

**BASA Website - Instructions for amending Company details.**

The details available for view on the Membership profile on the Members-only area of the website are NOT the same as the open information on the Company Directory Entry, but some data fields for the open website Directory entry are populated from the information entered in the Membership profile area.

**Data only available to members and only visible for registered website subscribers:**

- Your details as a website subscriber (unless you are also named as the Managing Director, Technical or sales contact in the Profile section)
- List of Company Contacts

**Data used from the website entry to populate the Directory:**

- Data you have entered under the **company details** section (Company Name, Address, telephone details, number of years trading, number of UK employees, logo, Company profile, one contact detail for each of MD, technical, sales).
- Text in Company Profile box under company details.
- Data from **company directory** entry: Trade Names, Accreditations, Products.

**Procedure to edit/change details.**

Please note if you want to add company contacts, this area is only for members website-user viewing and is not visible to non-members or to non-website users. New website users need to register (free) for website access by [adding their details and subscribing to the BASA website under a different process \(see step 1 below\)](#).

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 approve 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 there are any mandatory fields (\*) that you cannot or don't want to fill in simply use the dash/hyphen symbol to make a blank entry (e.g. the Managing Director).
7. If you are the data controller, then the changes will be immediately implemented.
8. If you are not the data controller the changes will be pending approval.
9. No further changes/amendments can be made until any pending changes are approved.