

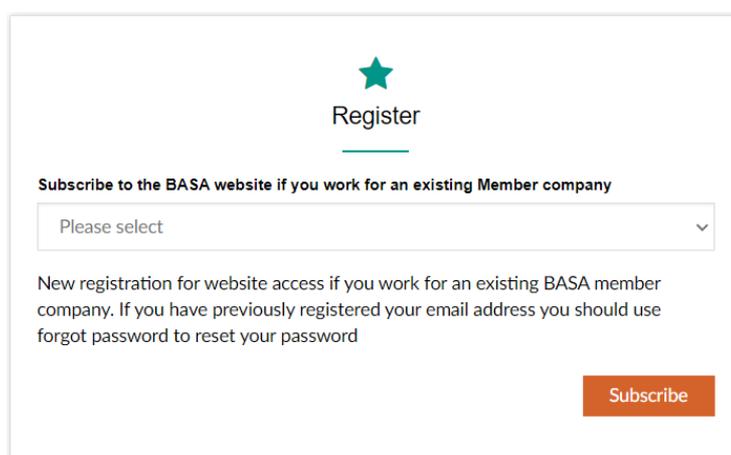
## Accessing the BASA website

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, the data controller and BASA secretary will then 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

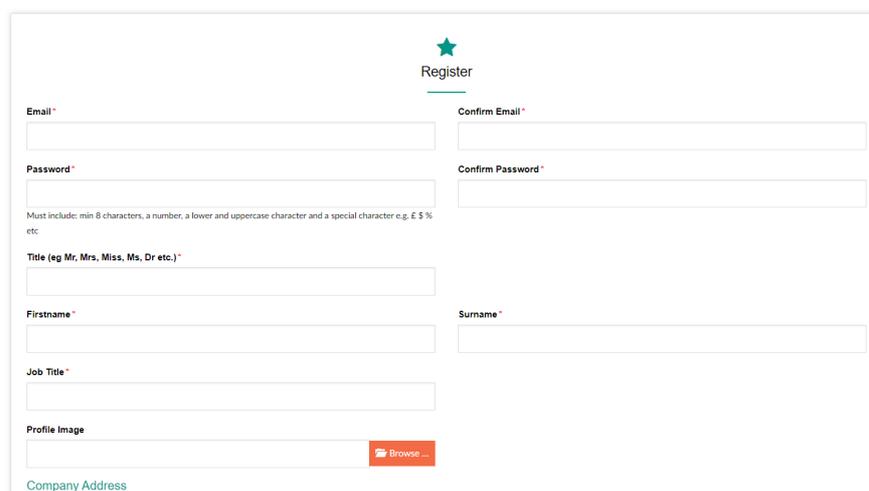
1. Go to <https://www.basa.uk.com/Account/Login> and using the option on the right Register by subscribing to an existing member company. Current BASA member companies are accessed by selecting using the up/down arrows.



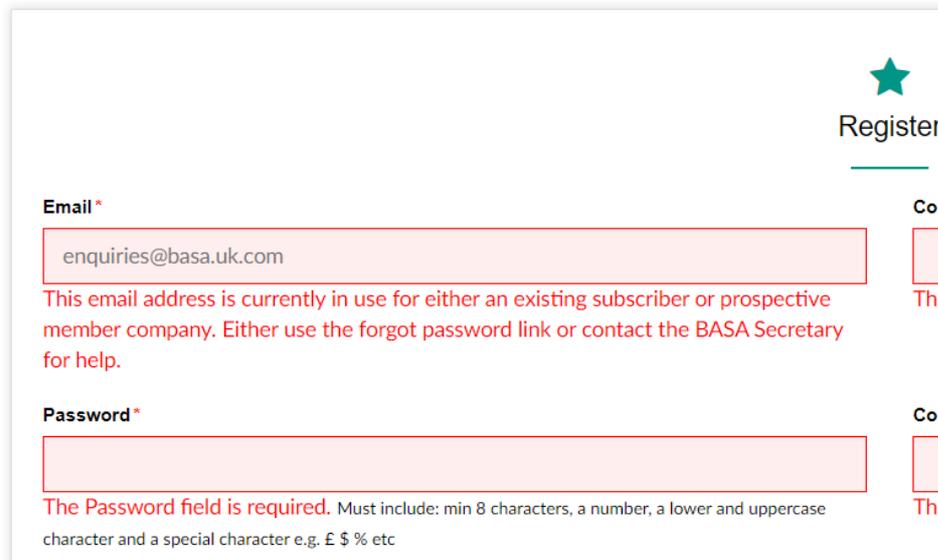
2. Using the up/down arrows select your company from the options.
3. Click 'Subscribe'.
4. In the next screen enter your details.
5. You should only need to update the address details if your location differs from the Companies existing registered address.



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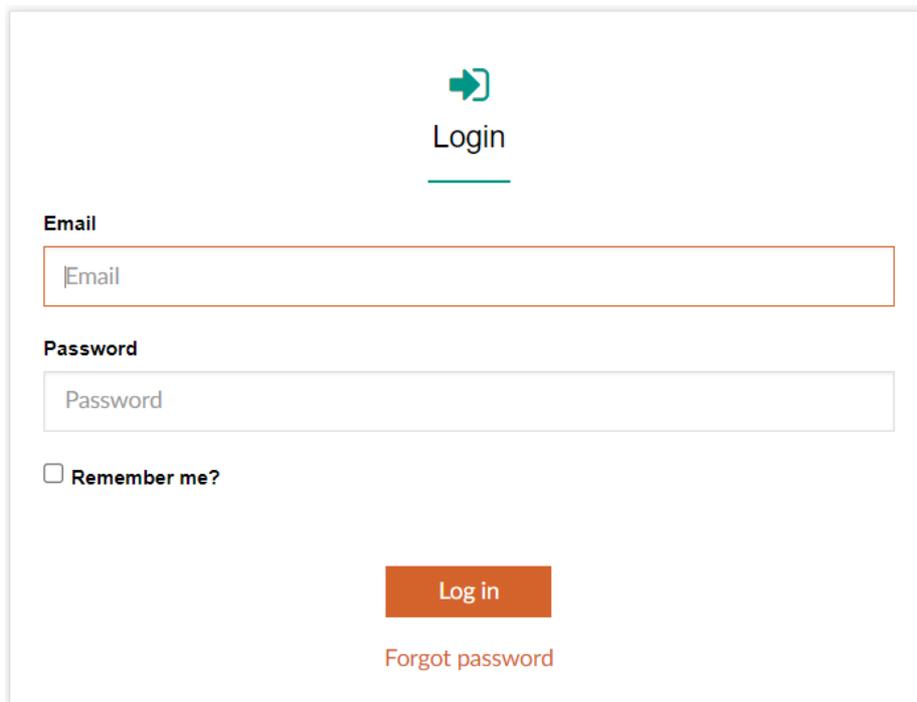


6. When you enter your email address, if you are already registered for the BASA website, then you will see the following error message:



The screenshot shows the 'Register' page with a green star icon and the word 'Register' in green. Below the title, there are two input fields. The first is labeled 'Email \*' and contains the text 'enquiries@basa.uk.com'. Below this field, 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.' To the right of the email field, there is a partially visible label 'Cor' and a red box containing the text 'The'. The second input field is labeled 'Password \*' and is empty. Below it, a red error message reads: 'The Password field is required. Must include: min 8 characters, a number, a lower and uppercase character and a special character e.g. £ \$ % etc'. To the right of the password field, there is a partially visible label 'Cor' and a red box containing the text 'The'.

7. If required you can reset your password by going to <https://www.basa.uk.com/Account/Login> and clicking on Forgot Password (in orange and under the orange Log In box) and on the subsequent page entering your email address and clicking submit. Note: for some users the automated response with their new password is getting blocked by their systems Spam filters so please check your Spam folder.



The screenshot shows the 'Login' page with a green arrow icon and the word 'Login' in green. Below the title, there are two input fields. The first is labeled 'Email' and contains the text 'Email'. The second is labeled 'Password' and contains the text 'Password'. Below the password field, there is a checkbox labeled 'Remember me?'. At the bottom of the page, there is an orange 'Log in' button and a link labeled 'Forgot password' in orange.

8. If you do not receive your new password or are still having difficulties in resetting your password, then please email ([enquiries@basa.uk.com](mailto:enquiries@basa.uk.com)) requesting a temporary password.
9. Once you have received an email with your temporary password then log on at <https://www.basa.uk.com/Account/Login> and click on Change Password at the top right of the window.



10. You can then choose a suitable password for future access
11. Once you have access, you can become a Data Controller if you wish to change any of your company details. The current data controller is listed in your member profile (click on orange Membership Profile at top left of the webpage) along with all the registered website subscribers under Company Contacts.

Member	
[Redacted]	Data Controller
[Redacted]	
[Redacted]	
[Redacted]	

12. To become the Data Controller, click the green Become Data Controller button at the very bottom of your profile page, then on the next page click on the green Confirm button to submit your request.
13. Please choose your preferred 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.

My details

Mr James Williams

Subscriber



Email: enquiries@basa.uk.com

Communications Preferences

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

Edit my details

If you have any problems with the process, please email me. ([enquiries@basa.uk.com](mailto:enquiries@basa.uk.com))

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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, Rebecca Williams as Administrative Assistant for work under the BASA contract and James Williams as the Membership Manager.