

# How to register for online referrals to the Deprivation of Liberty Safeguards Service

Follow the link from the [DoLS Webpage](#), you will be asked to sign up for an account in order to proceed.



## Before you begin

Sign up for an account to manage your service requests and accounts with us. Creating an account saves you time with auto-completion of your contact information when completing forms and the ability to view a history of your requests and accounts.

[Sign up now](#)

[Log in](#)

Click the 'sign up now' button.

## Step 1 - Register

### Register for council services

Email \*

Password \*

Confirm Password \*

Enter an email address for your organisation (this will be copied later in step 4 of the registration process and will be where confirmation of your referrals is sent) and choose a password that meets the below criteria:

- at least 9 characters long
- contains at least one lower case letter
- contains at least one number

Click the 'Submit' button.

## Step 2 – Provide Referrer’s details

### Update User Profile

Basic details | Address details | Contact details | Overview

Title

First name \*

Last name \*

Date of birth

Gender  Male  Female

Enter the first name and last name of the referrer. The fields for ‘Title’, ‘Date of birth’ and ‘Gender’ are not mandatory. Click ‘Next’.

## Step 3 – Provide Referrer's address details

### Update User Profile

[Basic details](#) [Address details](#) [Contact details](#) [Overview](#)

Please enter your postal address in full below, supplying as much information as possible.

Flat number

House number

Street \*

Locality

Town

Post town

County

Postcode \*

Enter the address for the managing authority (care home/hospital).

## Step 4 – Provide Referrer’s contact telephone number

### Update User Profile

Basic details   Address details   **Contact details**   Overview

Home Phone

Mobile Phone

Email address  ✓

Preferred Contact method  Phone  Phone 2  Email  Post

Enter the managing authority’s contact telephone number where it asks for ‘Home Phone’, and select email as the preferred method of contact. There is no need to provide a mobile phone contact. Click ‘Next’.

# Update User Profile

[Basic details](#)[Address details](#)[Contact details](#)[Overview](#)

Before saving your profile, please take a moment to check that everything is correct

Title

Full Name

Joe Bloggs

Gender

Date of Birth

Preferred Contact Method

Phone number

01604 123123

Mobile number

Email Address

carehome@outlook.com

Postal address:

The Care Home

1

High Street

New Town

Northamptonshire

NN8 1BN

[← Previous](#)

[✕ Cancel](#)

[✓ Submit](#)