

BASA Website - Instructions for receiving automatic email notifications

1. Log in to BASA website (Forgotten your password? Go to www.basa.uk.com and click on orange REGISTER/LOGIN option at the top right and click on the forgot password link. If this does not result in a reset email being received within 5 minutes, having checked your spam folder, please email 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. Under your name there are two communication preferences

Communications Preferences

- Receive Working Group email notifications (sent weekly)
- Receive General Content email notifications (sent bi-weekly)

4. Hovering over either option will bring up a pop-up box explaining what will be emailed to you
5. Click on your desired communication preferences - these can be changed at any time