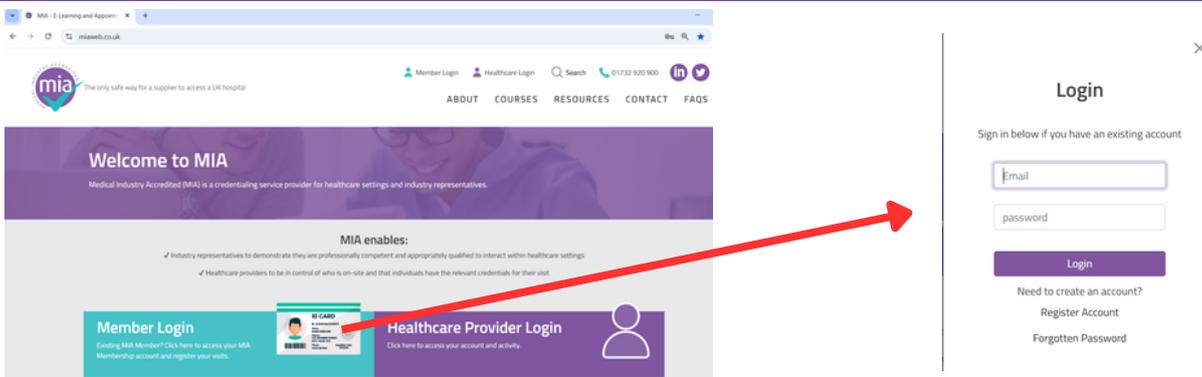


## A “How To” guide for MIA Members booking site visits

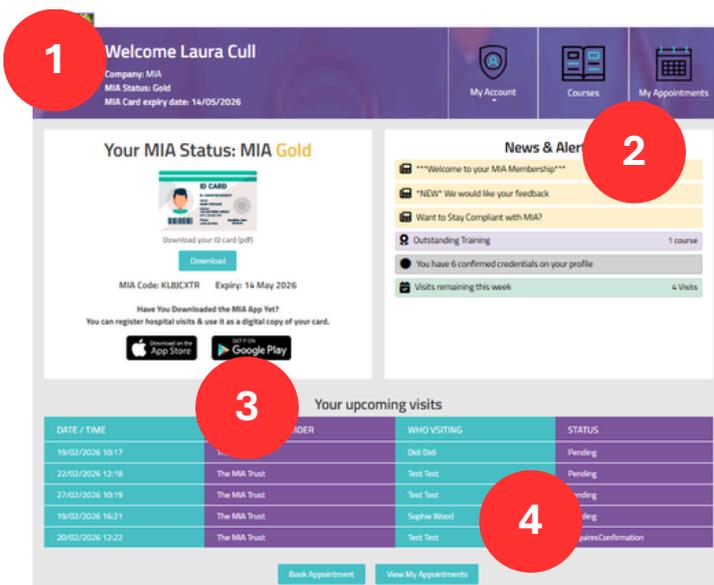
### 1. Visit [www.miaweb.co.uk](http://www.miaweb.co.uk) and click Member Login



Enter your email address and password to login to the system.

If you have forgotten your password, click 'Forgotten Password' to reset it. If you are unsure of your login details or need an account, contact [help@miaweb.co.uk](mailto:help@miaweb.co.uk)

### 2. The Home page



1. Home page - Where you can access and update your MIA account, training and credentials.

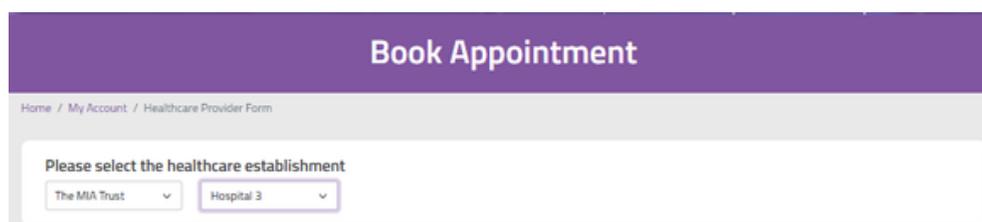
2. News & Alerts - Areas within your account that you may need to update or be notified about.

3. Your upcoming visits - To view all upcoming recorded visits.

4. Book appointment - Allows you to register your upcoming visits

### 3. Book Appointment

1. Select the healthcare establishment from the drop down list, the site and department you will be visiting



2. Check you meet the correct credentials required for access and contact [help@miaweb.co.uk](mailto:help@miaweb.co.uk) if you need to update your details

#### Credentials required for access

	Cardholder
Disclosure and Barring Service (DBS) - Enhanced *	✓
Hepatitis B Negative *	✓
Flu Vaccination *	✓
<small>Credentials marked with a * are mandatory</small>	

## 4. Complete site visit form

Is this visit in-person or virtual?  
Please select

Please note, this is a demonstration account and will not be visible to any NHS trust.

Detail goes HERE

Please state who you are visiting? (First name)\*  
Joe

Please state who you are visiting? (Surname)\*  
Bloggs

Please enter the email address of the person you are visiting  
joe.bloggs@nhs.net

Name of department you are visiting\*  
Test

Date of Visit\*  
01/01/2026

Time of Visit\*  
12:00

Reason for visit\*  
Introduction

Are you conducting a clinical trial?\*

No

Are you leaving any clinical samples?\*

No

Are you providing any hospitality/sponsorship to the trust (2010 Bribery Act - <http://www.legislation.gov.uk/ukpga/2010/23/contents?>)\*

No

**Terms and Conditions**

BY PARTICIPATING IN MIA YOU AGREE TO BE BOUND BY THE FOLLOWING TERMS, WHICH GOVERNS YOUR USE OF MIA AND THE SERVICES WHICH WE PROVIDE TO YOU THROUGH MIA.

Medical Industry Ltd are data controllers for the MIA system.

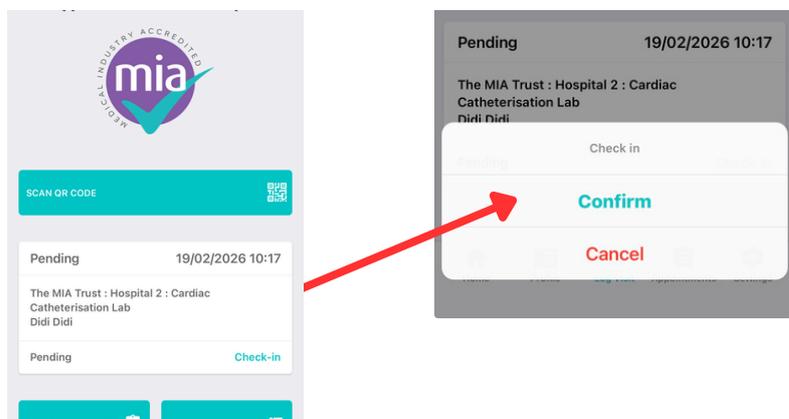
Medical Industry Ltd respect your privacy and are committed to protecting your personal data. As Data Controller for Medical Industry Ltd are responsible for compliance with the data protection requirements under the GDPR.

I have read the terms and conditions and I understand that this information will be passed to Other areas \*

Book Visit

1. Simply complete the site visit form regarding the nature of your visit.
2. Read any associated policy documents and tick the checkbox to sign for agreement.
3. Click “Book Visit” to record appointment.

## 5. Check-in and out



Use the MIA App to check-in and out for your visit by clicking “check-in” or “check out” on the home page of the App.

### Don't have the app?

Download the MIA App: [Get the app here](#)

## 6. Help and Support

If you would like any help or support with the system, including any promotional materials or training sessions - please contact us at [help@miaweb.co.uk](mailto:help@miaweb.co.uk) and we will be very happy to help.