

## BASA Website - Instructions for amending Company details

1. Log in to BASA website (Don't have a login in yet? Go to [www.basa.uk.com](http://www.basa.uk.com) and click on orange REGISTER/LOGIN option at the top right (see instructions for registering for website access for further information). If you have forgotten your password, and clicking on the forgot password link does not result in a reset email being received within 5 minutes, having checked your spam folder, please email [accounts@basa.uk.com](mailto:accounts@basa.uk.com) and request a temporary password to access your account.)
2. When logged in to the Members Only area, in the black left-hand column under your name and the Company Name, click on the orange 'Membership profile' to view the next screen showing the current options available for edit.
3. There is a selection of sections: My details, Company contacts, Company details, Directory entries. Any website subscriber can amend their own details and can also propose changes to the Company Details if there are errors or changes required. A nominated Data Controller for your company is able to approving any proposed changes to the Company Details by clicking on the 'Approvals' option in the left-hand column to view the amendments. If you are a subscriber that needs data controller access to make changes to the directory, then click on the green 'become data controller' button underneath the Directory entry box. Either one of the current data controllers for your company or the BASA secretary will approve your request as soon as possible.
4. If there are any errors or changes required for the Company Details section, then click on the orange Edit company details button.
5. Make any required changes and then click on the green 'Save' button at the bottom of the screen
6. If you are the data controller then the changes will be immediately implemented
7. If you are not the data controller the changes will be pending approval
8. No further changes/amendments can be made until any pending changes are approved