

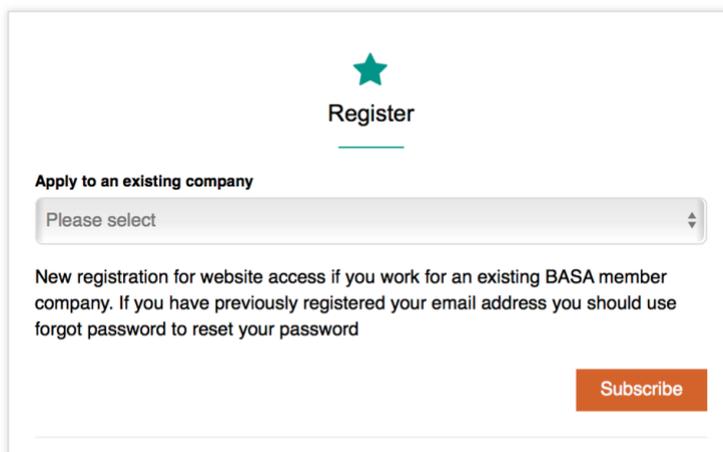
## Accessing the BASA website

There are no limits to the number of individual subscribers for each BASA member company and we actively encourage each BASA member company to make sure that they encourage employees to subscribe and have access to the technical and business information that is posted regularly.

Each member company has a nominated data controller (or controllers) on the website, so it is important that these data controller contacts are kept current. New subscribers are required to self-register and the data controller and BASA secretary will receive an email notification when this occurs, requesting that the subscription is approved. Either the member company data controller or the BASA secretary can approve website access.

### How to get access to the BASA website

1. Go to <https://www.basa.uk.com/Account/Login> and using the option on the right Register by Applying to an existing company. Current BASA member companies are accessed by selecting using the up/down arrows

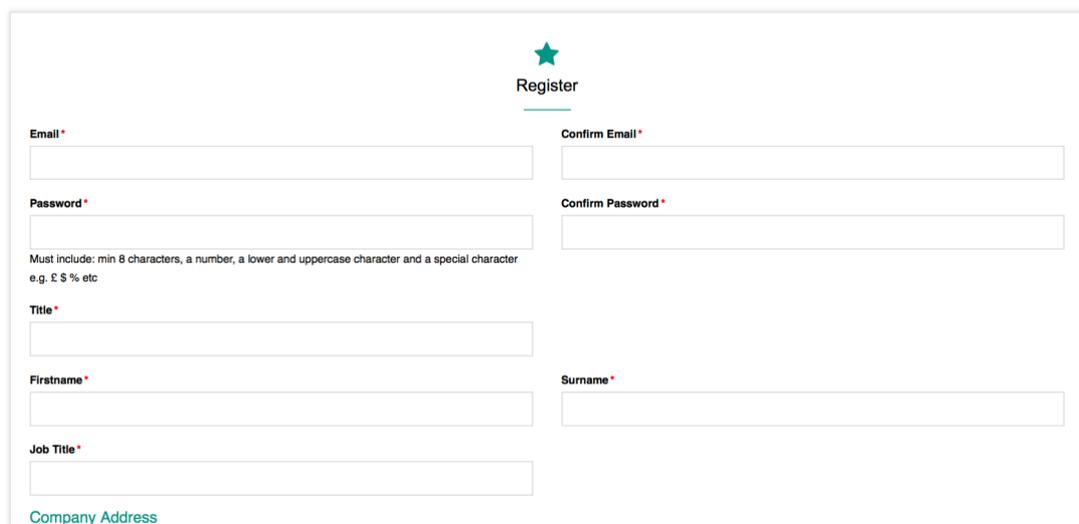


The screenshot shows the 'Register' page on the BASA website. At the top, there is a green star icon and the word 'Register' in bold. Below this, there is a section titled 'Apply to an existing company' with a dropdown menu that says 'Please select'. Underneath the dropdown, there is a paragraph of text: 'New registration for website access if you work for an existing BASA member company. If you have previously registered your email address you should use forgot password to reset your password'. At the bottom right of the form, there is an orange 'Subscribe' button.

2. Using the up/down arrows select your company from the options.
3. Click 'Subscribe'
4. In the next screen enter your details

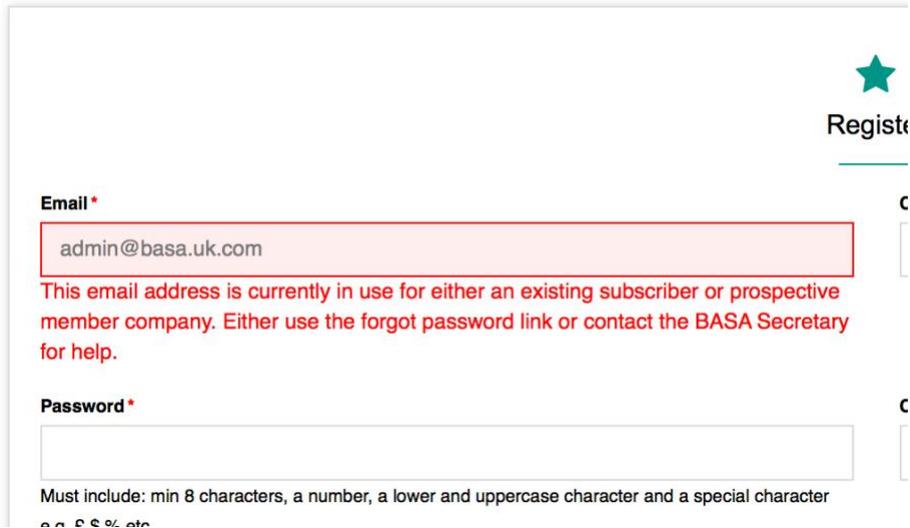


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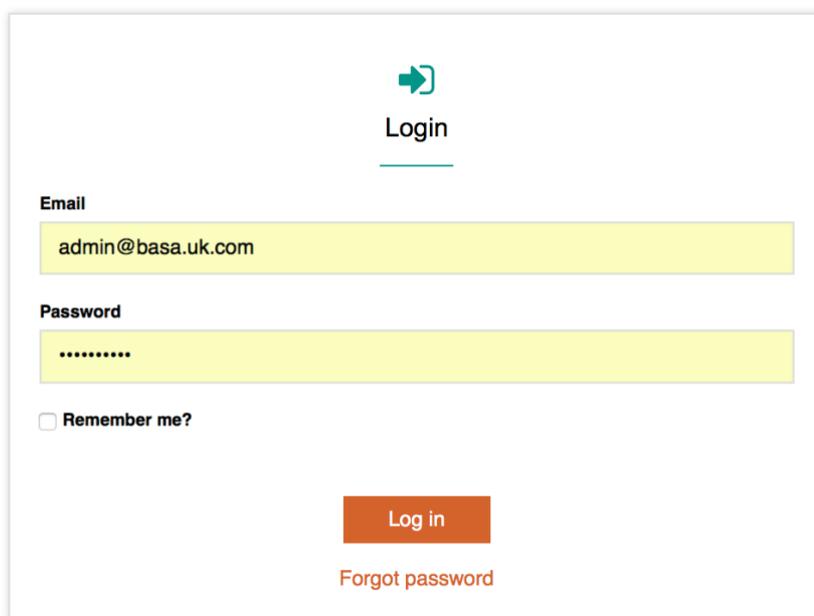
The screenshot shows the 'Register' page on the BASA website. At the top, there is a green star icon and the word 'Register' in bold. Below this, there are several input fields for registration details. On the left side, there are fields for 'Email \*', 'Password \*', 'Title \*', 'Firstname \*', and 'Job Title \*'. On the right side, there are fields for 'Confirm Email \*', 'Confirm Password \*', and 'Surname \*'. Below the 'Job Title \*' field, there is a link for 'Company Address'. A note below the password fields states: 'Must include: min 8 characters, a number, a lower and uppercase character and a special character e.g. £ \$ % etc'.

- When you enter your email address, if you are already registered for the BASA website, then you will see the following error message:



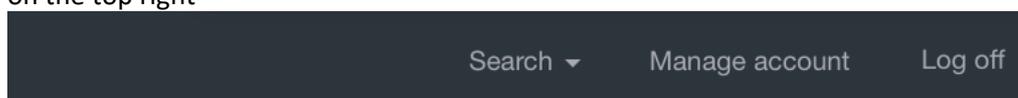
The screenshot shows the registration page with a green star icon and the word "Register" in the top right. The "Email" field contains "admin@basa.uk.com" and is highlighted with a red border. Below it, a red error message reads: "This email address is currently in use for either an existing subscriber or prospective member company. Either use the forgot password link or contact the BASA Secretary for help." The "Password" field is empty. Below the password field, a note states: "Must include: min 8 characters, a number, a lower and uppercase character and a special character".

- You then have 2 choices. Either go back to the login screen <https://www.basa.uk.com/Account/Login> and click on Forgot Password (in orange and under the orange Log In box)

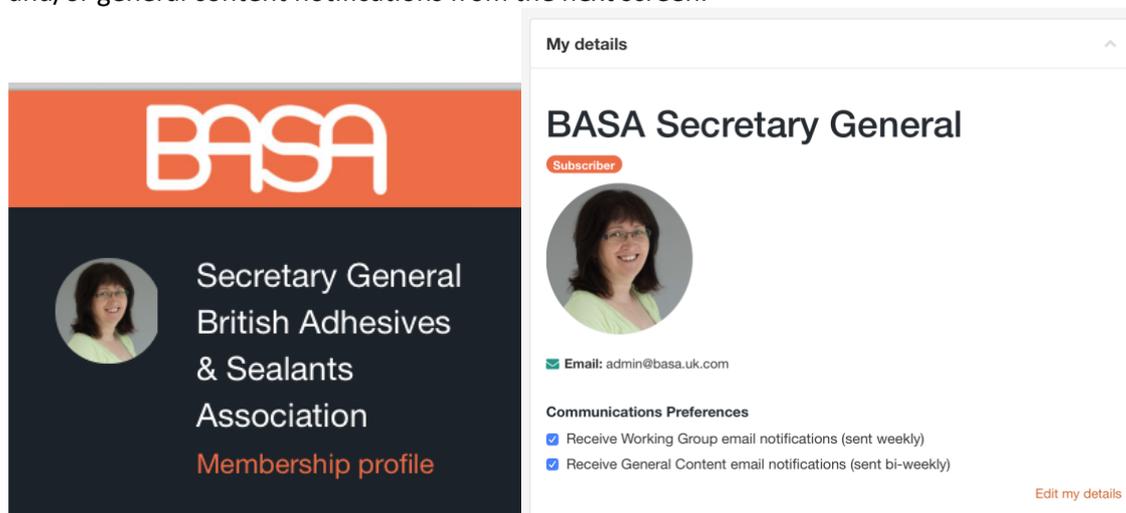


The screenshot shows the login page with a green arrow icon and the word "Login" in the top center. The "Email" field contains "admin@basa.uk.com" and the "Password" field contains ".....". Below the password field, there is a checkbox labeled "Remember me?". At the bottom, there is an orange "Log in" button and a link labeled "Forgot password" in orange text.

- Or email me ([secretary@basa.uk.com](mailto:secretary@basa.uk.com)) and I will send you a temporary password to access your current subscription.
- A number of members are having difficulty receiving the reset email (check spam filters), so you may prefer to email me rather than using the forgot password link.
- Once you have received a temporary email from me, then log on and click on Manage account on the top right



10. You can then choose a suitable password for future access
11. Once you have access, you can click on the green 'Become Data Controller' button if you wish to change your company details. The current data controller is listed in your member profile, with all the registered website subscribers.
12. Please choose the correct communication preferences, by clicking on the Membership profile option in the top left of the screen, and the selecting the option to receive weekly working group and/or general content notifications from the next screen.



If you have any problems with the process, please email me.

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 Event Bookings: [www.basaevents.co.uk](http://www.basaevents.co.uk)

For information Williams Consultancy Professionals is the contracting party with BASA for the Secretarial responsibilities, with Lorna Williams as the representative of Williams Consultancy Professionals, and Rebecca Williams as Administrative Assistant for work under the BASA contract.