

# Resetting the web form password and setting up the security questions.

## eDental

--

### eDental Payment and Approval web service

Welcome to the eDental payment and approval web service.

This service is for authorised users only. Anyone attempting unauthorised access will be considered for appropriate legal action.

By entering proposed treatment plans, claim and patient data using this service, you are able to store and submit prior approval requests and payment claims electronically to Practitioner Services for processing. Under the Data Protection Act you are the data controller for such personal health data.

If you have any specific questions about this service please contact the dental helpdesk on 0131 275 6300 or email [nss.psddental@nhs.scot](mailto:nss.psddental@nhs.scot)

Further information can be found on our web site at [www.psd.scot.nhs.uk/professionals/dental/edental.html](http://www.psd.scot.nhs.uk/professionals/dental/edental.html)

1. Once the secure connection has been accessed (VPN or Tunnel) you will see the usual logon screen.

## eDental Payment and Approval web service



Welcome to the eDental payment and approval web service.

This service is for authorised users only. Anyone attempting unauthorised access will be considered for appropriate legal action.

By entering proposed treatment plans, claim and patient data using this service, you are able to store and submit prior approval requests and payment claims electronically to Practitioner Services for processing. Under the Data Protection Act you are the data controller for such personal health data.

If you have any specific questions about this service please contact the dental helpdesk on 0131 275 6300 or email [nss.psddental@nhs.scot](mailto:nss.psddental@nhs.scot)

Further information can be found on our web site at [www.psd.scot.nhs.uk/professionals/dental/edental.html](http://www.psd.scot.nhs.uk/professionals/dental/edental.html)

Username\*:

Password\*:

[Unable to login?](#)

2. The next screen is the homepage and the message in red is advising that you need to set 5 security questions. The answers to these questions will be used to validate your identity when resetting your password and are **case sensitive**.

## eDental Payment and Approval web service

[Logout](#)



Logged in as: dentist24 Gordon McGavin    Last logged in: 21/03/2019 11:27

Practice: Anytown Dental Practice

Dentist:

### Home Page

You may log in 3 times before you must set your security questions.  
To set your questions now select "Maintain Security Questions" below.

[Create Claim](#)

[Create Prior Approval](#)

[View Claims](#)

[View Claims Ready for Submission](#)

[View Prior Approvals](#)

[Maintain Security Questions](#)

[Change Password](#)

1.2.3.0

3. Click on the maintain security questions link and you will see the screen below. Once the 5 security questions have been set you can close this screen and process claims as normal.

Logged in as: dentist24 Gordon McGavin  
Practice: Anytown Dental Practice

### Maintain Security Questions

**Set questions and answers**

Question

Answer

**Questions already answered**

You have specified the minimum number of security questions.

Question	Answer set on	
Who is your favourite television character?	11/03/2019	<a href="#">Delete</a>
Name a fictional character you enjoy?	11/03/2019	<a href="#">Delete</a>
What is your favourite television show?	11/03/2019	<a href="#">Delete</a>
What was the model of your first car?	11/03/2019	<a href="#">Delete</a>
Who was your best friend at school?	11/03/2019	<a href="#">Delete</a>

1.2.3.0

- The logon screen now has a link named (Unable to login) so click that if you cannot remember your password.



Username\*:

Password\*:

[Unable to login?](#)

- You will now be asked for your username.

### eDental Web Payments

Enter your username:

[Return to Login page](#)

- The screen below will ask you answers to some of your security questions. The answers you give are **case sensitive**.

## eDental Web Payments

Who is your favourite television character?

Next

[Return to Login page](#)

- If you get a number of answers wrong your account will become locked and will need to be unlocked by the customer services team and they will advise what to do next.

## eDental Web Payments

We are sorry, but the login credentials provided are incorrect.

Please contact the dental helpdesk on 0131 275 6300 or email

**nss.psddental@nhs.scot**

[Return to Login page](#)

- You will now be asked to create a new password using the criteria detailed on this screen. Once the new password has been entered press the Set new password and login button.

## eDental Web Payments

Set new password

New Password

Confirm New Password

Set new password and login

- Password must be at least 8 characters long
- Password must include upper and lower characters
- Password must be alphanumeric and contain at least one special character (!"£\$%&'()\*\_-<->?@~|,./:#[ ] etc) and at least one numeric digit.

- The logon screen will be shown and you can logon as normal and start processing claims.

## eDental Payment and Approval web service



Welcome to the eDental payment and approval web service.

This service is for authorised users only. Anyone attempting unauthorised access will be considered for appropriate legal action.

By entering proposed treatment plans, claim and patient data using this service, you are able to store and submit prior approval requests and payment claims electronically to Practitioner Services for processing. Under the Data Protection Act you are the data controller for such personal health data.

If you have any specific questions about this service please contact the dental helpdesk on 0131 275 6300 or email **nss.psddental@nhs.scot**

Further information can be found on our web site at [www.psd.scot.nhs.uk/professionals/dental/edental.html](http://www.psd.scot.nhs.uk/professionals/dental/edental.html)

Username\*:

Password\*:

Login

[Unable to login?](#)