

Appendix B

Associate Level and DPS Application Sign-up Guide



Constructionline



Signing up for Associate Membership

1. Please visit the following link to begin your application

- <https://earlyadopter.constructionline.co.uk/signup/details>

2. Enter your Details

1 Your Details ————— 2 Your Plan ————— 3 Payment

Your Details

Please enter your details below

Title

Forename

Surname

Contact Telephone

Contact Email Address

Confirm Email Address

What is your Registered/Legal company name?

Does your company have a different trading name?

☐ YES ☒ NO

Are you registered with Companies House?

☒ YES ☐ NO

→ NEXT



3. Enter address Details

Your Company Details

Address line 1 (Property Name/Number)

Address line 2

Address line 3

Address line 4

Town

Postcode

County

Country

[← Back](#)

[→ YOUR PLAN](#)



3. Select the Associate level - enter a check mark in the box below Associate.

Sign up for Constructionline



Your Details



Your Plan



Payment

What type of business are you?

How many employees do you have in total?

Please provide a figure which includes the following:
Directly employed office staff including directors, management and clerical, etc.
Directly employed off site
Directly employed on site
Self-employed labour only

Please select your businesses annual turnover range

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PAYMENT

Please select your Membership Level:

By selecting one of our Verified membership levels, you will Pre-qualify for the largest network of Public and Private sector construction clients and projects across the UK, saving both time and money.

ASSOCIATE	BRONZE	SILVER	GOLD	PLATINUM
No Verification. Your responses to core sections will only be stored on the platform, not verified.	Get verified to the minimum level required by Contractors, allowing you to demonstrate your compliance with H&S and Insurance requirements.	Get verified to the PAS 91 standard. Demonstrate compliance across several core areas required for Main Contractors and procuring specialists supply chains.	Get verified to the Common Assessment Standard. Open up opportunities with our industry-leading membership that goes beyond PAS 91 – reflecting the professionalism of businesses that obtain it.	Get verified to the Common Assessment Standard, including an on-site audit. Demonstrate your quality and differentiate yourselves.

ASSOCIATE	BRONZE	SILVER	GOLD	PLATINUM
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Your Associate Plan

Benefits for your business

- Store responses to core prequalification modules on the Constructionline platform.
- Responses will not be verified, except where registering for a DPS.
- Register for Public Sector DPS and remove the need to re-register every time you want to be considered for a contract.
- Upgrade to one of our verified membership levels to pre-qualify and promote your business to the largest network of Public and Private sector Construction Clients in the UK.

Price Breakdown

Associate	£0.00
VAT	£0.00
Total Fee (incl VAT)	£0.00



Once the level has been selected the screen will return a pop-up message.

Thank you for joining the Constructionline community

Constructionline ID:

What happens next

You will receive an email to .com asking you to validate and set up your new account.

If you have any questions and problems getting signed in please contact our customer service team on 0333 300 3066

5. Confirm email and set up password

An email will be sent with the Subject of Next Generation Constructionline Portal Invitation.

- Follow the link in the email to continue with the creation of your user account.
- Enter your email address on the form and click **Send verification code**.
- You will receive an email from "Microsoft on behalf of Constructionline" with a 6-digit code. It can take a few minutes for this email to arrive. Please check your spam folder.
- Enter the verification code and click **Verify code**.
- Follow the instructions to set your password to enable you to log in.

Reset password

Logging in for the first time?

To log in for the first time we need to verify your email address.

- Enter your email address and click Send verification code.
- You will receive an email from "Microsoft on behalf of Constructionline" with a 6 digit code. It can take a few minutes for this email to arrive. Please check your spam folder.
- Enter the verification code and click Verify code.
- Follow the instructions to reset your password to enable you to log in.

Need more help... please e-mail support@constructionline.co.uk

Verification is necessary. Please click Send button.

Email Address

Send verification code

Continue **Cancel**

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address

Verification code

Verify code **Send new code**

Continue **Cancel**

E-mail address verified. You can now continue.

Email Address

Continue **Cancel**

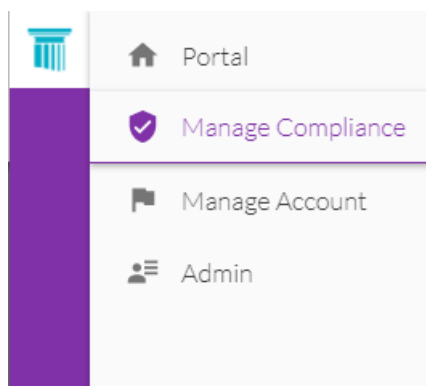
New Password

Confirm New Password

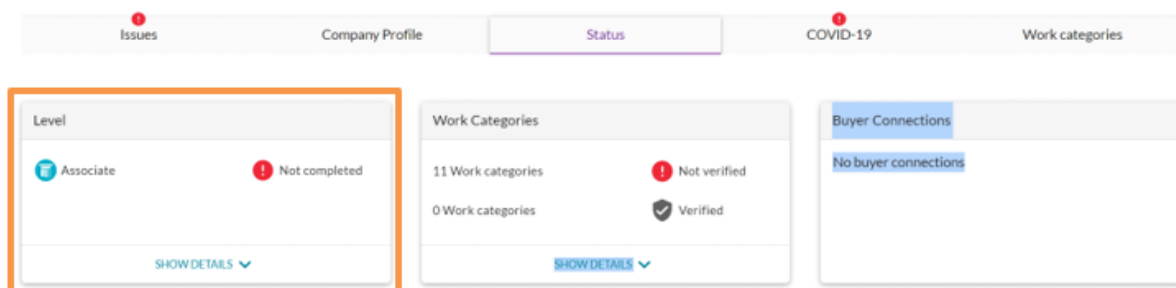
Continue **Cancel**













6. Manage Compliance. Once logged in, select **Manage Compliance**



Select **Status** and then in the **Level** area select **SHOW DETAILS** (at the bottom of the box).



The following **Standards** will appear as shown below

Level Requirements			View as: 
Identity		▼	
Financials		▼	
Insurances		▼	
Corporate and Professional Standing		▼	
Health and safety		▼	
Equal Opportunity and Diversity		▼	
Environmental Management		▼	
Quality Management		▼	
Building Information Modelling (BIM)		▼	
Corporate and Social Responsibility		▼	





Below each individual Standard there is a list of **Requirements**. Within each Requirement there are individual questions to be answered. A summary of the Standards and Requirements has been set out below:

Standard	Requirement
Identity	Head office Registered office Primary Contact Enquiry Contact Company Details Enhanced Company Details Branch office Director/Partner Details Related Companies Areas of Operation Staffing Trade Associations/Professional Bodies
Financials	Financials Enhanced Financial Details
Insurances	Insurances
Corporate and Professional Standing	Corporate and Professional Standing Enhanced Corporate and Professional Standing
Health and safety	Health and Safety General Health and Safety Enhanced Health and safety Health and Safety Third Party / Exemption certificates
Equal Opportunity and Diversity	Equal Opportunity and Diversity
Environmental Management	Environmental Management
Quality Management	Quality Management
Building Information Modelling (BIM)	Building Information Modelling (BIM)
Corporate Social Responsibility	Corporate Social Responsibility



The information required can be updated from the "Level" area, however **when signing up as an Associate member please register for the DPS before completing any of the Requirements as Associate members will only be able to submit the Requirements for verification in the Buyer Connections tab.** Additional Standards may also appear once the Registration has been processed.

How to Register for the Minor Works DPS.

7. Please visit the following link that will direct you to the correct page.

<https://www.constructionline.co.uk/buyers/public-sector/ministry-of-justice/> .

8. When you scroll to the bottom of the page you will find the links to the MoJ DPS opportunities.

Minor Works

Registration for the Minor Works DPS is now open.

To register for the DPS and be considered for work, you will need to be a member of Constructionline. If you are not a member already, please register as a free Associate member, which will allow you to register your interest in the MoJ DPS.

MoJ hosted a webinar to provide details on the DPS, and you can [view a recording of the webinar](#) if you were unable to attend – Passcode: #MOJDPS25#

[Register for the Minor Works DPS](#)

[Download the document pack](#)

Alliance 4 New Prisons

ISG, Kier, Laing O'Rourke, and Wates have been appointed to the Ministry of Justice's (MoJ) new Prisons Programme to build four new male prisons across the UK.

Registration for this pioneering Alliance form of contract is now open – start your application.



[Register for the 4 Alliance DPS](#)

9. From this page you can download the document pack and register for the **Minor Works DPS** using the buttons on the left.



10. Once you have clicked “**Register for the Minor Works DPS**” you will be taken to the following page and you will be asked for your Constructionline registration number:

11. Once you have provided your registration number various fields will appear (not all of which has been reproduced below).

Are you a Constructionline member?

☒ Yes ☐ No

Please provide your current Constructionline registration number *

GO

Your Constructionline registration number allows us to validate your current Constructionline membership and your company trading name.
[Forgotten your Constructionline registration number? Use the "Get in touch" tab to the right or visit the "Contact Us" page for assistance.](#)

Company Name *

Constructionline Registration number *

Email Address *

Where did you hear about the MoJ Minor Works Dynamic Purchasing System? *

Work categories

Lot 1 - Building Structure and Groundworks

☐ Select all

☐ Asbestos removal

☐ Brickwork

☐ Building/building fabric

☐ Fencing and gates

☐ Fire protection/safety remedial work (passive)

☐ Flooring

☐ Glazing

Lot 2 - Mechanical Engineering incl. HVAC

☐ Select all

☐ Air handling units

☐ Boilers, heaters and associated plant

☐ Catering plant and equipment

☐ Hydraulic gates

☐ Laundry equipment maintenance

☐ Lifts

☐ Mechanical catering equipment



12. Once all fields have been completed and at least one or more work categories have been selected. It will then ask you to **Send** the application. Once sent you will see a pop-up acknowledgement at the bottom of the screen.

Thank you for your completing the MOJ Minor Works form. Your detail have been submitted.

13. Once Constructionline has received your application, you will be added to the DPS in the Not Approved list. Your Constructionline record will then look like this.

Requirement	Standard	Status	Issues/Advisory	Expiry date	Impacts	Verified On	Submission
Health and Safety General	Health and safety	Not Verified			SHOW (1)		EDIT
Health and Safety Policy	Health and safety	Not Verified			SHOW (1)		EDIT
Risk Assessment	Health and safety	Not Verified			SHOW (1)		EDIT
Manual Handling	Health and safety	Not Verified			SHOW (1)		EDIT
Health and Safety Third Party / Exemption certificates	Health and safety	Not Verified			SHOW (1)		EDIT

14. You will then be able to complete the Requirements by clicking **EDIT** located at the end of each Requirement under the Buyer Connections tab.
15. Once a requirement has been completed a **Submit** tab (shown below) will appear at the top of the section for you to click and send across to Constructionline for verification. Alternatively, you may check the **Ready for Assessment** box which will enable you to submit several Requirement sections, when you are ready to do so, at the same time.



16. Once the following is verified:

- a. requirements within the Standards,
- b. examples of experience, and
- c. at least one of the work categories you selected when making the application for the DPS,

the MoJ will be in a position to countersign your MWDPS Agreement. You will then move over to the Approved list, which you will be able to see under the Buyer Connections tab.

Please Note - as an associate member, your requirements will not be approved by Constructionline, however when you apply for a DPS, you will then be able to submit them under the Buyer Connections box

DPS Email address buyerservices.constructionline@constructionline.co.uk

Constructionline Helpline: **0333 300 3066**

If you have any questions or concerns, regarding the documentation please contact CCMD-MWDPS@justice.gov.uk.