



How to register for VPIS Payment.

1. You will need your VPIS Practice Code to complete registration. If you do not have one click [HERE](#).
2. If you are a Group Practice, any of your Practice Codes will enable you to register the Group.
3. The first person to register will have rights to add further users to your Payment account – once a Practice or Group is registered no-one else will be able to register your Practice or Group. Users added by the first person to register will have access to the account.
4. All users will be able to view their Case History, their user details, but only those with access to a valid credit card will be able to pay.
5. If you are an existing user of VPIS with a VPIS Practice Code please start [HERE](#)

NEW PRACTICES OR GROUPS i.e. you have never previously subscribed to VPIS

- a. If you have never used VPIS before then you will not have a VPIS Practice code. You will require this in order to register.
- b. Please email us at vpis@gstt.nhs.uk or call us on +44 (0) 207 188 0600 with your
 - i. Practice Name
 - ii. Practice address including postal code.
 - iii. Practice phone number(s).
 - iv. RCVS number, if you have one
- c. We shall then issue you with a Practice code and you can then proceed with the remainder of these instructions.

EXISTING USERS OF VPIS (You already have a VPIS Code).

If you are not already there go to the link below

<http://billing.vpisuk.co.uk/scripts/vpisbilling.dll>

Step 1 - Click on 'Register'

Welcome, please login below

Username:

Password:

or click to [Register](#)

[Forgotten Password?](#)

[Activation Code](#)



Step 2 - Enter your details and search for the Practice you wish to register by entering its Name or Town or Postcode or a combination of the three. Remember, if you are part of a Group, any practice within the group you select will register the whole Group. Once the Practice you are searching for appears at the bottom of the screen, click on the green plus sign. (The first user to register on the site can Add other Users once registered), Click on **'Register'**

Please enter your personal details:

Name: *

Telephone:

Email: *

Confirm Email: *

Login Name: *

Password: *

Confirm Password: *

Please select the name for your practice * :

Practice Name: Town/City: Postcode:

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All fields marked with * are mandatory. If marked with a ✓, your input is valid

Step 3 – Add your **VPIS Practice Code** and click on **'Validate'**

Please enter your Practice Registration Code:

Step 4 – When you see the message below, please check your email and click on the activation link contained within the email from VPIS.

Thank you for your subscription.

You will shortly receive an email from the Veterinary Poisons Information Service containing your validation code and link. please click on this link and follow the instructions.

If you do not receive the validation email, please contact vpis@gstt.nhs.uk.

VPIS - Veterinary Poisons Information Service [Version 1.1.9]
By Dataline Software Ltd for Guy's and St Thomas' NHS Foundation Trust
Built using i5 technology



Step 2 – (should you experience the message below)

If your Practice has already been registered by someone else in your Practice or Group, you will see the message below. Please contact the person who has created the VPIS payment account. He /She has the facility to add further Users to the account.

This practice group is already registered to Tom, working
for Veterinary Group Ltd. 

Please contact this user, or your administrator to gain
access to VPIS Billing.

Sorry for any inconvenience caused.