

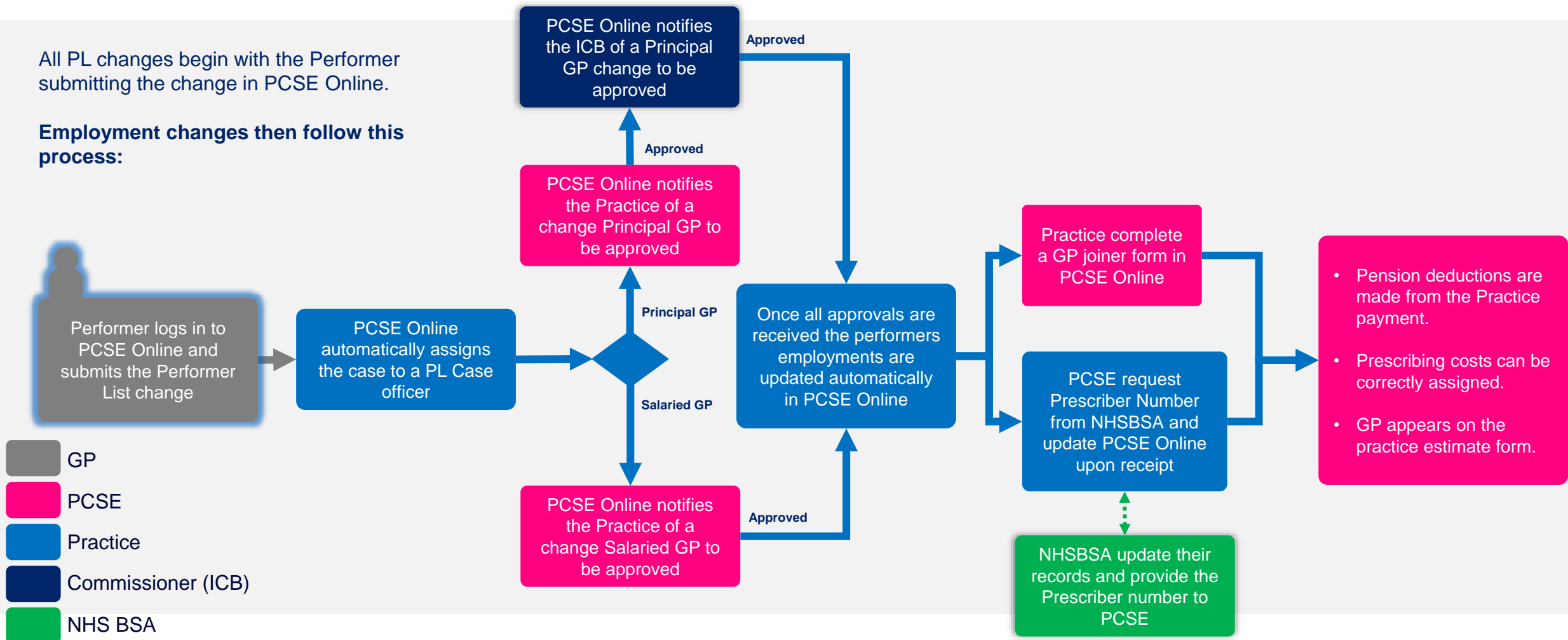
# Performers Lists in PCSE Online

Primary Care Support England

All Performers List (PL) changes must be initiated by the Performer themselves using [PCSE Online](#). NPL2 and NPL3 forms are no longer used. All Performers have an existing PCSE Online account with access to Performers List and GP Pensions services. User Administrators should not create new accounts for GP Performers. To approve PL changes in PCSE Online, you need to have the **PL – Practice Manager** role assigned to your PCSE Online account. The User Administrator at the practice assigns this role. For more information about PCSE Online User Management, including a User Management Guide for all PCSE Online services, [click here](#).

All PL changes begin with the Performer submitting the change in PCSE Online.

Employment changes then follow this process:



- GP
- PCSE
- Practice
- Commissioner (ICB)
- NHS BSA

- Pension deductions are made from the Practice payment.
- Prescribing costs can be correctly assigned.
- GP appears on the practice estimate form.

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## Frequently asked questions

### How do I know if there are PL changes I need to approve?

If you have the **PL Practice Manager** role at a practice, or the **PL Approver Contract** role at an ICB, then you will receive an email notification whenever there is a change that requires approval. You can see a full history of these notifications by logging in to PCSE Online and selecting Messages in the top right corner.



### Can a Practice Manager make PL changes on behalf of the Performer?

No, Performers themselves must log in to PCSE and update their details whenever there is a change to their name, status, employment etc. Where the change impacts the Practice, all users at the practice with the **PL Practice Manager** role are notified and one of them must log in to review, approve/reject the change.

### When will I know my prescriber code?

PCSE Online will be updated with your prescriber code after NHSBSA inform the PCSE Performers List team. At certain times during the year this can take longer to happen, provided you've submitted your changes and it's been approved then your prescriber code is on the way and you will be notified once it's updated.

### What do I do if I don't know my PCSE login details?

If you are already linked to the practice in PCSE Online then a User Administrator at the practice can search for you by name and let you know what your username is. Then you can follow the 'forgotten your login details' steps on the [PCSE Online login page](#) to reset your password.

If the user administrator is unable to find you by searching for you by name, then you can contact the PCSE Customer Support Centre (CSC). The CSC will perform security checks before disclosing your username. Then you will be able to follow the 'forgotten your login details' process to reset your own password.