

# Supplier Portal – Managing Your Account

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How to manage your account in the new platform



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# Managing Your Account

## Manage Account

The **Manage Account** area is where you can manage your subscriptions, billing and bolt-on products.

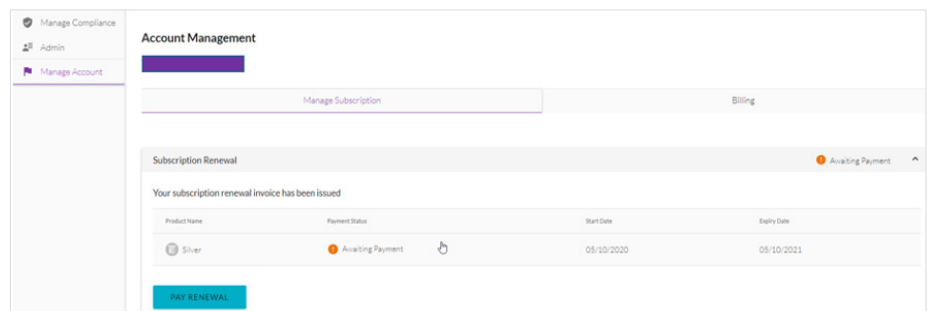
Once logged in, please select **Manage Account** on the left-hand navigation, and then select 'Continue' on the overview page.

## Manage Subscription

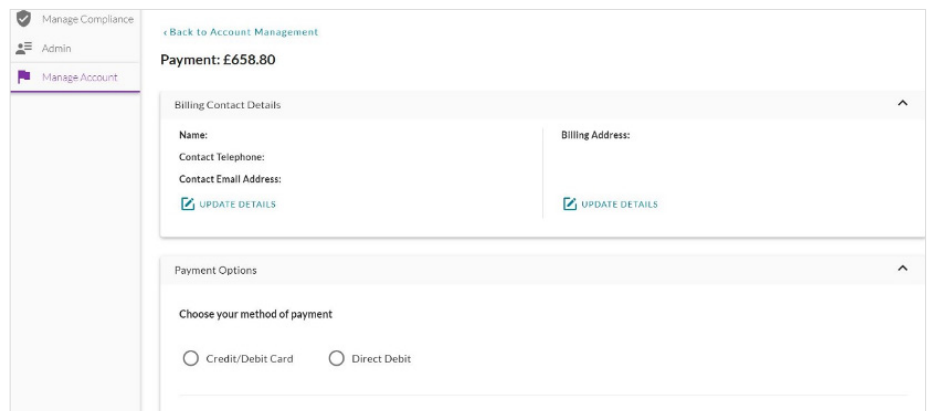
Within **Manage Subscription** you will be able to see two subheadings, one for **Manage Subscription** and one for **Billing**.

## Subscription Renewal

Under the Manage Subscription subheading, you will be able to find your renewed invoice if your invoice is due for renewal and when the subscription starts and expires.



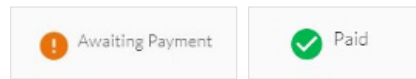
By clicking on 'Pay Renewal', it will lead you to the Payment Page. This will allow you to update your Billing Contact Details/ Billing Address and choose your method of payment.



These are the status you will find, depending on your current payment status.

## Active Products

Under **Active Products**, you will see a list of your current memberships along with their payment status and their expiry date.



Product Name	Payment Status	Expiry Date
Silver	Paid	05/10/2020

## Upgrade and Add Bolt Ons

In this section, there are options to upgrade your plan and add any bolt on products.

**Upgrade Plan**

- Upgrade your subscription to Gold for just: £549.00 [Find out more >](#)
- Upgrade your subscription to Platinum for just: £2,049.00 [Find out more >](#)

**Add Bolt Ons**

- Add Concierge to your subscription for only £41.58 [Find out more >](#)
- Add Quicker to your subscription for only £16.58 [Find out more >](#)

To find out more information about the upgrade plan and Bolt Ons, you can click on **'Find out more'** and it will provide you with the benefits and the breakdown on how your price is calculated.

[Back to Account Management](#)

### Upgrade your Constructionline subscription

Upgrade your subscription to Gold for just: £549.00

**Benefits for your business:**

- Promote your company to the largest network of Public and Private sector Construction Clients in the UK.
- Get verified to **Common Assessment Standard**, reflecting the professionalism of your businesses and pro-quality across the extended modules required by Contractors.
- Get automatically matched and never miss out on new opportunities.
- Remove the need to complete multiple assessments, saving both time and money.
- Get AccreditedSSIP accreditation, carried out by one of our qualified assessors and recognised by contractors and other SSP member schemes.

**Price Breakdown**

Original Membership:	£150.00
Time Elapsed:	12 months
Pro - Rate Amount (Credit):	£0.00
New Gold Membership:	£549.00
Outstanding Costs: (Based on reduction of money already paid)	£549.00
VAT:	£109.80
<b>Total Fee (incl VAT):</b>	<b>£658.80</b>

[UPGRADE TO GOLD](#)

When upgrading, you will have options to add any Bolt Ons. You can upgrade and add Bolt Ons together or you can add the Bolt Ons separately.

# Managing Your Account

To add your chosen Bolt Ons, you can click on the square box  and it will be added to your basket. Once you are happy with your basket you can press 'confirm' and it will direct you to your Payment Page.

### Constructionline subscription Bolt Ons

**Add Concierge for £499.00 (12 months)**  
Full 12 month price: £499.00 - Service will auto renew on 21/09/2021 aligned with your new Gold plan

**Benefits for your business:**

Rather like a personal concierge, you will have a dedicated Constructionline agent whose purpose is to ensure that you stay completely verified 100% of the time, ensuring you never miss an opportunity because you are not verified.

- Your dedicated agent will proactively liaise with you when any sections of your profile are due to expire
- We check, review and submit your documents
- Any updates you submit will be reviewed by a verification specialist within the hour
- Set aside time with your dedicated agent to train your team members on how to use, and get the most from, the Constructionline platform

**Add Quicker for £199.00 (12 months)**  
Full 12 month price: £199.00 - Service will auto renew on 21/09/2021 aligned with your new Gold plan

**Benefits for your business:**

We understand that being agile in the construction industry can be crucial to winning tenders, especially when projects have very specific timescales and requirements which require you to act quickly.

- Accelerate the verification and accreditation process so that you can be verified within 5 business days
- Be alerted when any sections of your profile are due to expire, or have expired and need updating
- Our Verification team will walk you through your updates and ensure any resubmissions are prioritised

Your Product Basket	
Upgrade to Gold:	£749.00
Concierge:	£41.58
<b>Subtotal:</b>	<b>£790.58</b>
VAT:	£158.12
<b>Total:</b>	<b>£948.70</b>

[CONFIRM](#)

## Payment Page

This will allow you to update your Billing Contact Details and Billing Address and choose your method of payment. Once the Invoice has been paid, the payment status will change to 'Paid'.

**Payment: £658.80**




#### Billing Contact Details

Name:	Billing Address:
Contact Telephone:	
Contact Email Address:	
<a href="#">UPDATE DETAILS</a>	<a href="#">UPDATE DETAILS</a>

#### Payment Options

Choose your method of payment

Credit/Debit Card  Direct Debit

Credit/Debit Card   

You will be taken to an external website to complete payment.  
Please note that any future product renewals will take payment using the details provided for this transaction.

[PAY WITH CREDIT/DEBIT CARD](#)