

To Create an Access NI Account

You will be required to create an Access NI Account on the NI Direct portal in order to process an “Enhanced check”

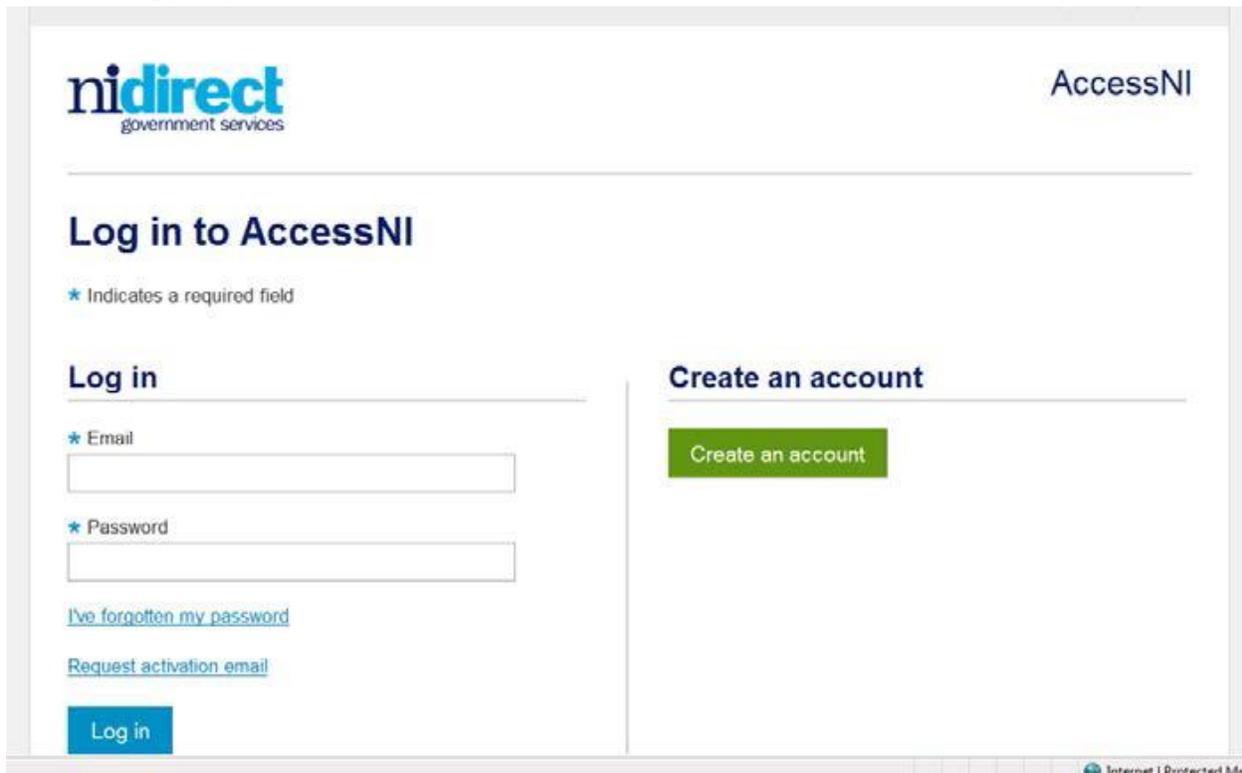
Account creation on NI Direct is a very straightforward process that should take less than 1 minute to complete. Simply follow the steps below:-

Step 1

To commence, click the following link:- <https://accessni.nidirect.gov.uk/Account/LogIn>

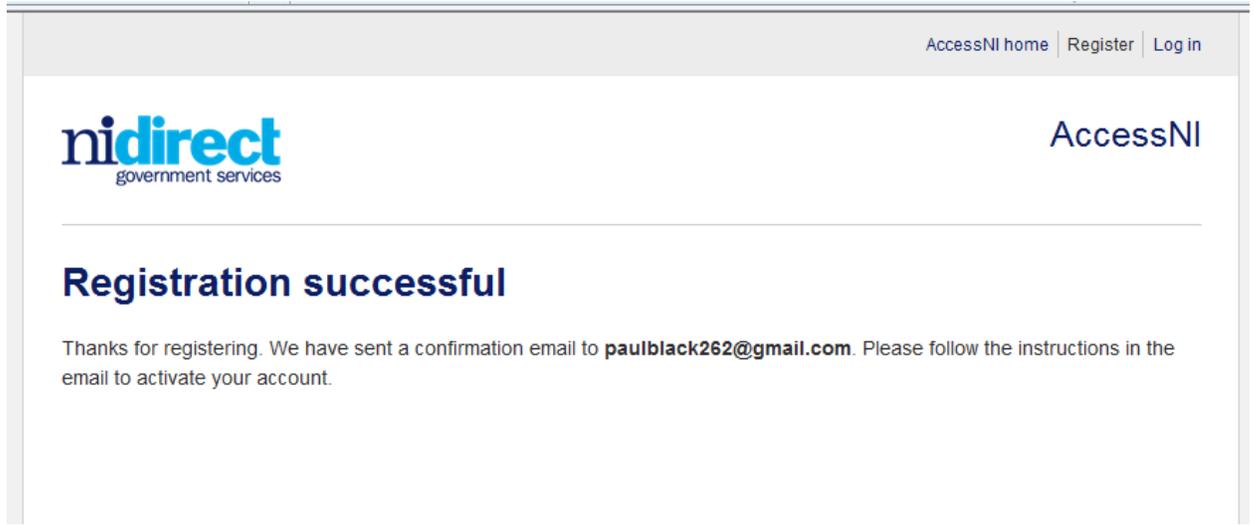
The following page will appear:- (Please ensure you keep a record of the following details)
You should click on the **Create an account** button. You will be taken to the [Registration page](#) where you will be required to provide the following information:-

- 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



The screenshot shows the NI Direct AccessNI portal. At the top left is the NI Direct logo with the tagline 'government services'. At the top right is the text 'AccessNI'. The main heading is 'Log in to AccessNI'. Below this, a note states '* Indicates a required field'. There are two main sections: 'Log in' and 'Create an account'. The 'Log in' section contains two input fields: '* Email' and '* Password', both with asterisks indicating they are required. Below these fields are two links: 'I've forgotten my password' and 'Request activation email'. At the bottom of the 'Log in' section is a blue 'Log in' button. The 'Create an account' section contains a green 'Create an account' button. At the bottom right of the page, there is a small icon and the text 'Internet | Protected Ma'.

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



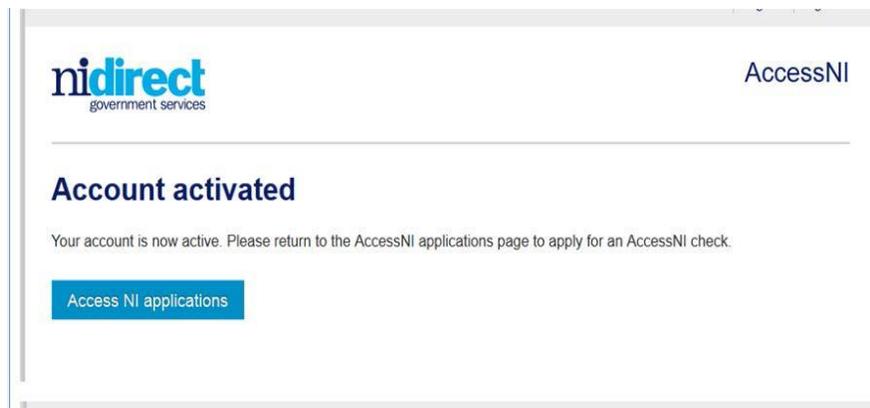
Close website

Step 2

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



You should click the link [Click here to activate your account](#). Upon doing so, the Account Activated Screen appears.



Step 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.

Process Complete