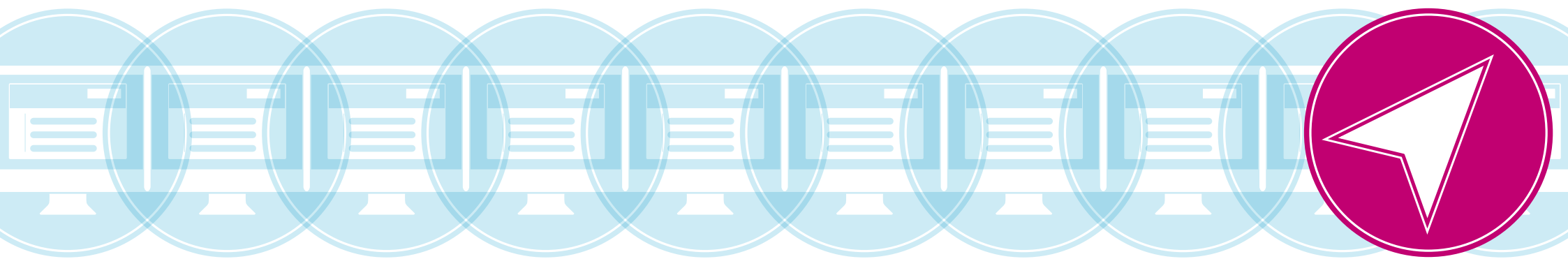


# Changing your personal details on the Performers Lists for England using PCSE Online

Click on the links below to go straight to the section:

- [About the Personal Details section](#)
- [How to change your name](#)
- [How to change your contact telephone number\(s\)](#)
- [How to update your address](#)
- [Update your Date of Birth](#)
- [Update your National Insurance Number](#)



# About the Personal Details section

You can update your name, address and telephone number via the **Personal Details** section.

In this section you can view the existing personal details held for you on the Performers List.

The screenshot shows the 'PCSE Online Performer Home Page' interface. At the top, there is a blue header with 'PCSE Online' on the left and the 'NHS England' logo on the right. Below the header is a navigation bar with links for 'HOME', 'PERFORMERS LIST', and 'HELP'. The main content area is titled 'PCSE Online Performer Home Page' and features a left-hand sidebar with a menu containing 'Home', 'Personal Details' (which is highlighted), 'Employment Details', 'NHSE Region Details', and 'Performer Type'. The 'Personal Details' section is the primary focus, containing several form fields:
 

- TITLE**: A dropdown menu.
- FIRST NAME & MIDDLE NAME(S)**: A text input field.
- SURNAME**: A text input field.
- PREVIOUS SURNAME**: A text input field with a placeholder 'Previous Surname'.
- DATE OF BIRTH**: A date picker field.
- GENDER**: Radio buttons for 'Male' and 'Female'.
- EMAIL**: A text input field.
- RESIDENTIAL ADDRESS**: A section with the instruction 'Search for your residential address by entering your postcode.' and a search input field labeled 'Postcode' with a search icon.
- GMC/GDC/OOC ADDRESS**: A section with the instruction 'Search for GMC/GDC/OOC registered address (if different from residential address).' and a search input field labeled 'Postcode' with a search icon.
- NATIONAL INSURANCE NUMBER**: A text input field.
- CONTACT TELEPHONE NUMBER**: A text input field.
- ALTERNATIVE TELEPHONE NUMBER**: A text input field with a placeholder 'Alternative Telephone Number'.

## How to change your name



Please only update your name on the National Performers List after you have updated it with your regulatory body.

In the **Personal Details** section, scroll to the bottom of the page and click on **Change Name** to open an extended part of the **Personal Details** section.

Your existing details will be shown above the blue boxes. If you wish to update your name you can enter the new details into the blue boxes.

Then click on **Submit**.

A pop-up box will appear to prompt you to confirm the change.

Click **OK** to submit the change request, or click **Cancel** to cancel the update.

Once you have submitted your change request, a **Case ID** will automatically be generated by the system, which you should use if you need to follow-up with PCSE on the request.

The screenshot shows a form with the following fields: National Insurance Number, CONTACT TELEPHONE NUMBER (123456789), and ALTERNATE TELEPHONE NUMBER (Alternate Telephone Number). Below these is a checkbox for NHS England's data sharing policy. At the bottom, there are three buttons: 'Change Name' (circled in red), 'Change Telephone Number', and 'Change Address'. A footer link for 'Accessibility | Cookies' is visible at the bottom left.

The 'Change Name' pop-up form contains the following text and fields: 'Please enter your new name and or title. Please note that this will be checked against the name displayed on the website of your professional body. If it is different the change will be rejected.' It includes a dropdown menu for 'CURRENT TITLE : Dr.' with 'Please Select' as the current selection, a text input for 'CURRENT FORENAME(S) : Pankaj' with 'New Forename' as the placeholder, and another text input for 'CURRENT SURNAME : Par' with 'New Surname' as the placeholder. At the bottom, there are 'Cancel' and 'Submit' buttons.

## How to change your telephone number(s)

In the **Personal Details** section, scroll to the bottom of the page and click on **Change Name** to open an extended part of the **Personal Details** section.

Click on **Change Telephone Number** to open an extended part of the **Personal Details** section.

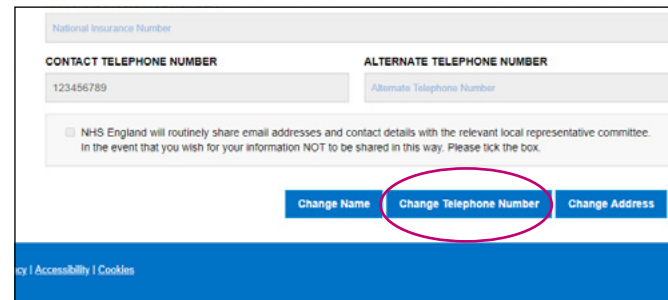
Your existing details will be shown above the blue boxes. If you wish to update your details you can enter your new contact number(s) into the blue box(es).

Then click on **OK**.

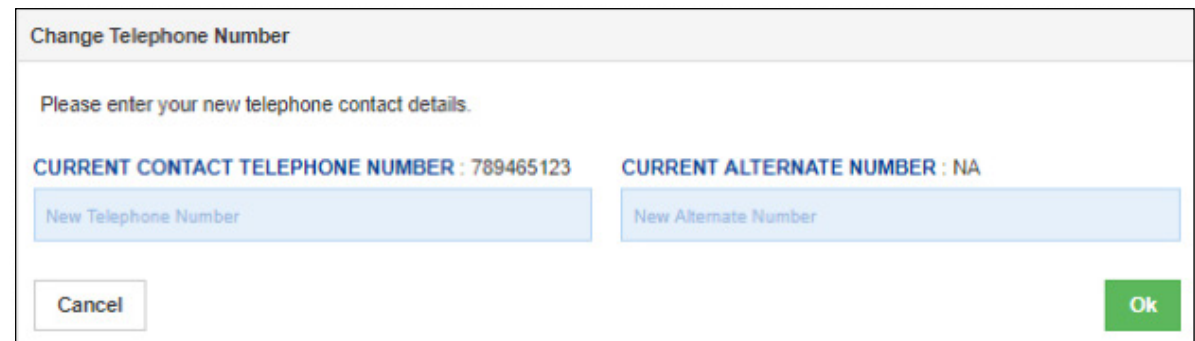
A pop-up box will appear to prompt you to confirm the change.

Click **OK** to submit the change request, or click **Cancel** to cancel the update.

Once you have submitted your change request, a **Case ID** will automatically be generated by the system, which you should use if you need to follow-up with PCSE on the request.



The screenshot shows a form titled 'National Insurance Number' with two columns: 'CONTACT TELEPHONE NUMBER' and 'ALTERNATE TELEPHONE NUMBER'. The contact number is '123456789' and the alternate number is 'Alternate Telephone Number'. Below the form is a checkbox for NHS England's data sharing policy. At the bottom, there are three buttons: 'Change Name', 'Change Telephone Number' (highlighted with a red circle), and 'Change Address'. A footer bar contains 'cy | Accessibility | Cookies'.



The screenshot shows a pop-up box titled 'Change Telephone Number'. It contains the text 'Please enter your new telephone contact details.' Below this, it displays 'CURRENT CONTACT TELEPHONE NUMBER : 789465123' and 'CURRENT ALTERNATE NUMBER : NA'. There are two input fields: 'New Telephone Number' and 'New Alternate Number'. At the bottom, there are 'Cancel' and 'Ok' buttons.

## How to change your address

In the **Personal Details** section, scroll to the bottom of the page and click on **Change Address** to open an extended part of the **Personal Details** section.

You will need to confirm whether you wish to change your residential address or the address you have registered with your regulatory body. PCSE records both addresses.

For example, some performers register the address for their place of work with their regulatory body, instead of their residential address. Please only update your GMC/GDC/GOC address via PCSE Online after you have updated it with your regulatory body.

You can enter details of your new residential address using the postcode search facility, or you can enter your address manually, by selecting **Enter Address Manually**.

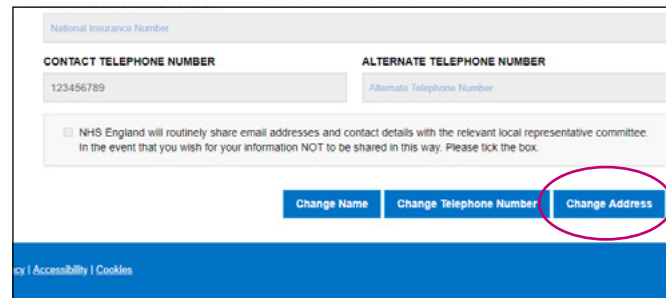
To use the postcode search facility, enter your postcode into the blue box and click on the magnifying glass icon next to it. A list of addresses corresponding to the postcode you have entered will appear. Select the correct address from the list.

When you have found the correct address, or entered it manually, click **OK** to submit the change request, or alternatively, click **Cancel** to cancel the request.

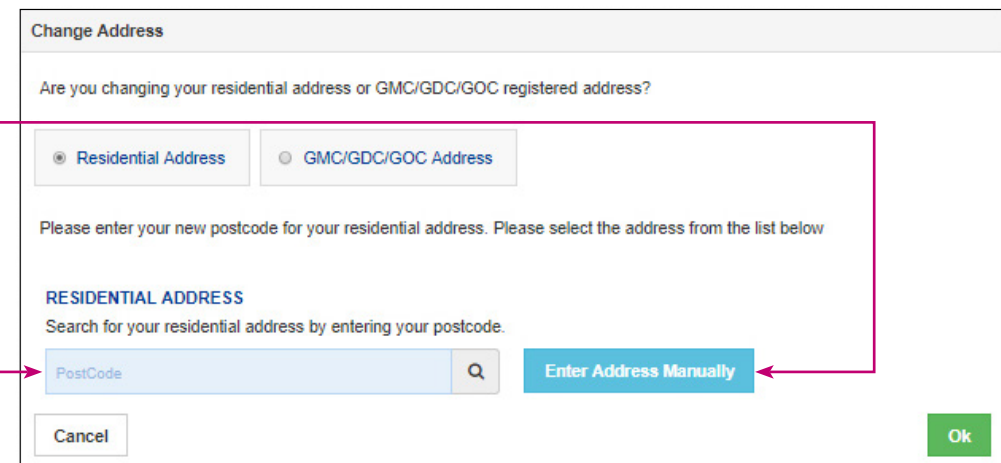
A pop-up box will appear to prompt you to confirm the change.

Click **OK** to submit the change request, or click **Cancel** to cancel the update.

Once you have submitted your change request, a **Case ID** will automatically be generated by the system, which you should use if you need to follow-up with PCSE on the request.



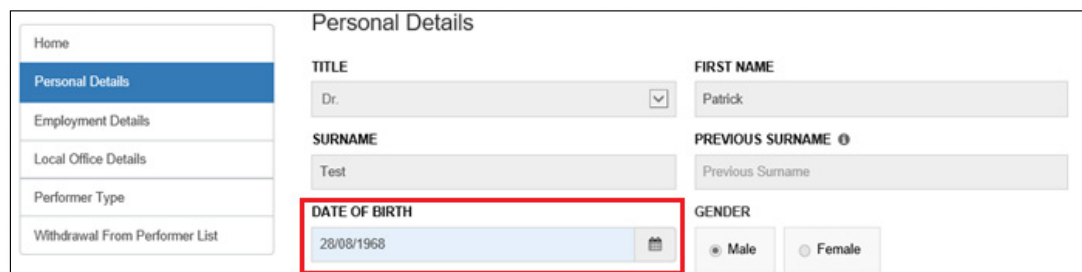
The screenshot shows a form titled 'National Insurance Number' with two columns: 'CONTACT TELEPHONE NUMBER' (containing '123456789') and 'ALTERNATE TELEPHONE NUMBER' (containing 'Alternate Telephone Number'). Below these is a checkbox for NHS England's data sharing policy. At the bottom, there are three buttons: 'Change Name', 'Change Telephone Number', and 'Change Address', with the 'Change Address' button circled in red.



The 'Change Address' pop-up box asks: 'Are you changing your residential address or GMC/GDC/GOC registered address?'. It has two radio buttons: 'Residential Address' (selected) and 'GMC/GDC/GOC Address'. Below is a prompt: 'Please enter your new postcode for your residential address. Please select the address from the list below'. Under 'RESIDENTIAL ADDRESS', there is a search box with 'PostCode' and a magnifying glass icon, and a blue 'Enter Address Manually' button. At the bottom are 'Cancel' and 'Ok' buttons. Red arrows point from the text in the previous block to the 'Enter Address Manually' button and the search box.

## Update your Date of Birth

If you need to make a correction to your date of birth, click on the **Calendar** icon, and choose the correct date.



The screenshot shows a 'Personal Details' form. On the left is a navigation menu with options: Home, Personal Details (selected), Employment Details, Local Office Details, Performer Type, and Withdrawal From Performer List. The main form area contains several fields: TITLE (Dr.), FIRST NAME (Patrick), SURNAME (Test), PREVIOUS SURNAME (Previous Surname), DATE OF BIRTH (28/08/1968), and GENDER (Male selected, Female unselected). The DATE OF BIRTH field is highlighted with a red border and contains a calendar icon.

Click **Save** at the bottom of the page to save your change, and click **OK** when prompted “Are you sure you want to update your Date of Birth and/or NI number?”

## Update your National Insurance Number

If you need to add or correct your National Insurance number, click in the field and **add/correct** the information.



The screenshot shows a single text input field for the 'NATIONAL INSURANCE NUMBER'. The field contains the text 'JN678923d' and is highlighted with a red border.

Click **Save** at the bottom of the page to save your change, and click **OK** when prompted “Are you sure you want to update your Date of Birth and/or NI number?”