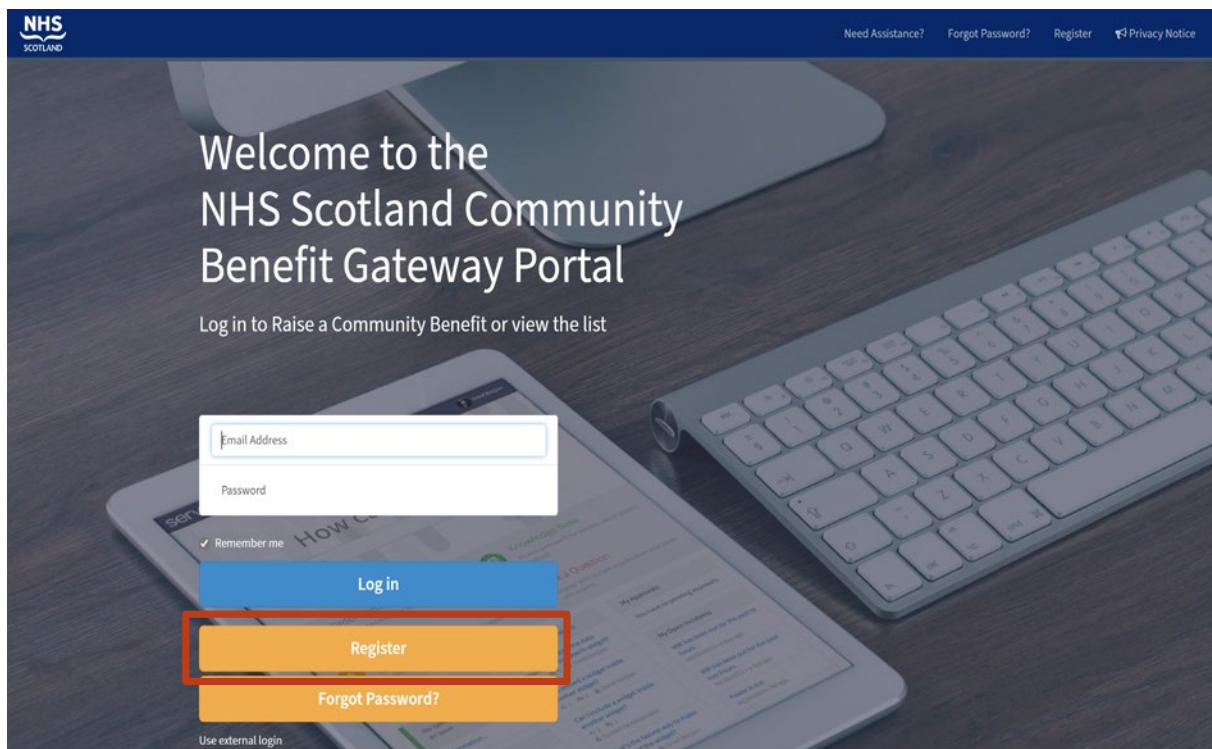


Step-by-step guide for third-sector organisations

How to access the NHSScotland Community Benefit Gateway portal

- 1) Please access the Community Benefit Gateway (CBG) portal here: nhsns.service-now.com/community_benefit
- 2) Click 'Register'.



3) Please complete the registration form.

Register

Please fill in this form to create an account.

First Name

Last Name

Email Address((preferably organisational email address))

Confirm Email Address

Contact Number

Organisation Name

Company Registration Number

Charity Registration Number

Type of Organisation -- select an option --

The third sector includes voluntary organisations, charities, social enterprises, co-operatives and community enterprises. They exist mainly to provide benefits for society or the environment.

Third Sector

Supplier

Register

This box is for **suppliers only**

This box is for **third-sector organisations only**

Choose your **type of organisation** from the drop-down list

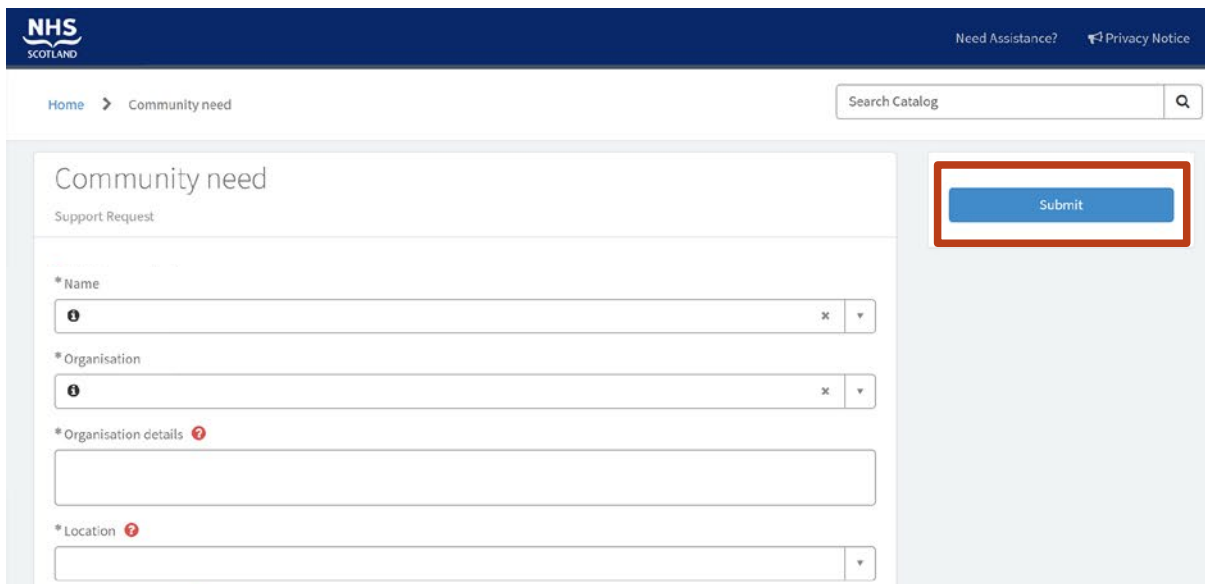
4) Once registered, you will receive an automated email. Please follow the instructions in the email to access the portal.

How to submit a community need

- 5) Once you have logged in to the portal you will see a landing page like the one below.
- 6) Click on the red banner to register your community need.



- 7) Complete the community need form and click 'Submit' and ... that's it!



- 8) If you need support following registration please click the the 'Need assistance?' link at the top right of the screen. For pre registration information please email nss.combenstriage@nhs.scot

