# NHS Business Services Authority

## Sign up to the NHS Report a fault service

Fill in this form and return it by email to (((email address))).

### Trust name

Enter text here.

### Who will manage the trust dashboard?

You can have more than one person managing the dashboard. Enter their email addresses.

Enter text here.

### What is your trust email domain?

You can add more than one email domain.

Enter text here.

### Which trust staff will get notifications when new faults are reported?

Enter their email addresses.

Enter text here.

### Which trust staff will get sent monthly summary reports of all the faults reported at your trust?

Enter their email addresses.

Enter text here.

### Facilities management company contact details

Enter an email address for the facilities management company that will respond to fault reports.

Enter text here.

### Your trust helpdesk phone number and extension

Enter text here.

### How do you want to report fault locations?

You can have up to 4 fields for users to enter details of fault locations. For example, you could use PFI numbers, room numbers, wing names and so on. You’ll also have the option to give a detailed description of the location.

Location field name 1 Enter text here.

Location field name 2 (optional) Enter text here.

Location field name 3 (optional) Enter text here.

Location field name 4 (optional) Enter text here.