

Account Administration

Passwords

Managing Users and Roles

Billing

Communications History

Review 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, both new and existing, how to make the most of the Constructionline service.

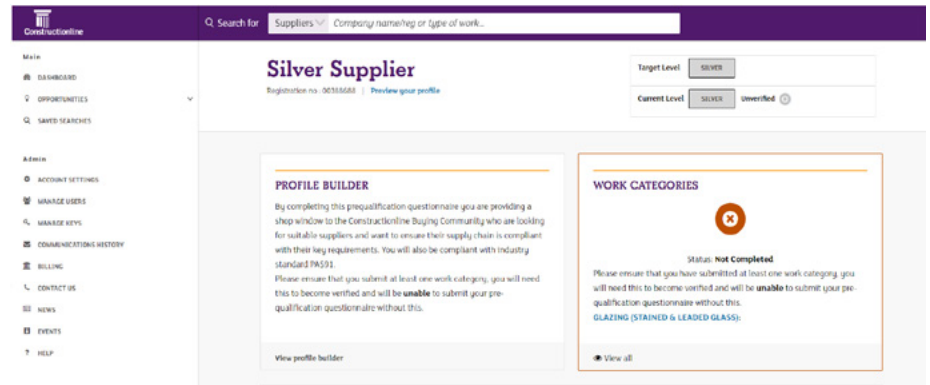
It provides step-by-step instructions on how to manage your account, from user access to billing.



Account Administration

Managing your Constructionline Membership will ensure your organisation gets the most out of the service.

Log in to your account and navigate to the Admin section located on the left-hand side of your dashboard. As illustrated below.



Admin section of dashboard

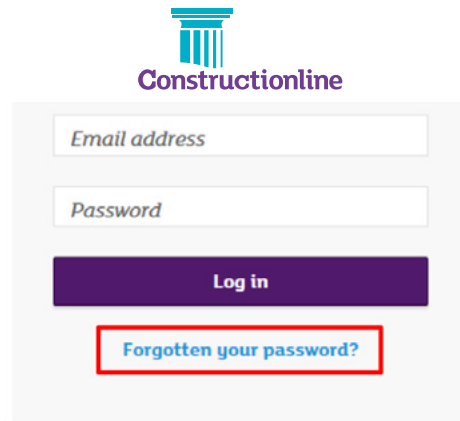
1. Passwords

You can change your password or request a password reset if you have forgotten your password by going to the 'Log In' link from the main Constructionline website:



Forgotten Password

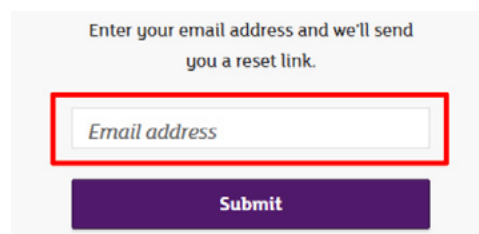
Once you have reached the login screen, select 'Forgotten your password' and follow the prompts to reset it.



Haven't got an account? [Register now!](#)

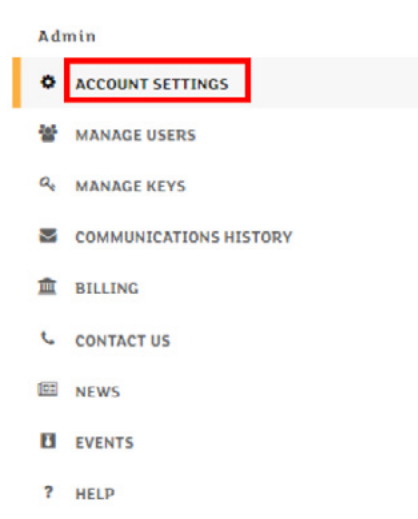
You will be asked to enter your email address. A password reset link will be sent to this email address (this must be an email address that is registered with Constructionline), please ensure you have access to this account, or you will be unable to reset the password.

Please check your Spam folder within your email account as sometimes the password reset email may appear there.



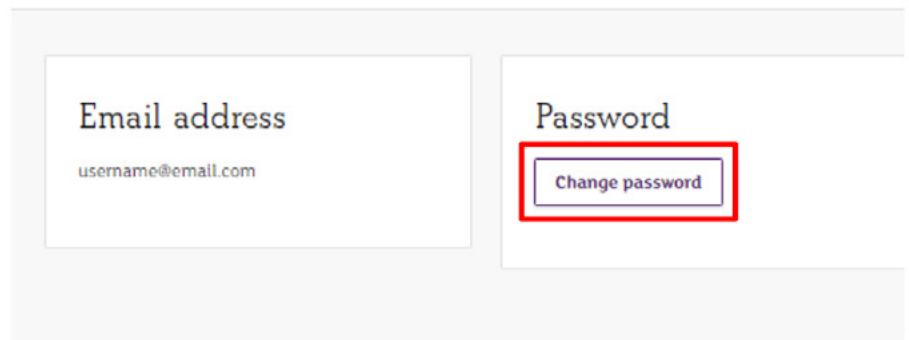
Password Changes

To change your password, in your dashboard click on Account Settings.



Step 1 - Click Change Password

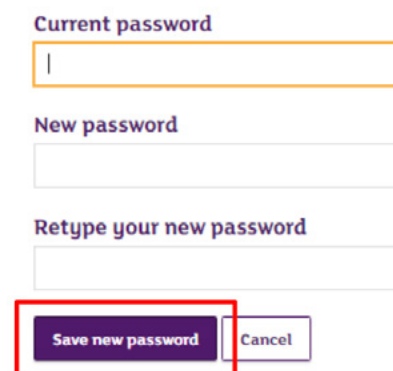
Your account



The image shows a form titled "Your account" with two main sections: "Email address" and "Password". The "Email address" section contains the text "username@email.com". The "Password" section contains a "Change password" button, which is highlighted with a red box.

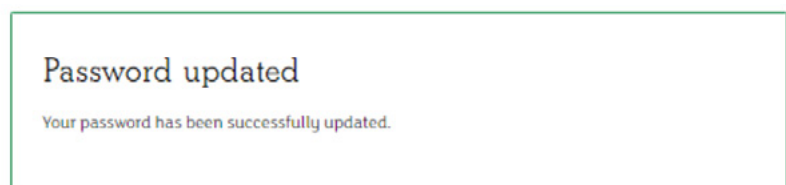
Step 2 - Create and Save New Password

Enter your current password, followed by your new password, typed twice. Then click 'Save new password'.



The image shows a form for changing a password. It has three input fields: "Current password", "New password", and "Retype your new password". Below the fields are two buttons: "Save new password" (highlighted with a red box) and "Cancel".

If successful, an on-screen notification will appear confirming that your password has been updated.



2. Managing Users and Roles

Please note: consider using a generic email address for the Admin User/Primary Contact so that other users can take on the task of managing the account if people are out of the office.

Admin User – can add new users to your account. The Admin User is the person who signed up and created your account.

Primary Contact – the Primary Contact will receive all communication from Constructionline, including invoices and monthly statements. The Primary Contact will be the same as the Admin User unless changed in Company Details Section.

Adding and Removing Users

Step 1 - Manage User

Click the Manage Users section to add or remove users from your account.

The screenshot shows the 'Manage users' interface. On the left, a navigation menu includes 'Admin', 'YOUR ACCOUNT', 'COMMUNICATIONS HISTORY', 'BILLING', 'MANAGE USERS' (highlighted with a red box), 'HELP', 'CONTACT US', and 'LOGOUT'. The main content area is titled 'Manage users' and contains an 'Add a new user' button, a 'Sort by' dropdown, and a table of users. The table has columns for 'NAME', 'ACCESS LEVEL', and 'ACTIVE STATUS'. Two rows are shown for 'Christopher Hanson', with 'Standard user' access level and 'Active' status. The second row has 'Edit' and 'Remove' buttons highlighted with red boxes.

Step 2 - Add User

Click Add User to add a user to your profile.

Enter their name and email address in the fields provided and choose the type of user access you want to allow:

1. Standard User – can read/edit information
2. Read-only User – can only read information

Add a new user

The 'Add a new user' form contains three input fields: 'Name' with the value 'Joe Bloggs', 'Email' with the value 'joe.bloggs@build.com', and 'Access Level' with a dropdown menu set to 'Standard user'. Below the fields are two buttons: 'Create' and 'Cancel'.

Please note: when a new user is set up they will receive a validation email to confirm the email address is correct. They must click on the link to enable access and set-up a login.

Please ask them to check their Spam email as sometimes, the password emails go here first.

Step 3 - Edit/Remove User

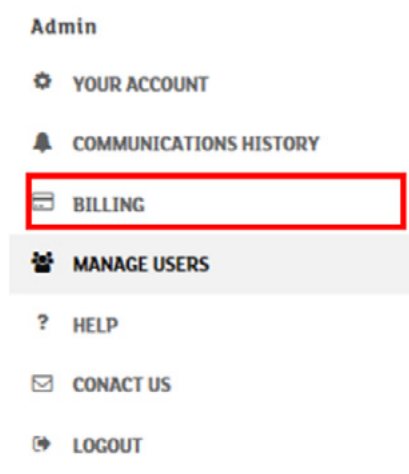
1. Click 'Edit' to update the user details
2. Click 'Remove' to remove the user

The screenshot shows a table with columns 'NAME', 'ACCESS LEVEL', and 'ACTIVE STATUS'. Two rows are shown for 'Christopher Hanson'. The first row has 'Standard user' access level and 'Active' status, with 'Save' and 'Cancel' buttons. The second row has 'Standard user' access level and 'Active' status, with 'Edit' and 'Remove' buttons highlighted with red boxes.

NAME	ACCESS LEVEL	ACTIVE STATUS		
Christopher Hanson	Standard user	Active	Save	Cancel
Christopher Hanson	Standard user	Active	Edit	Remove

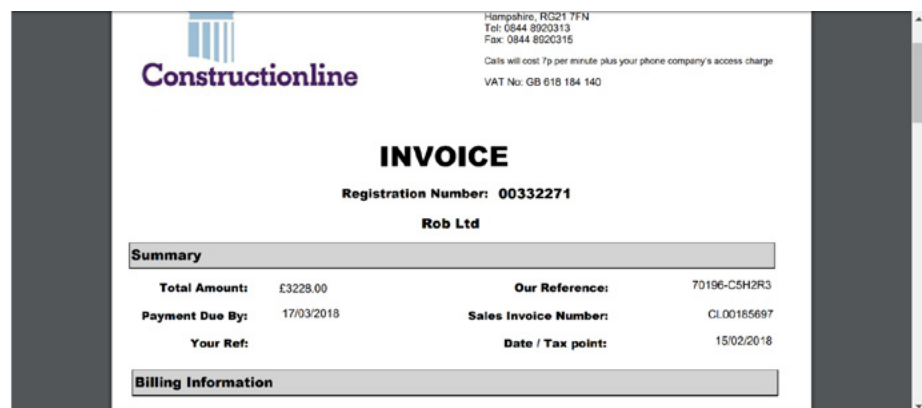
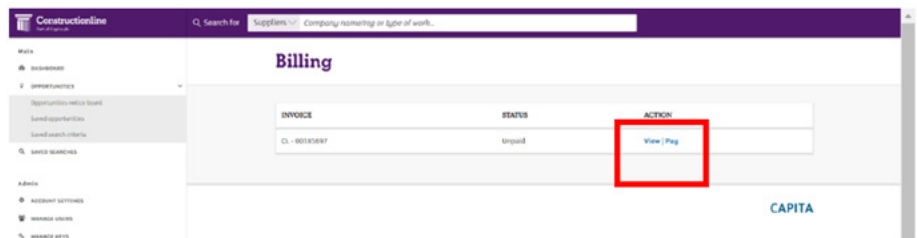
3. Billing

In the Billing Section you will see your billing and invoice history. From this area, invoices can be viewed and paid.



Step 1 – View an Invoice

Click on 'View' to open a PDF of the invoice.



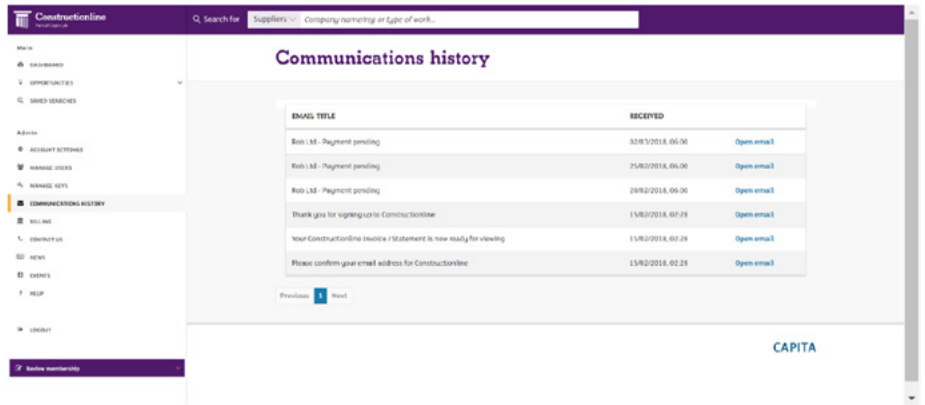
Example Invoice

Step 2 - Choose Payment Option

Click 'Pay' to be redirected to the Constructionline payment process. (Please refer to 'Select a Plan' for details on how to pay.)

4. Communications History

All communication to Constructionline members are sent to their designated email and a copy is also stored in the Communication History section, for reference. In here you will find communications relating to signing up for Monthly Statements, Membership and Billing.



Communications History

Monthly Statement

The Monthly Statement is a key document which outlines your status and crucially whether any of your membership documentation e.g. insurance, references, licences, etc., have expired or are due to expire.

Statement (August)

Registration Number: 00300117

Constructionline demonstration

Your monthly Constructionline statement is provided below.

The overall status of your Constructionline record is: **Update(s) Required**
 Your next invoice date is: **22/03/2018 12:00:00 AM**

Your current achieved level = **Supplier Level 2**
 Your current target level = **Supplier Level 2**

YOUR PROFILE STATUS

SECTIONS OF YOUR RECORD THAT REQUIRE IMMEDIATE ATTENTION

This section details any parts of your Constructionline record where one or more items are now out of date and need updating.

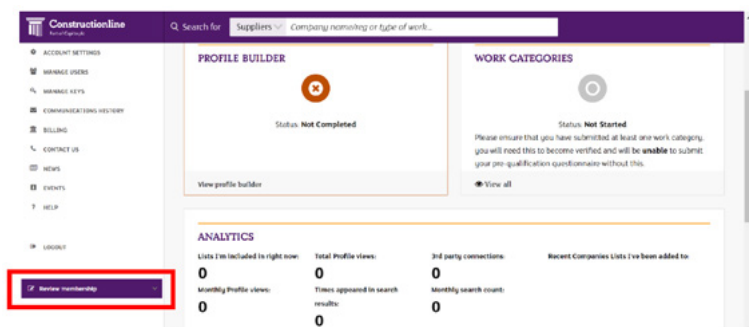
Work categories and references

SCAFFOLDING Suspended: Yes Reference(s) / Certificate expired: 26/03/2013

Please note: if you have previously completed and submitted additional sections (01, 02, 03, 04) for verification, but are currently a Silver member, these sections will appear on your Monthly statement, but can be ignored.

5. Review your membership (Downgrade)

It is possible to both upgrade and downgrade your Constructionline Membership. To downgrade your membership, click the **Review membership** button in the Admin section of the menu on the left-hand side:



If you select 'downgrade your account,' you will be met with the following message. Click 'yes' to continue and select the level of membership you want to downgrade to.

Plan Downgrade

Are you sure you want to downgrade from Level 4? Press Yes to continue.

Please note: any downgrade will take effect at your next invoice date. You must elect to downgrade before your renewal invoice is created otherwise you will be invoiced at your current level.

Remember if you downgrade to Associate you will no longer appear in Buyer searches for work categories and your data will no longer be verified by Constructionline.