

Upgrading Your Membership



About Constructionline

Thank you for choosing to join Constructionline. You are now amongst a community of over 45,000 suppliers and 4,000 buying organisations that have registered with Constructionline to simplify the procurement process.

Constructionline is the UK's leading provider of third-party, technology enabled qualification and accreditation services, playing a critical role in the procurement value chain. Constructionline collects, assesses and monitors over 30 million pieces of information, from more than 45,000 suppliers through a PAS 91:2013+A1 2017 aligned question set, the standardised pre-qualification questionnaire developed by BSI to reduce duplication within the construction industry.

Our aim is to provide efficiency savings and opportunities to Suppliers working with public and private sector Buyers within the construction industry. We do this by providing a single source of accreditation, streamlining procurement procedures and improving the supply chain management processes, reducing risk and helping Suppliers work more easily and efficiently with Buyers.

At Constructionline, our mission is to help our members simplify procurement tasks, reduce risk, keep pace with legislation and achieve more.

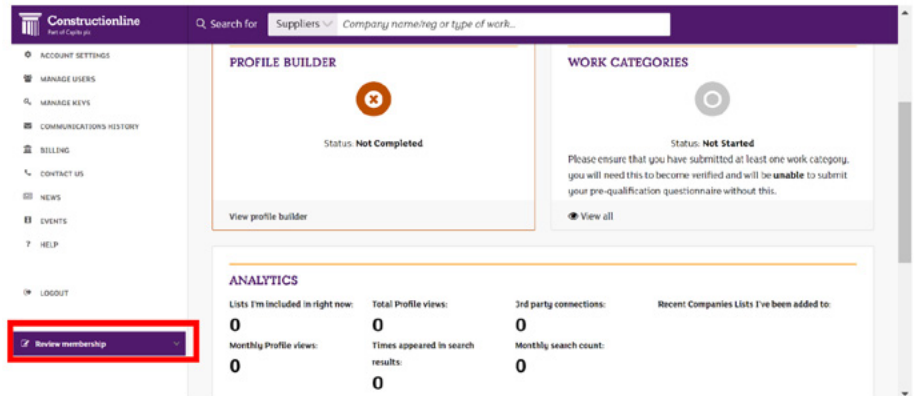
About this guide

This user guide is intended to show Suppliers how they can easily upgrade their membership and make the most of the Constructionline service.



Upgrading Your Membership

To upgrade your membership, log in to your account and click the **Review membership** button in the **Admin** section of the menu on the left-hand side and follow the steps outlined below.

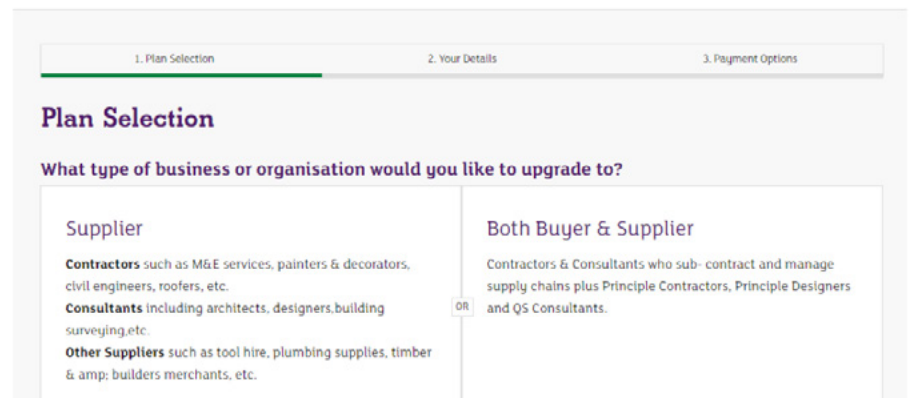


Please note: if you have an outstanding invoice for Silver that is overdue, this must first be paid before completing the following steps.

Step 1: Confirm Your Organisation Type

If you wish to upgrade your account, you will be directed to the screen below, please choose the option relevant to your organisation.

Upgrade your experience



Step 2: Answer questions on business type, and turnover.

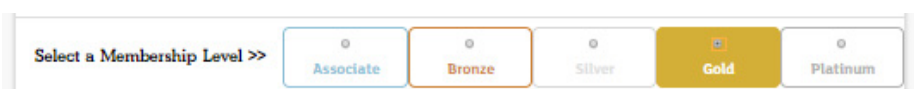
What type of business are you?
Contractor

Total number of directly paid staff on PAYE?
2

Please select your businesses annual turnover range
£0 - £74,999

Step 3: Select Your Plan

To upgrade to Gold Membership choose the Gold plan.



Step 4: Select Your SSIP Option

If you are upgrading to Gold you will be asked to select how you will fulfil the requirement for SSIP accreditation. If you already have a valid SSIP certificate from a third party SSIP member scheme (<http://SSIP.org.uk/members/>), then select **Deem to Satisfy** and when completing your profile, upload your SSIP member certificate and Constructionline will provide you with Acclaim Accreditation through the Deem To Satisfy approach.

If you do not have a valid SSIP accreditation select the Acclaim option to complete the Health & Safety Section for accreditation.

Acclaim / Deemed To Satisfy

Acclaim Accreditation

Our buying organisations have asked that Constructionline Level 3 mandates SSIP as the standard required for Health & Safety Assessment. If you already have a valid Acclaim certificate, please select this option and we will provide you with an updated assessment.

Acclaim

[More information](#)

SSIP

Our buying organisations have asked that Constructionline Level 3 mandates SSIP as the standard required for Health & Safety Assessment. If you already have a valid SSIP certificate, please select this option. Simply upload your existing accreditation when building your profile.

Deemed To Satisfy

[More information](#)

Step 5: Payment

If you are upgrading to Gold from an existing Silver plan, any whole months remaining on your plan will be credited against your upgrade invoice.

The amount will be automatically calculated and shown on the summary (see below example).

YOUR LEVEL 3 PLAN	
Supplier Benefits	Plan Breakdown
<ul style="list-style-type: none">• Demonstrate a higher level of compliance to our buying community• Promote your company as an SSIP member approved business• Promote your company to our ever growing network of buyers• Join buyers approved list• Respond quickly and effectively to new work opportunities	<p>ORIGINAL MEMBERSHIP COST (For Info): £78.00</p> <p>NUMBER OF MONTHS PRODUCT HAS BEEN HELD FOR: 3</p> <p>PRO-RATA AMOUNT (CREDIT): £58.50</p> <p>NEW MEMBERSHIP COST: £270.00</p> <p>OUTSTANDING MEMBERSHIP COST £211.50 (based on reduction of money already paid):</p> <p>VAT: £42.30</p> <p>TOTAL FEE (incl VAT): £253.80</p>

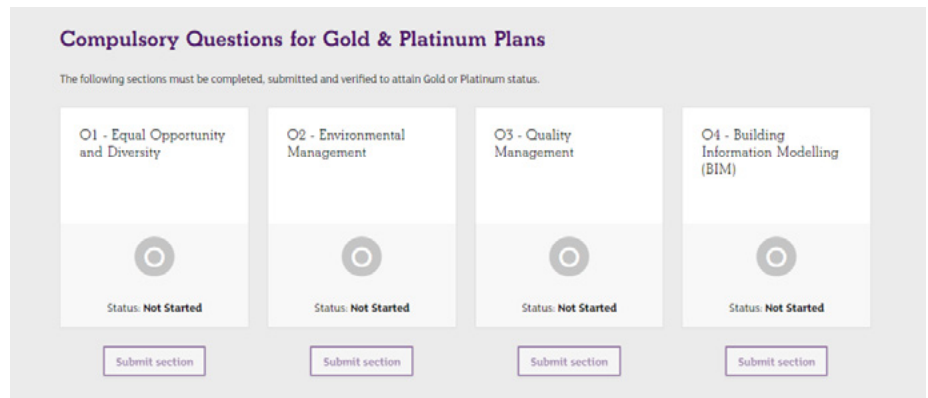
Payment Summary – Showing Pro rata credit

Once you have checked the price of the plan, click on 'Continue' and then 'Confirm Upgrade'. You will then be asked to confirm your payment option.

Please note: the Credit Card/Debit Card method is preferred and will be visible on your account immediately. If you select 'Other ways to pay' this will take longer to process and will delay your verification.

Step 6: Completing Your Gold Submission

You will need to complete the following sections and submit them for verification. If you have completed these sections in the past, we advise revisiting each section to make sure you have submitted all relevant information.



Q1 - involves answering questions and providing evidence on how you deal with equal opportunities – You will need to provide relevant policies or a written statement explaining your procedures.

Q2 - requires you to answer questions and provide evidence on how you deal with environmental management. You will be exempt from some questions in this module if your organisation holds a certificate of compliance with UKAS (or equivalent) BS EN ISO 14001.

Q3 - involves answering questions relating to how you deal with quality management. You will be exempt from filling out this section if you hold UKAS (or equivalent) BS EN ISO 9001.

Q4 - this section provides Buyers with information relating to the extent to which your organisation can work with Business Information Modelling (BIM). If you do not work with BIM, or it is not applicable, continue to answer the questions as this will not exclude you from acquiring Gold accreditation. If you hold a PAS 11922 compliant UKAS accredited certificate, upload the certificate and you will be exempted from further questions in this section.

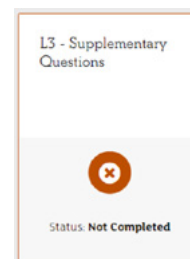
Please note: remember to submit each section for verification once completed.

Step 7: Complete the Supplementary Question Section

The information submitted in the Supplementary Question section extends beyond PAS 91 and has been designed in consultation with representatives from across the public and private sector.

The three sections will go into further detail in the following areas:

- Enhanced Health & Safety
- Equalities/Modern Slavery
- Quality Management.



Step 7: C4 Health & Safety

Remember to go back to the Health & Safety Section C4 and either complete the Acclaim questionnaire or upload your SSIP exemption certificate for Deemed To Satisfy (DTS).