

CREATE AN ACCOUNT ON NIDIRECT



1. You will be required to create an account on the NI Direct portal in order to apply to AccessNI for the following on-line services:-
 - Enhanced check
 - Standard check
 - Basic check (through a Responsible Body)
 - Initial Registration
 - Add Countersignatory
2. Account creation on NI Direct is a very straightforward process that should take less than 1 minute to complete. Simply follow the steps below:-

Step 1

To commence, click the following link:-

<https://accessni.nidirect.gov.uk/Account/LogIn>

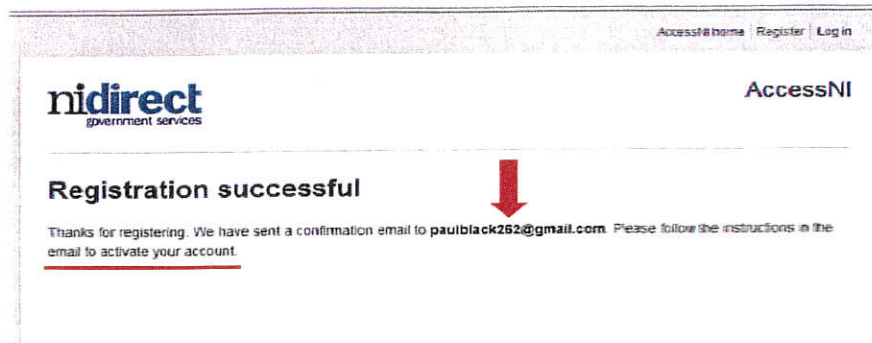
The following page will appear:-

A screenshot of the NI Direct AccessNI login page. The page features the 'nidirect' logo at the top left and 'AccessNI' at the top right. The main heading is 'Log in to AccessNI'. Below this, there are two columns. The left column is for logging in, with fields for 'Email' and 'Password', a 'Log in' button, and links for 'No, forget my password' and 'Request activation email'. The right column is for creating an account, with a 'Create an account' button. A small 'Internet | Protected Me' icon is visible at the bottom right of the page.

You should click on the **Create an account** button. You will be taken to the [Registration page](#) where you will be required to provide the following information:-

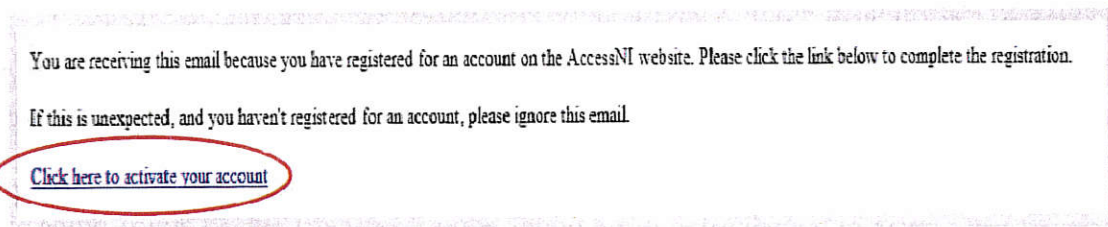
- Email address – this is the email address you will have to use each time you log into your NI Direct Account
- Password – this must be at least 6 characters and contain at least one number
- Confirm password
- Secret question – for example, “what is the name of my favourite pet?”
- Secret answer – for example, insert the pet’s name
- First name
- Last name

Once you have completed these boxes should click the Create account button and the following screen message will appear

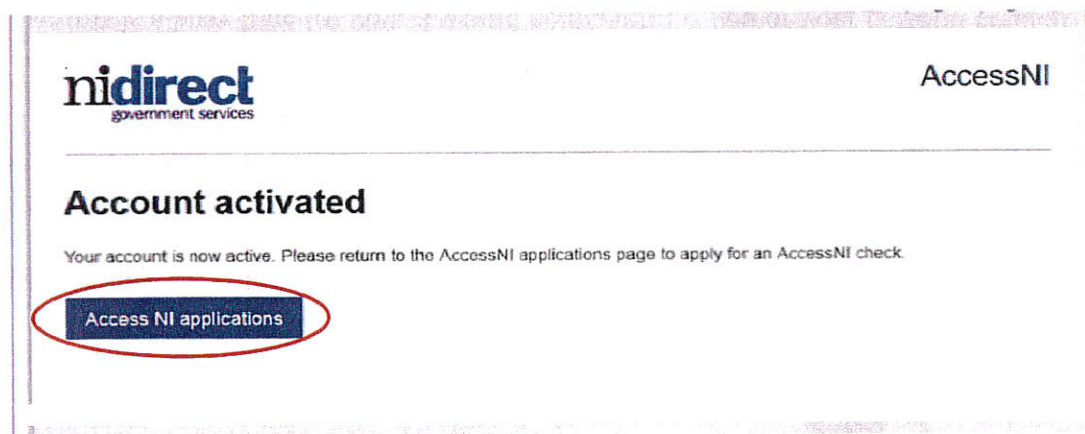


Step 2

Log on to your email account where you will find a new email from AccessNI, the content of which is as follows:-



You should click in link [Click here to activate your account](#). Upon doing so the following screen message will appear:-



3. Once you have completed the above short process, you can click on the **AccessNI applications** button to return to the NI Direct website to commence using the AccessNI on-line services.
4. If you require any further assistance with completion of the Form you should either contact the person who asked you to complete the Form, or contact AccessNI on 0300 200 7888.

GUIDANCE END
