

13<sup>th</sup> January 2025

## IMPORTANT: NEW PARTICIPANTS' SITE

Dear Participant,

As you will be aware, we have been working on our new **Participants' Online Portal**, which is now complete. This means, as from now, you will be able to use the new Online Portal site only.

You will still be able to access the current site only to retrieve reports and certificates for a limited time. You will not be able to add any method data or view the instructions for the current assessment Run 148. We will inform you in advance when you will no longer be able to access the old version. Please be assured, that all your reports and performance data from previous assessments is easy to review in the new online portal site.

Along with this letter you are also receiving from us a **Participants' Site User Guide** containing all the information you need to get started using the site. In the Guide you will find log-on instructions.

The Guide also shows you how to:

- retrieve your Run Instruction Sheet(s);
- enter your method details;
- receive your results, once they are ready;
- review previous reports in a more tailored way.

**Thank you to all participants who helped to test out the portal and provide feedback when we trailed this last year. We appreciate your feedback to help improve the service.**

You will receive an email notification when the Module Instruction Sheets are available, and you will soon receive your samples for the UK NEQAS ICC & ISH Run 148 Assessment.

With kind regards,



**Andrew Dodson**  
Scheme Director



**Suzanne Parry**  
Scheme Manager