

	<b>Adding a user to a shared inbox:</b>	<b>Applying for an admin license (for one non-registered member of staff per pharmacy without an existing NHS email):</b>	<b>Any other problems:</b>
<b>Email</b>	<p><a href="mailto:it.servicedesk@wales.nhs.uk">it.servicedesk@wales.nhs.uk</a></p> <p><i>“Please add [Nadex ID/NHS email address] to the shared inbox [cpxxxxxxx@wales.nhs.uk]”</i></p> <p>Can be actioned by LHB representative, contractor representative or individual</p>	<p><a href="mailto:it.servicedesk@wales.nhs.uk">it.servicedesk@wales.nhs.uk</a></p> <p>Attach a completed copy of the ‘Pharmacy Admin Licence Sign Up’ form</p> <p>Must be signed by a member of staff with management responsibilities</p>	<p><a href="mailto:it.servicedesk@wales.nhs.uk">it.servicedesk@wales.nhs.uk</a></p>
<b>Phone</b>	DHCW Service Desk: 0333 200 8048	DHCW Service Desk: 0333 200 8048	DHCW Service Desk: 0333 200 8048