**How to register for online referrals to the Northamptonshire Multi-Agency Safeguarding Hub (MASH)**

Following the link from the [Thresholds and Pathways webpage](http://www3.northamptonshire.gov.uk/councilservices/children-families-education/help-and-protection-for-children/protecting-children-information-for-professionals/Pages/report-concern-about-child-professionals.aspx) , you will be asked to sign up for an account in order to proceed.



Click the ‘sign up now’ button.

**Step 1 - Register**

Enter an email address for you or your organisation (this will be copied later in step 4 of the registration process)

This is the email address where email confirmation for your referrals will be sent.

Choose a password that meets the criteria

* at least 9 characters long
* contains at least one lower case letter
* contains at least one number
* Click the submit button

**Step 2 – Provide Referrer’s details**



Enter the first name and last name of the referrer. The fields for title, date of birth and gender are not mandatory. Click next.

**Step 3 – Provide Referrer’s address details**



Enter the address for your company or agency. Only fields with an asterisks\* are mandatory.

**Step 4 – Provide Referrer’s contact telephone number**



Enter your main contact telephone number where is asks for Home Phone, and select email as preferred method of contact. There is no need to provide a mobile phone contact. Click next

