window where you can add a new address:

Enter Address Details

Address*
Amy Agent LAB

City*
Amy Agent LAB

Postcode*
Amy Agent LAB

Confirm

Cancel

Changes can be made then click [Confirm](#) to save.

- Continue through the registration pages, making any further changes if required.
- On the final registration page, save the information completed by clicking [Save and Submit](#).

In the next screen shipping fees for the laboratory will be displayed:

Scheme Registration		
Postage		
Distribution Date	Schemes (grouped)	Postage Fee
01/07/2026	Scheme 5A - HFE Typing, Scheme 7 - HLA-related Pharmacogenetics, Scheme 8 - HLA Genotyping for Coeliac and other HLA associated diseases	£30.00
10/07/2026	ED - Educational HLA Typing, EDXM - Educational Combined Crossmatch/HLA Type/Antibody analysis, Scheme 10 - HPA Genotyping, Scheme 11 - HPA Antibody Detection/Specification, Scheme 12 - HNA Genotyping, Scheme 13 - HNA Antibody Detection/Specification, 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, Scheme 4A1 - HLA Typing at 1st Field Resolution, Scheme 4A2 - HLA Typing to 2nd or 3rd Field Resolution, Scheme 6 - HLA Antibody Detection, Scheme 9 - KIR Genotyping	£30.00
04/12/2026	ED - Educational HLA Typing, EDXM - Educational Combined Crossmatch/HLA Type/Antibody analysis, Scheme 10 - HPA Genotyping, Scheme 11 - HPA Antibody Detection/Specification, Scheme 12 - HNA Genotyping, Scheme 13 - HNA Antibody Detection/Specification, 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, Scheme 4A1 - HLA Typing at 1st Field Resolution, Scheme 4A2 - HLA Typing to 2nd or 3rd Field Resolution, Scheme 5A - HFE Typing, Scheme 6 - HLA Antibody Detection, Scheme 7 - HLA-related Pharmacogenetics, Scheme 8 - HLA Genotyping for Coeliac and other HLA associated diseases, Scheme 9 - KIR Genotyping	£30.00
		Total Postage Fee: £90.00
Back Next		

On the final registration page, save the information completed by clicking [Save and Submit](#).

4.2.1. Amend Scheme Assessment Criteria

Laboratories can amend Schemes analytes for assessment at any time during the distribution year (e.g. if a lab would like to test an additional HLA Loci in Scheme 1A/4A1/4A2 or HLA genotype for an additional HLA-associated disease in Scheme 8).

Changes to scheme analytes can only be made within the system by a lab via a Laboratory user. The lab will need to access the system using their log on details and select the Registrations page, double click the row that applies to current registration. They will then work their way through view only pages before being asked to confirm the registration and select any assessment options (see Appendix 1, section 2.0-2.1).

5. Staff

Additional functionality coming soon!

6. Invoices

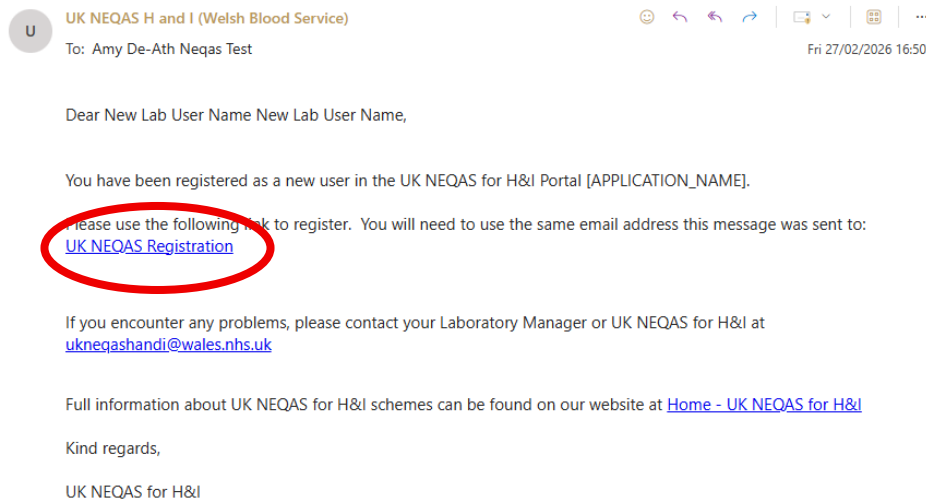
Additional functionality coming soon!

Appendix 1: User Guide for Laboratories Registered Under an Agent/Distributor

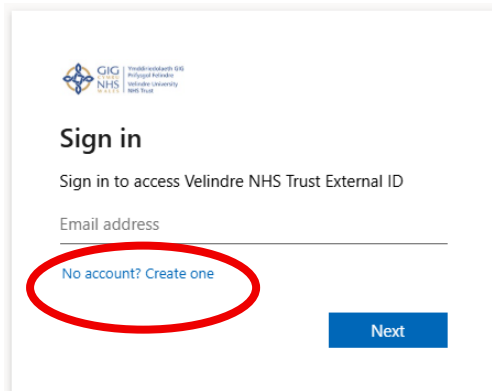
1. Process for a New Laboratory to Complete Registration

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:

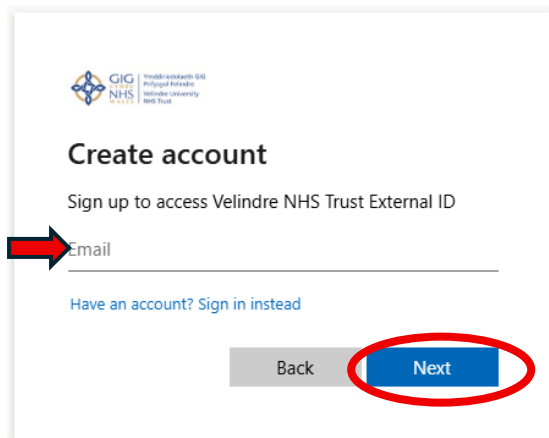


The link will take you to a Sign in window:



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

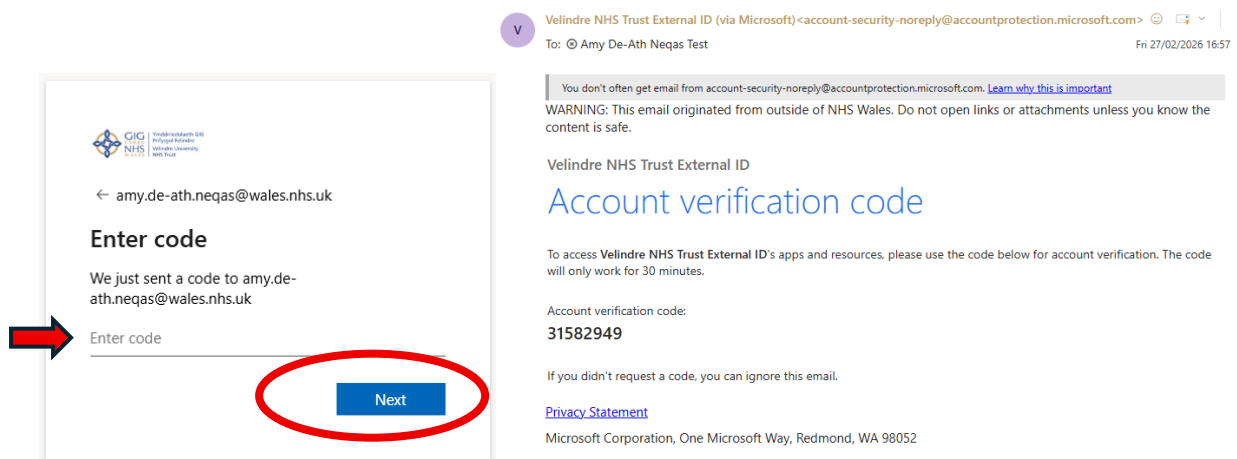
Sign up to access Velindre NHS Trust External ID

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:



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

← amy.de-ath.neqas@wales.nhs.uk

Enter code

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

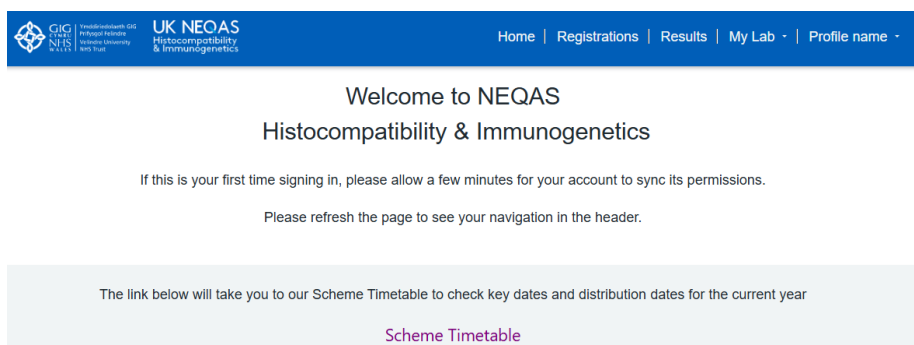
Enter code

[Next](#)

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:



UK NEQAS
Histocompatibility & Immunogenetics

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](#)

1.1. Viewing/Editing Laboratory Details

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

Address 3
Val Lab 2 Area

Would you like to receive marketing communications?*

☐ Yes ☒ No

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.

1.2. Viewing/Editing Laboratory Users

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

Laboratory 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

Add Staff

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 (Appendix 1 - Section 1.0).

1.2.1. Modifying User Details

You can double click on a user's row to modify user details and access levels:

Edit Staff Details

First Name

Last Name

Email

Web Role

HOD
☒ Yes ☐ No

Dial Code

Phone Number

You can determine a users access levels in the Web Role drop-down menu:

Web Role

Laboratory User

Scheme User

- A Laboratory User has access to all areas of the system. The 'super users' of the system, with access to view/edit all system functions. This role is designed for senior members of staff who have the authority to register the laboratory, add/remove users to the system and manage EQA participation.

- This role is assigned to the individual who completes new registrations.
- A Scheme User has more limited access and can primarily enter results. This role is designed for staff to enter scheme result/method information and view reports for their assigned scheme(s).

User Role Summary

User Role	Participant Portal Function			
	Administer Registration/Scheme assessment criteria	Manage Users	Enter results	View reports
Primary User	✓	✓	✓	Reports will be sent to users noted as 'Lab Contact' or Generic Email' in the Lab Registration Screen
Scheme User	X	X	X	X

You can also indicate whether a user is the Head of Department (HoD):

HOD
☒ Yes ☐ No

Click [Confirm](#) to save any changes.

Note: We recommend having enough scheme users/scheme users set up in the system to allow results to be entered by one user and verified/submitted by a second user to minimise the risk of data entry errors. See section 3.0 for further information on entering and submitting results.

New users will receive an email inviting them to register. They will need to follow the authentication process from the link in their welcome email (section 1.0).

1.3. Remove a User

Primary users must regularly review the list of staff users and remove any user who should no longer be able to access the system, to maintain the confidentiality of lab EQA results.

To remove a user:

- From the [My Lab](#) menu option and select the [My Staff](#) page, click on the [Deactivate](#) toggle button next to the user to be deactivated:

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

The user will receive an automated message telling them access has been changed. The Button will change to say 'Activate'.

Deactivated users will no longer be able to login to the system.

1.4. Reactivate a User

To reactivate a previously removed user:

- From the [My Lab](#) menu option and select the [My Staff](#) page, click on the [Activate](#) toggle button next to the user to be activated:

Laboratory Staff

Add Staff

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

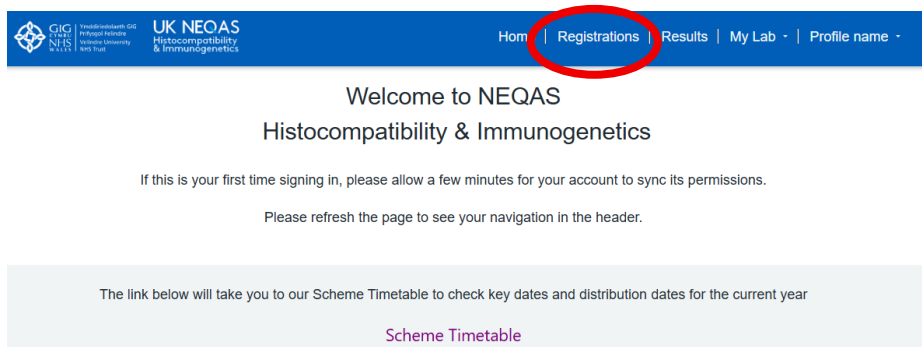
Double-click a row to edit Staff details.

First Name	Last Name	Email	Phone	Role	HOD	Is Active	
Amy Test Lab	Amy Test Lab	amy.de-ath@wales.nhs.uk	+33 9999999999	Laboratory User	Yes	Yes	Deactivate
Amy	Additional Lab Staff	Amy.de-ath.neqas@wales.nhs.uk	null null	Laboratory User	No	No	Activate

The user will receive an automated message telling them access has been changed. The Button will change to say 'Deactivate'.

2. Viewing Registration Information

To view your registration details click on the [Registrations](#) menu option:



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](#)

Double click the required row e.g. 2026:

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*

New Lab

Country*

United States of America

City*

New Lab City

Phone*

777888999

Address*

New Lab Address

Address 2

Address 3

Postal Code*

LAB1

Distribution Date

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 EDM 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	☒	Blood samples	International
Scheme 1B - HLA-B27 Testing	☒	Blood samples	International
Scheme 2A - Cytotoxic Crossmatching	☒	Blood samples	International
Scheme 2B - Crossmatching by Flow Cytometry	☒	Blood samples	International
Scheme 3 - HLA Antibody Specificity Analysis	☐	Sera	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	New Lab User Name	New Lab User Name	777888999	Amy.de-ath.neqas@w
	New Lab Address, New Lab City, LAB1			
Scheme 1B - HLA-B27 Testing	New Lab User Name	New Lab User Name	777888999	Amy.de-ath.neqas@w
	New Lab Address, New Lab City, LAB1			
Scheme 2A - Cytotoxic Crossmatching	New Lab User Name	New Lab User Name	777888999	Amy.de-ath.neqas@w
	New Lab Address, New Lab City, LAB1			
Scheme 2B - Crossmatching by Flow Cytometry	New Lab User Name	New Lab User Name	777888999	Amy.de-ath.neqas@w
	New Lab Address, New Lab City, LAB1			

[Back](#)

[Next](#)

The final screen will ask you to accept the Terms and Conditions (available here: <https://uknegashandi.org.uk/terms-and-conditions/>). You can also opt whether to receive marketing information from UK NEQAS.

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.

2.1. 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

2.2. Registration Certificate

After initial registration is complete, a lab registered under an agent/distributor will receive a certificate of registration via email.

Note: A certificate of registration only confirms that the laboratory has registered to participate in the EQA Schemes outlined in the certificate and does not provide any

performance information.

3. Result Entry

The result entry pages can be accessed via the [Results](#) menu:

The screenshot shows the 'Pending Results' page. At the top, there is a navigation bar with links: Home, Registrations, **Results** (circled in red), My Lab, and Amy De'Ath. Below the navigation bar, the 'Pending Results' section has a sub-header 'Double-click a row to open the result submission.' There are two dropdown filters: 'Filter by scheme' (set to 'All schemes') and 'Filter by status' (set to 'All statuses'). A 'Rows per page' dropdown is set to '10'. Below the filters, it says 'Showing 1 to 10 of 50 results.' There are pagination buttons: 'Previous', '1' (active), '2', '3', '4', '5', and 'Next'. The table below has the following data:

Scheme	Sample	Due Date	Date Received	Date Tested	Status
Scheme 2A - Cytotoxic Crossmatching	2A-1-2026	24/06/2026	08/06/2026	09/06/2026	Submitted
Scheme 2A - Cytotoxic Crossmatching	2A-2-2026	24/06/2026	08/06/2026	09/06/2026	Submitted
Scheme 2A - Cytotoxic Crossmatching	2A-3-2026	24/06/2026	08/06/2026	10/06/2026	Submitted
Scheme 2A - Cytotoxic Crossmatching	2A-4-2026	24/06/2026	08/06/2026	10/06/2026	In Progress
Scheme 4A2 - HLA Typing to 2nd or 3rd Field Resolution	4A2-1-2026	01/07/2026	15/06/2026	16/06/2026	In Progress

You can filter the Results using the dropdown options:

- Filter by Scheme
- Filter by Status
 - All Statuses – View all results
 - In Progress – Entered results have been saved but not submitted
 - Incomplete – No results entered
 - Complete – Entered results have been saved and submitted for assessment

Use the scheme and/or status fields to search for results relating to particular scheme or with a certain status.

Description of Result Entries Table

Scheme	Scheme Name
Sample	The particular sample from the scheme. Each sample is a unique entry in the table.
Due date	The result deadline for the sample
Date received	This field is blank until completed by a user during scheme entry for the date the sample was received.
Date tested	This field is blank until completed by a user during scheme entry for the date the sample was tested.
Status	Shows the status of the sample in the EQA process – In progress/Incomplete/Complete (see above).

Double click on the row of the scheme and sample option you wish to enter results for.

3.1. Entering Results

The system is designed to allow results to be entered, review and submitted by a single or multiple users, depending how your laboratory wishes to submit EQA results.

To remove the risk of data entry errors we recommend that one user enters the results, then another user access the system to review and submit the results.

Results can be entered and submitted by the same user (either immediately or at a later date). In this instance, we would recommend entered results are saved and the summary downloaded/printed (see Section 6.4) prior to submitting and checked by a second person outside of the system.

Note: data entry, nomenclature and typographical errors are considered as part of the assessment and will be considered as unacceptable.

As samples are treated independently in the system, multiple users can enter/submit results for specific samples in a distribution.

Examples of how results can be entered and submitted by single or multiple users:

Sample	Results entered and submitted by a single user		Results entered and submitted by two different users		Results entered and submitted by multiple users	
	Result Entry	Verify/ Submit	Result Entry	Verify/ Submit	Result Entry	Verify/ Submit
1A-01-2026	User 1	User 1	User 1	User 2	User 1	User 3
1A-02-2026	User 1	User 1	User 1	User 2	User 2	User 4

Results can only be entered/submitted by laboratory users or scheme users.

- Select [Results](#) from the main menu and filter to select the scheme you would like to enter results for.
- *Double click* the row of the relevant sample to access the methods and result entry pages.
- To view a summary of entered results and the person(s) who entered/verified them see section 6.4.

You will initially be taken through the method pages (Section 3.2) followed by the result entry pages (Section 3.3).

3.2. Method Pages

Once you have double clicked on the row of the scheme and sample option you wish to enter results for a scheme specific Methodology Questionnaire will be displayed. Some questions may be mandatory for completion, others will be optional.

If this is the first time you have entered results for a scheme or a new question is added, please complete your laboratory testing methods by completing the methodology questions.

If method information has previously been entered it will be displayed. Review the information and update any answers in line with your laboratories testing.

Use the [Next](#) button to progress through/review the method questions then [Save](#). You will receive a pop up to acknowledge that methodology information has been saved. Please click 'OK'.

3.3. Result Entry Pages

The analytes for assessment selected during registration (e.g. HLA loci or PBL/T/B cells) will be displayed (for applicable schemes). Results entry is mandatory for all registered categories, indicated by a * (there will be two * if it is part of the HLA nomenclature **and** a mandatory field). If you no longer test for and do not want to enter a result for a particular analyte you will need to amend your assessment criteria (see section 2.1).

- Enter the EQA results for the relevant sample.
- General guidance will be provided on the results entry pages and will include a link to scheme specific guidance on our website: <https://ukneqashandi.org.uk/results-entry/>

If a sample could not be tested/reported select 'not tested' or enter 'NT' in mandatory fields to progress through the result entry pages. Reasons for not testing/reporting samples will be requested on the final page. Not tested results are excluded from assessment if a valid reason is supplied.

You can use the 'tab' button on your keyboard to quickly move between fields after clicking the first field.

You may enter results for analytes you are not registered for, but this will not form part of the assessment. The anonymised results will be available to all participants in the result summary.

- At the end of each sample there is a comments box to record comments on any issues with the sample or general comments for UK NEQAS for H&I.
- Click **Next** to progress through the result submission page(s).
- At the final page select if the sample was:
 - Fully tested – the sample was fully tested without issue.
 - Partially tested – only some of the required test(s) could be performed or not all registered analytes could be reported e.g. T cell results reported but not B cell results for crossmatching.
 - Not tested – the sample could not be tested/reported.

Results for Scheme 4A2 - Sample (4A2-1-2026)

Please ensure all results are reported correctly using the provided guidelines as failure to do so may result in unsatisfactory performance. Errors such as incorrect nomenclature are taken into account during assessment. For further guidance on how to submit your results [please click here](#) (opens in new window)

Tested *

Fully Tested

Date Received

15/06/2026

Date Tested

16/06/2026

User (Data Entry)

amy.de-ath@wales.nhs.uk

User (Verify)

Go Back

Save

Save and Submit

- Enter the date the [sample was received](#) by the laboratory.
- For fully and partially tested samples, select the [date of sample testing](#). If testing was performed over several days, select the first day of testing.
- For samples that were only partially tested/reported or unable to be tested/reported, select the reason from the list of most common not tested/reported issues. Provide full details of the reason and any other comments in the [confirm reason for not testing](#) box:

Results for Scheme 4A2 - Sample (4A2-1-2026)

Please ensure all results are reported correctly using the provided guidelines as failure to do so may result in unsatisfactory performance. Errors such as incorrect nomenclature are taken into account during assessment. For further guidance on how to submit your results [please click here](#) (opens in new window)

Tested *

Not Tested

Date Received

15/06/2026

Date Tested

16/06/2026

Reason for non-testing *

Please select

Please select

Cell count too low

Cell viability too low

Equivocal

No results returned

Other

Sample delivery delay

Samples not received

Technical failure

Testing Suspended

Withdrawn from Scheme

Go Back

Save

Save and Submit

Note: If a sample could not be tested/reported due to sample quality issues or technical failure you must still complete and submit the result forms to inform us of this. Participants that do not submit results will be assessed as unacceptable even if the samples could not be tested.

- Click [Save](#) so another user accessing the system can review and submit results to avoid data entry errors. If you wish to completely submit the results at this point, tick the [Save and Submit](#) box to confirm you wish the results to be submitted for assessment.

Note: Results that are not submitted, will not be included in assessment.

The user that entered results 'User (data entry)' and the user that submitted results 'User (verify)' will automatically be populated by the system as an audit trail after entry.

Return to the [Results>Result Pending](#) homepage to repeat the above process for any other samples you wish to enter results for.

3.4. View/Save/Print Entered Results

A summary of the entered results and who enter/submitted them for all samples in a distribution can be viewed together.

- Select [Results](#) from the main menu and [All Results](#):

All Results

Double click on row to open the result submission.

Filter by scheme: All schemes (dropdown)

Filter by status: All statuses (dropdown)

Rows per page: 10 (dropdown)

Showing 1 to 10 of 55 loaded results. All available records have been loaded.

Previous 1 2 3 4 5 6 Next

Scheme	Sample	Distribution Date	Due Date	Date Received	Date Tested	Status
Scheme 2A - Cytotoxic Crossmatching	2A-1-2026	09/06/2026	24/06/2026	08/06/2026	09/06/2026	Submitted
Scheme 2A - Cytotoxic Crossmatching	2A-2-2026	09/06/2026	24/06/2026	08/06/2026	09/06/2026	Submitted
Scheme 2A - Cytotoxic Crossmatching	2A-3-2026	09/06/2026	24/06/2026	08/06/2026	10/06/2026	Submitted
Scheme 2A - Cytotoxic Crossmatching	2A-4-2026	09/06/2026	24/06/2026	08/06/2026	10/06/2026	In Progress
Scheme 4A2 - HLA Typing to 2nd or 3rd Field Resolution	4A2-1-2026	12/06/2026	01/07/2026	15/06/2026	16/06/2026	In Progress

- Use the Filter drop down options to view the desired results e.g. select a scheme and filter by status 'Submitted' to view results submitted for assessment.
- Double click on the appropriate row to open and view the submitted methods/results pages.

Note: Once results are submitted they cannot be amended and are read only.

The final result page will take you to a summary of who entered results which you can view on screen or screenshot to print:

Results for Scheme 2A - Cytotoxic Crossmatching - (2A-1-2026)

Please ensure all results are reported correctly using the provided guidelines as failure to do so may result in unsatisfactory performance. Errors such as incorrect nomenclature are taken into account during assessment. For further guidance on how to submit your results [please click here](#) (opens in new window)

Tested *
Fully Tested (dropdown)

Date Received
08/06/2026 (calendar icon)

Date Tested
09/06/2026 (calendar icon)

User (Data Entry)
amy.de-ath@wales.nhs.uk

User (Verify)
amy.de-ath@wales.nhs.uk

Print (button)

Save (button)

Save and Submit (button)

3.5. Submit Previously Saved Results

Results entered and saved by a user can be submitted by the same or a different user (see section 3.1).

- Select [Results](#) from the main menu.
- Use the filter options to search for the relevant scheme or any results that are status [Incomplete](#).
- Navigate through the method/result pages checking/editing data where necessary.
- On the result submission page ensure you tick the [Save and Submit](#) box to confirm you wish the results to be submitted for assessment before saving.
- If you make major changes you can click [Save](#) and ask another user to review the changes then [Save and Submit](#) the results for assessment. **Once submitted to NEQAS results cannot be edited.**

The last user that entered results and the user that submitted results will automatically be populated by the system as an audit trail.

3.6. Editing Submitted Results

Submitted results may be edited and resubmitted anytime up to the result deadline if the status is incomplete.

- To edit previously saved results follow the guidance in section 3.5.
- Navigate through the method/result pages checking/editing data where necessary.
- Once verified results click Save and Submit. **Once submitted to NEQAS results cannot be edited.** Please contact UKNEQASHandI@Wales.NHS.UK if you require assistance.

4. Assessment Reports

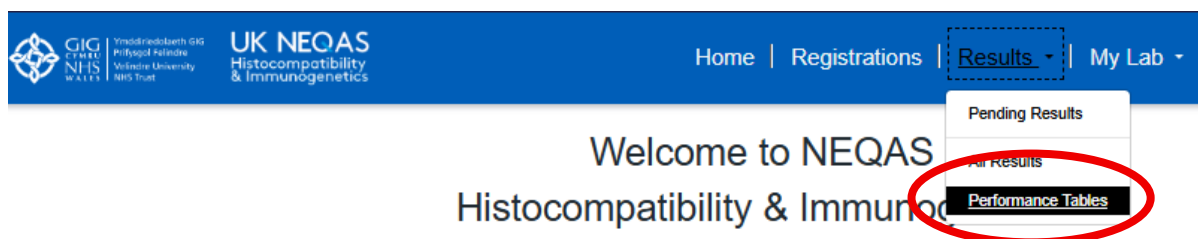
An email notification will be sent when your report is available. The report will be attached to the email notification.

Please contact the UK NEQAS H&I office at UKNEQASHandI@wales.nhs.uk if you have not received a report or would like copies of previous reports.

4.1. Performance Tables

The performance tables are used to view results and method information reported by all participants.

- Click on [Results](#) and [Performance Tables](#) to access the results summaries:



Click on the relevant scheme and sample number to view detailed results and methods for that sample.

At the top of the performance table is a summary of the number of laboratories involved in the distribution, along with numbers of laboratories that were assessed as acceptable/unacceptable for each result. The consensus (and reference result if used) will also be displayed in this summary.

Below the summary is a breakdown of each laboratory's report results. **You will need to know your laboratory's unique ID code** (available in [My Lab](#) or on a performance report) to identify your own laboratories results.

The performance table uses the following formatting to highlight results:

Red	Assessed as 'Unacceptable'
Grey	Laboratory not registered for that assessment category
Strike-through	Not Assessed (e.g. consensus not reached)
Italic	Not Tested

For schemes with multiple assessment categories (e.g. T and B cell results) each set of results will be shown on a separate tab. Click on the different tabs to view the results.

4.2. Rolling Summary

Functionality coming soon!

4.3. Unsatisfactory Performance/CAPA

If your laboratory fails to meet the Schemes' minimum performance criteria (see [Participant Manual](#)), your laboratory will receive notification that they are an unsatisfactory performer. You will be asked to complete a Corrective and Preventative Action (CAPA) form, a link to which is included in the email.

4.4. Annual Performance Certificate

At the end of a UK NEQAS for H&I distribution year, UK NEQAS for H&I will produce an annual performance certificate for laboratories. Notification will be sent when the certificate is available.

5. 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

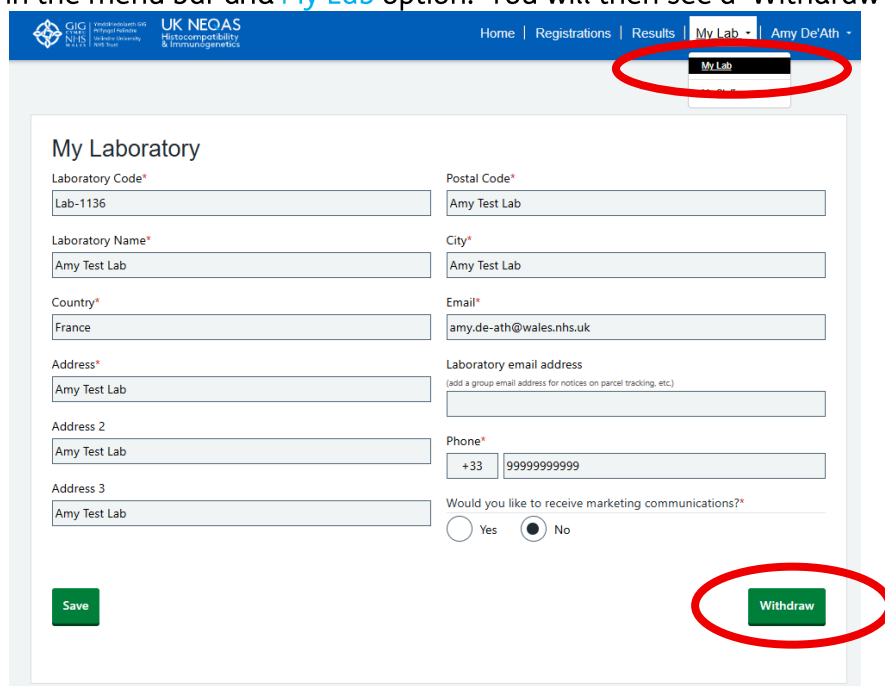
6. Annual Re-registration

Annual re-registration takes place each year, with existing participants and agents confirming their details and scheme registrations before commencement of the new distribution year. It is the agent's responsibility to ensure that all details are correct.

7. Cancellation of Participation

To withdraw your laboratory from all UK NEQAS for H&I Schemes please contact your Agent in the first instance.

Click [My Lab](#) in the menu bar and [My Lab](#) option. You will then see a 'Withdraw' button:



The screenshot shows the 'My Laboratory' registration form. The top navigation bar includes links for Home, Registrations, Results, My Lab (circled in red), and Amy De'Ath. The form itself has the following fields:

- Laboratory Code*: Lab-1136
- Postal Code*: Amy Test Lab
- Laboratory Name*: Amy Test Lab
- City*: Amy Test Lab
- Country*: France
- Email*: amy.de-ath@wales.nhs.uk
- Address*: Amy Test Lab
- Laboratory email address (add a group email address for notices on parcel tracking, etc.):
- Address 2: Amy Test Lab
- Phone*: +33 9999999999
- Address 3: Amy Test Lab
- Would you like to receive marketing communications?: ☐ Yes ☒ No

At the bottom of the form, there are two buttons: 'Save' and 'Withdraw' (circled in red).

Once you have clicked [Withdraw](#) you will receive an invitation to complete a short survey to offer your feedback

- The cancellation will be reviewed by UK NEQAS for H&I - if we believe this has possibly been done in error, we may contact you via email to confirm
- UK NEQAS for H&I will also contact your Agent/Distributor to confirm this request

If you do submit a withdrawal request in error, please email us at UKNEQASHandI@Wales.NHS.UK