

HOW TO NAVIGATE YOUR MEMBER'S AREA

Logging in

To login, visit www.contractpartnership.co.uk and click 'Login' in the top-right hand corner and enter your supplied username and password.

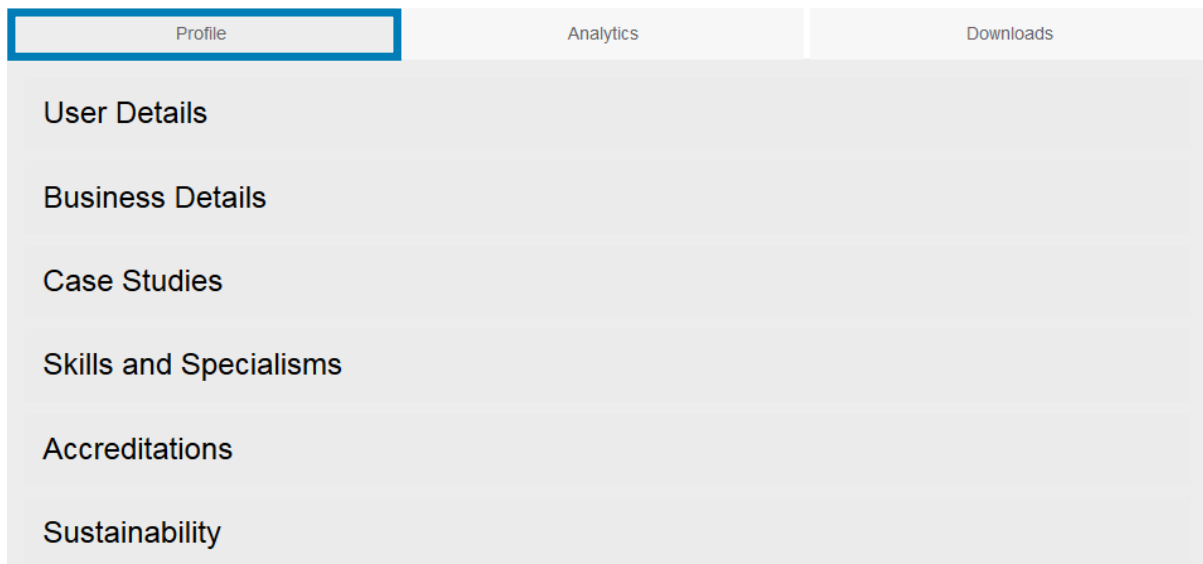
You should have already received your login details from the Contract Partnership office. If you can't remember your password, click 'Forgotten Password'; input your email address and you'll be sent a link to create a new password. If you can't remember which email address is logged with Contract Partnership, please email us at contractpartnership@diversity.agency.

Once logged in, click on 'View Profile' in the top right hand corner to access your member's area.

Navigating your member's area

Across the top of the page you will see three sections: **Profile**, **Analytics** and **Downloads**.

Profile



Within this section you can edit your profile, it is important to keep this updated and highlight your latest work or achievements to specifiers and potential clients.

User Details: edit your company name, email and password.

Business details: create your company overview giving details about your service, history and achievements. Then state the project scope you are capable of delivering and provide contact details.

Case studies: showcase your latest work by providing a job headline (location of work), add photos and a detailed overview of work carried out. You can also delete case studies if you wish, perhaps if they've become outdated. Please note, a maximum of three case studies may be shown at one time.

Adding a photo is easy – simply click '**Add new image**' and select the pictures saved on your computer or storage device.

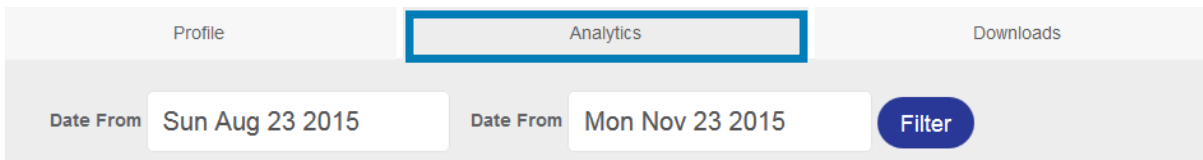
Skills and specialisms: To update these please **contact your BDM** as they will need to verify the amends.

Accreditations: Same as above.

Sustainability: Again please **contact your BDM** to update via the button available, however you can also upload your sustainability policy by adding a word or PDF file from your computer. Simply click on the '**Browse**' button and select the document you wish to upload, and then click '**Update Sustainability Policy**'.

Analytics

In this section you review the performance statistics that matter including **your profile data, value generated through scheme** and **how specifiers are searching** the website.



Profile Analytics Downloads

Date From Sun Aug 23 2015 Date From Mon Nov 23 2015 Filter

As shown in the above image, adjust the dates to see results from a certain time period.

Downloads

Use this section to download the latest Contract Partnership documents and branding.

Profile

Analytics

Downloads

- CP-code-of-practice
- Quality-Contractors-You-Can-Trust
- Benefits-of-being-a-Contract-Partner-brochure
- Contract-Partnership-Logo
- Wet-Paint-Sign-Contract-Partnership

Click on the document you require and then click this button to download:



Further assistance

If you require any further help, please contact the Contract Partnership helpline on **0115 966 7690** or email contractpartnership@diversity.agency