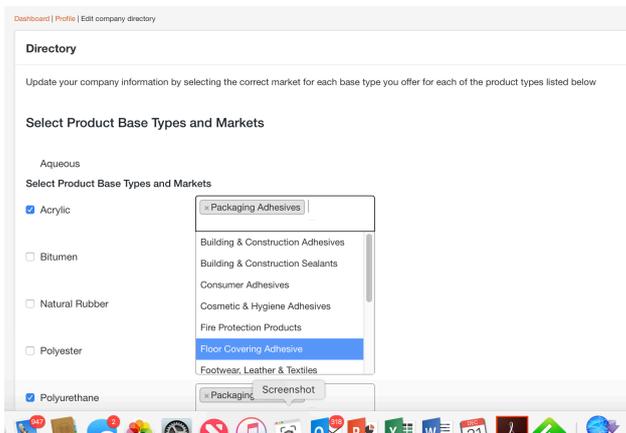


## BASA Website - Instructions for amending your Company directory

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. Only a subscriber with data controller status can make changes to the Company Directory. 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. A current Company data controllers for your company or the BASA secretary will approve your request as soon as possible.
4. There are different options for the directory entry depending on what type of member you are: 'Adhesive/Sealant/other formulated product supplier', 'Equipment, Service supplier, Consultancy' or 'Raw Material Supplier'.
5. If you are an adhesive/sealant or other product supplier you will have a number of options to choose so that all your offered product chemistries, end markets and forms are recorded for any directory search and also for the BASA handbook that is published each year. You will need to indicate for each of the types of product (aqueous, reactive solvent free, hot melt, solid powder, solvent borne, tapes), which chemistry of each is manufactured/supplied and then for each combination, click in the box next to the chemical type, and choose which market(s) the product is supplied into. If multiple markets are applicable, then these are added for each relevant chemistry by clicking in the box multiple times and choosing the applicable end markets.



6. In addition to adhesives and sealants options, there are also options for floor levelling and screeding compounds and roofing products.

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7. If you are a raw material supplier, you will have a number of simpler options to highlight all of the types of raw materials you supply, then click on Submit to update your entry.

Select Product Base Types and Markets

- Adhesion Promoters
- Antifoams
- Antioxidants
- Biocides
- Cross-linking Agents
- Dispersants
- Fillers & Extenders
- Other Speciality Chemicals
- Pigments & Colourants
- Plasticisers
- Polymer Resins
- Polyols
- Pozzolan Powders
- Resins & Tackifiers
- Rheology Modifiers
- Solvent Based Polymers
- Solvents
- Superplasticizers (for cement)
- Surfactants
- Water based Polymers/Emulsions/Latex
- Waxes
- Fire retardant additives and fillers

8. If you are an equipment, service supplier or consultant, then you should select the relevant options and then click on the green 'submit' option

Select Product Base Types and Markets

- Application Equipment
- Business Services
- Consultancy
- Insurance Services
- Testing Houses
- Products/services related to the Industry
- Currency Services
- Recruitment Service

9. This will update your product/service directory entry. Anyone at your company can propose changes, but only a nominated data controller or the BASA office can approve changes. If an edit is proposed by an ordinary subscriber then until these have been accepted or rejected, no other changes may be proposed, so any non-data controllers should advise their nominated data controller that they need to review any amendments as soon as possible.