

# Sign Up to Associate Membership for North Yorkshire Highways

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How to use sign up to Associate membership with Constructionline

## Signing up for Associate Membership

To apply for any DPS, you must have at least Associate membership on the Once For All platform. If you have not already signed up, please follow these steps.

### Getting started

Please visit the following link to begin your application -

<https://portal.onceforall.com/signup/details?brand=cl>

Start the process by searching for your company name. The Once For All network can find companies registered to the OFA platform, public data sources such as Companies House, and companies previously invited to the platform.

### Sign up for Constructionline


1 Your Details

2 Your Plan

3 Payment

#### Search for Your Company

To get started search for your company below



NEXT

If your company appears in the list, just select it.


You will see this screen if your company is already registered on the OFA platform. Click “Next” to proceed.

1 Your Details

2 Confirmation

#### Search for Your Company

To get started search for your company below



#### Company Details

Great, you already have an existing account for your company. Your account number is .  
Please check your company details below and proceed to entering your details by selecting 'Next'.

Please check your details below

Company name	LIMITED	Registered Address	RG21
Company registration number			
Company type			

RESET

NEXT

You will then need to provide your details.

# Sign Up to Associate

1

Your Details

2

Confirmation

Your Details

Please enter your details below

Title

First Name

Enter First Name

Surname

Enter Surname

Contact Telephone

Enter Contact Number

Contact Email Address

Enter Email Address

Confirm Email Address

Enter Email Address

Back

SUBMIT

Now click **“Submit”**. A member of Customer Service will be in touch to assist you with signing up.

## Sign up for Constructionline

✓

Your Details

2

Confirmation

✓

Thank you for providing your details

Someone from our Customer Service team will be in touch with you or your account Administrator to advise on the next steps.

If a record of your company can be found, but is not currently registered to the OFA platform, instead you will see this.

Search for your company

To get started search for your company below

UK

Q

LTD

X

Company Details

i

We have found a record of your company.  
Please check your company details below and proceed to entering your details by selecting 'Next'.

Please check your details below

Company name	LTD	Registered Address	W1W
Company registration number			
Company type			

RESET

Is your main company address the same as your registered office address?

☒ Yes

☐ No

NEXT

Click “**Next**” to proceed if all information is correct. You can select “**Reset**” to search again, and “**No**” if your main company address is not the same as your registered office address.

Is your main company address the same as your registered office address?

☐ Yes ☒ No

Address line 1 (Property Name/Number)

Enter Address 1

Address line 2

Enter Address 2 (Optional)

Address line 3

Enter Address 3 (Optional)

Address line 4

Enter Address 4 (Optional)

Town

Enter Town

Postcode

Enter Postcode

County

Enter County (Optional)

Country



NEXT

If you cannot find your company, click “**Create New**” instead. You will be prompted to complete your company information.

[SEARCH AGAIN](#)

## Your Company Details

What is your Registered/Legal company name?

Enter Company Name

Does your company have a different trading name?

☐ Yes ☒ No

What type of company are you?

☐ Partnership ☐ Sole Trader ☐ Other

Now complete your details:

- ☐ The email address entered will be used to login to the platform and it will need to be a valid email.
- ☐ You will see an error message if the email address has already been claimed on the OFA platform. Please contact our support team for assistance.

## Sign up for Constructionline

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Your Details

2

Your Plan

3

Payment

**Your Details**

Please enter your details below

Title

First Name

Enter First Name

Surname

Enter Surname

Contact Telephone

Enter Contact Number

Contact Email Address

Enter Email Address

Confirm Email Address

Enter Email Address

[Back](#)[YOUR PLAN](#)

### Sign-up code

When signing up, please select the option to provide a client code and input **NYH24** so that we know which DPS to allocate your account to.

**Reason for Sign up**

Please tell us the reason for your decision to sign up. Select an option below:

Please select...

Client request - with code (please enter code)

Client request - no code (please enter client name)

Marketing or Promotion - with code (please enter code)

Conference or Event (please enter event)

Other (please enter detail)

CANCEL

CONFIRM

### Select your membership

Before selecting your membership, complete the three fields below:

- ☐ Type of business – Please choose either ‘Contractor’ or a ‘Consultant’.
- ☐ Staffing – All staff including sub-contractors.
- ☐ Your turnover – If you are new start up, please select your predicted turnover for the year.

Then select **Associate** membership and complete the sign up.

*Please note: Do not select ‘Materials’ plan as this will not give an Associate ‘free’ option.*

*You will be able to select Material Supplier work categories once you have signed up.*

## Sign up for Constructionline

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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	DISCOUNT
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.	

### 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

## Confirm email and set up password

An email will be sent with the subject line of 'Next Generation Constructionline Portal Invitation'.

- ☐ Follow the link to create your user account and then enter your email address on the form.
- ☐ 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 set your password to enable you to log in.

# Sign Up to Associate

1

Hello

You are just a few clicks away from our powerful new platform. Once setup, check out our [supplier knowledge base](#), or for buyer members, our [buyer knowledge base](#), so that you can familiarise yourself with your new account.

[Log in now](#)

**Just to introduce you to our new platform**

We've listened to you, our customers, and we have created a platform which will open up new opportunities for your business to grow. So now our customers can manage their PQQ requirements and source verified suppliers faster and more easily. We have also added SSIP across our supplier paid memberships.

To help us to deliver a product that suits your needs and continues to work for you, we value your thoughts and feedback. Have an idea? [Please let us know](#).

2

**Forgot Password**

Verification is required, please enter your email and click the Send button.

Email Address

3

**Forgot Password**

Verification is required, please enter your email and click the Send button.

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

Email Address

Secondary Verification Code

## Useful links

DPS information page:

<https://www.constructionline.co.uk/products-services/dps-for-suppliers/>

Link to Associate membership application:

<https://portal.onceforall.com/signup/details?brand=cl>

Constructionline help:

0333 300 3066

[support@constructionline.co.uk](mailto:support@constructionline.co.uk)

or use the LiveChat feature on the platform.



*If you have any questions or concerns, please contact your local procurement representative at North Yorkshire Highways.*