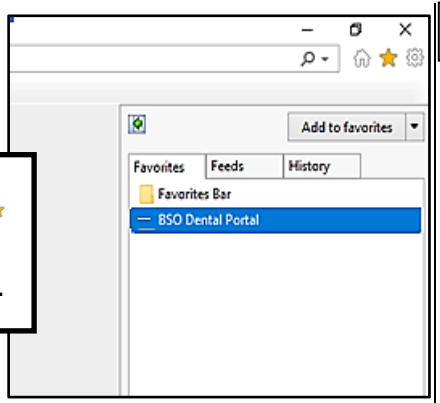
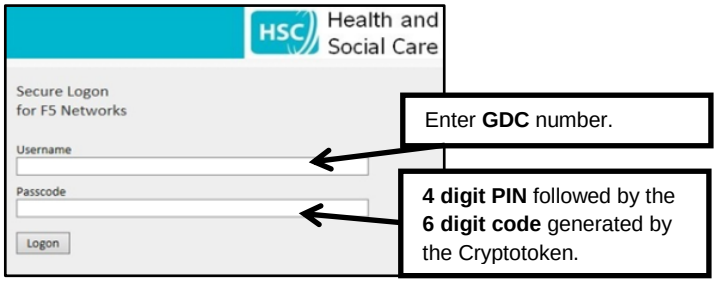
1. To Log on.

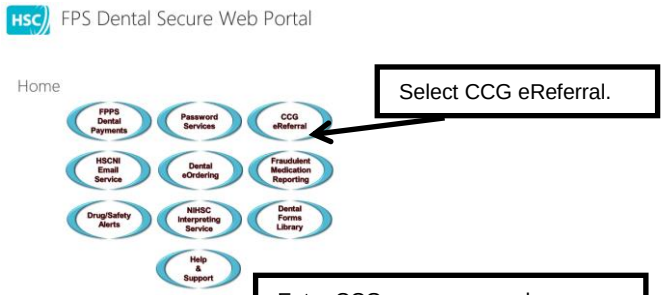
Open Internet Explorer and **click on Favourites icon** ★ and select **BSO Dental Portal** from the Favourites tab. Then click on **I accept.**





Enter **GDC** number.

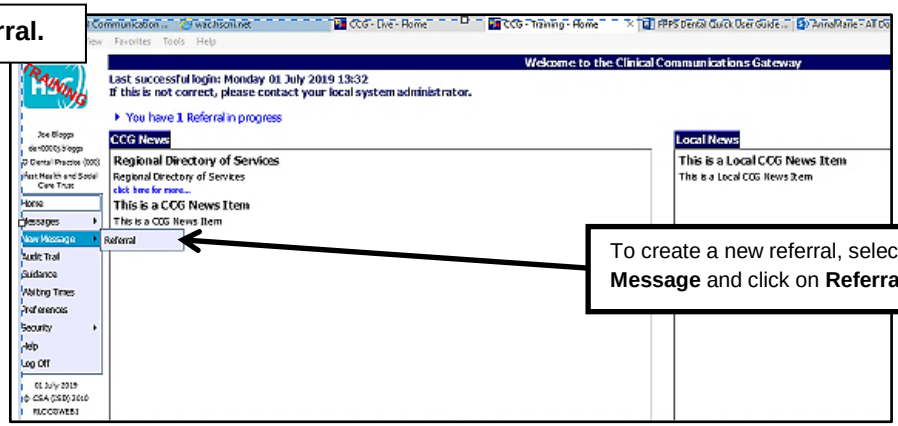
4 digit PIN followed by the **6 digit code** generated by the Cryptotoken.



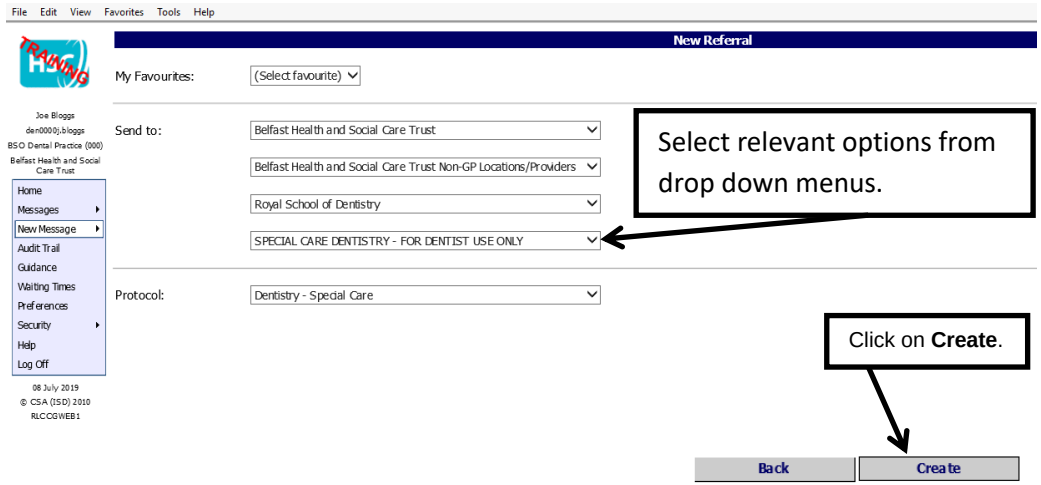
Select CCG eReferral.

Enter CCG user name and password from letter sent by the HSCB at the Log in.

2. Create a New Referral.



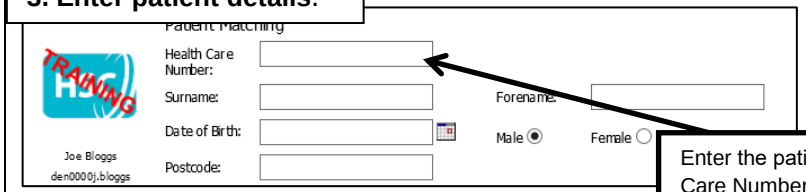
To create a new referral, select **New Message** and click on **Referral.**



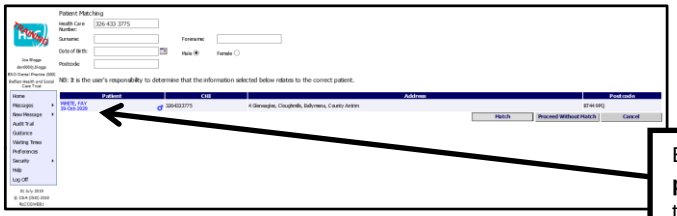
Select relevant options from drop down menus.

Click on **Create**.

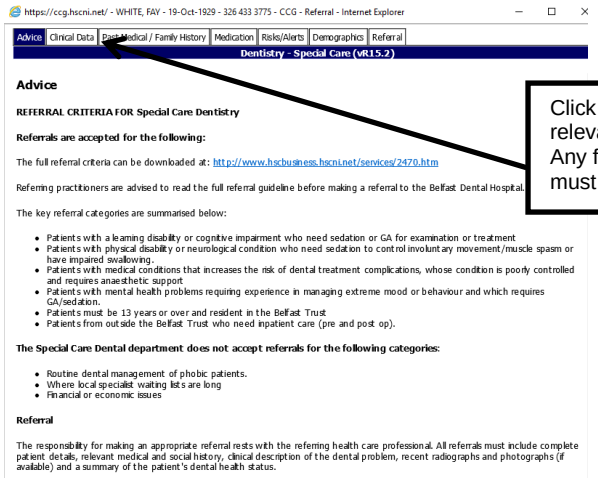
3. Enter patient details.



Enter the patient's Health and Care Number. Click **Match**.

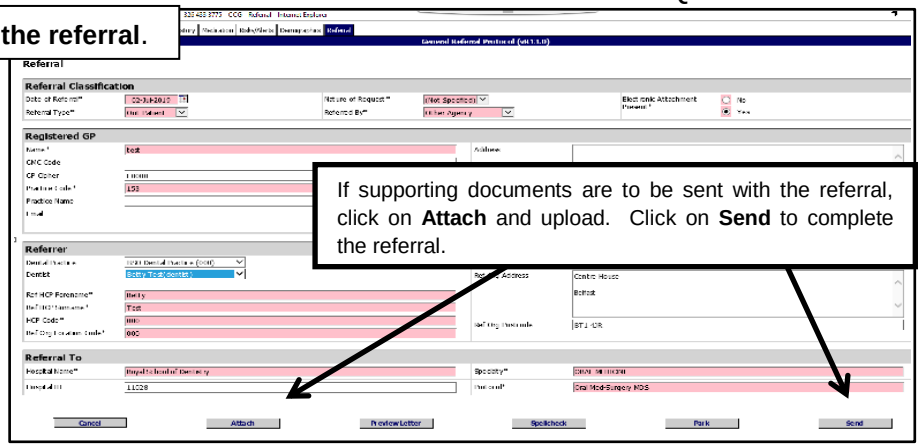


Ensure this is the **correct patient** then click on the name to proceed.



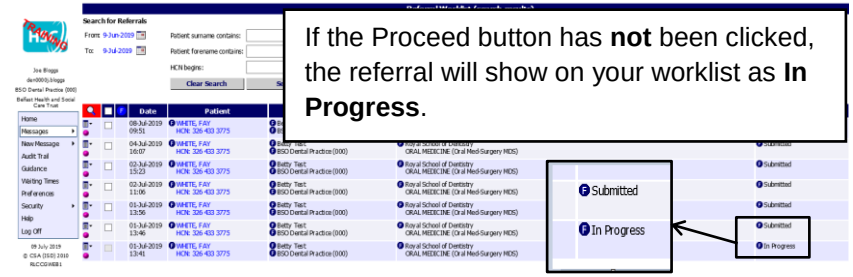
Click on each tab and complete any section relevant to the referral.
Any fields marked * are mandatory and must be completed.

4. Complete the referral.



If supporting documents are to be sent with the referral, click on **Attach** and upload. Click on **Send** to complete the referral.

Please ensure the **Proceed** button has been clicked or the referral will **not** be submitted to the relevant Trust.



If the Proceed button has **not** been clicked, the referral will show on your worklist as **In Progress**.