Register to use Real Time Exemption Checking (RTEC) Pharmacy step-by-step guide

This guide for pharmacy contractors explains how to register for RTEC. Registering takes around five minutes.

RTEC will be rolled out to more community pharmacies in England in the coming months, subject to pharmacy systems adding the development. Registering is a necessary step. If you don't register, you won't be able to access RTEC.

Registration can be performed early so that you are ready to use RTEC when your supplier adds the functionality for you, and it reduces the risk of any delays.

1 Log in to the Manage your service (MYS) portal at
services.nhsbsa.nhs.uk/nhs-prescription-services-submissions/login.

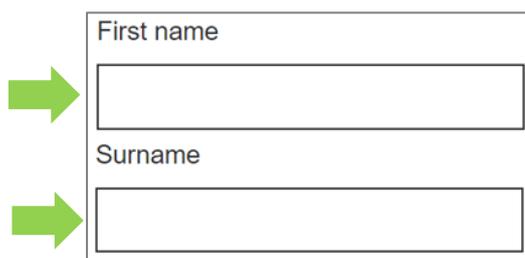**2** On the MYS dashboard select RTEC Registration.

3 On the declaration page click the tick box to read the RTEC End User Agreement.
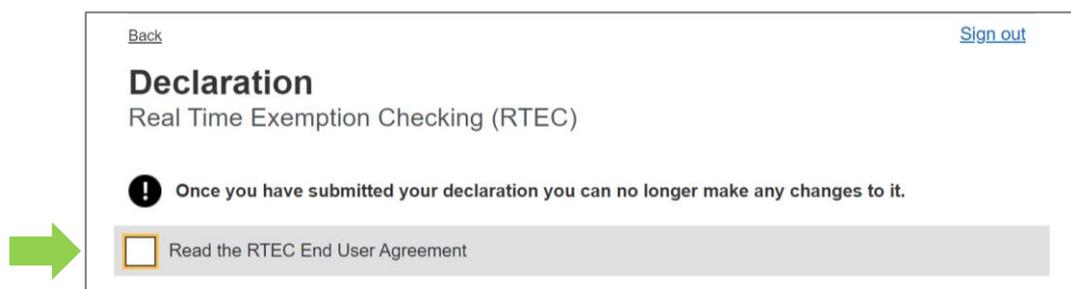
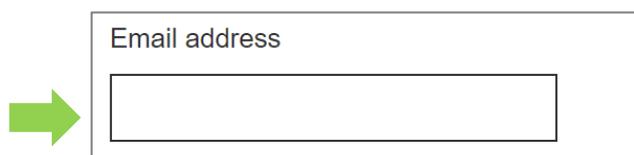**4** Read through the agreement and review the supporting declaration text.

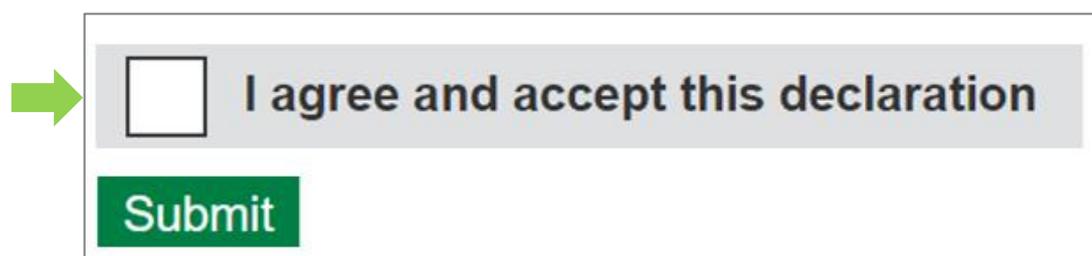**5** Enter your name into the mandatory fields.

First name

Surname

6 Provide an email address for a confirmation email to be sent to in addition to your own. This step is optional but may be useful.

Email address

7 Tick the box to agree and accept the declaration, and then submit your registration.

I agree and accept this declaration

Submit

Note: If a multiple pharmacy organisation with many pharmacies wants to bulk submit a declaration for many branches, they can email a spreadsheet (e.g. Excel) which lists all their pharmacies to nhsbsa.mys@nhs.net. This document would need to list the ODS code of the pharmacy and include the following statement: On behalf of the pharmacies listed in the attached / below, I declare they have accepted the RTEC End User Agreement.

Read about related topics on our RTEC webpage, our MYS webpage and on PSNC's RTEC webpage.