

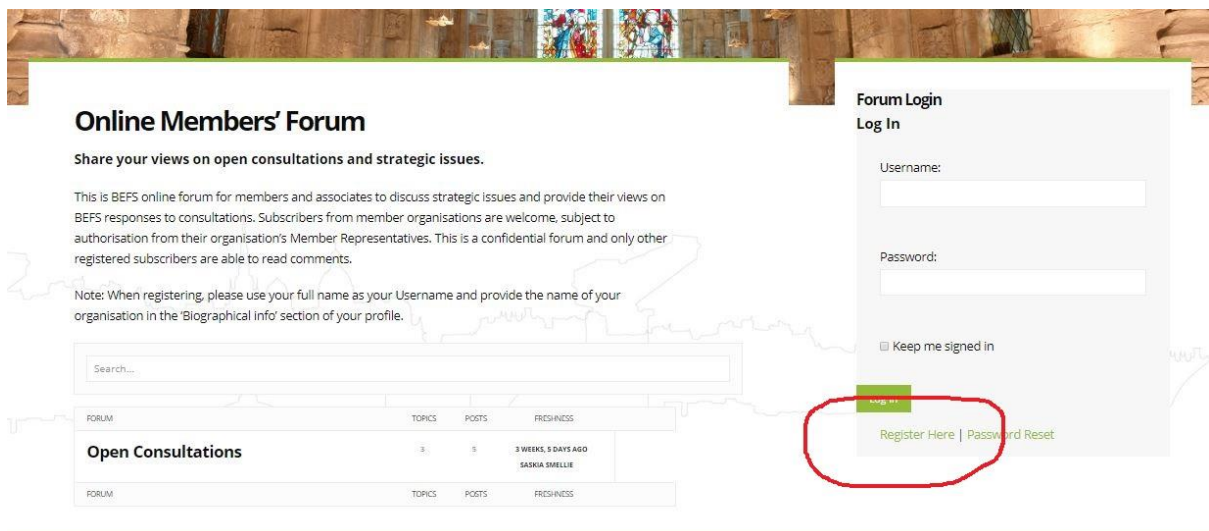
ONLINE MEMBERS' FORUM REGISTRATION INSTRUCTIONS

BEFS online Members' Forum can be found on BEFS website, under Resources:

<https://www.befs.org.uk/resources/members-forum/>

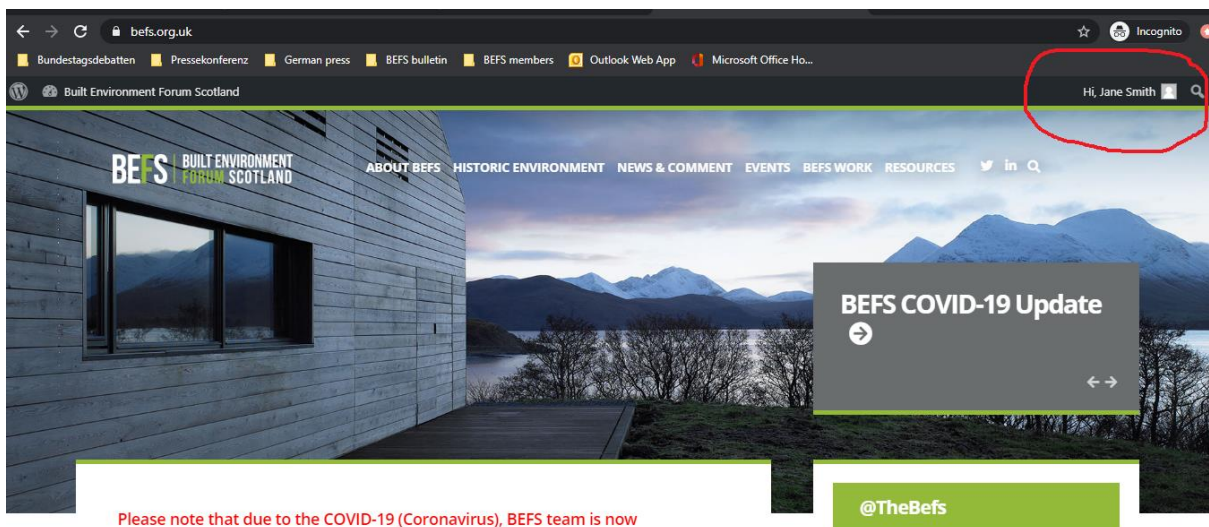
Subscribers from member organisations are welcome, subject to authorisation from their organisation's member reps. and BEFS. This is a confidential forum and only other registered subscribers can read comments.

1. To register for the forum, follow the 'Register Here' link.

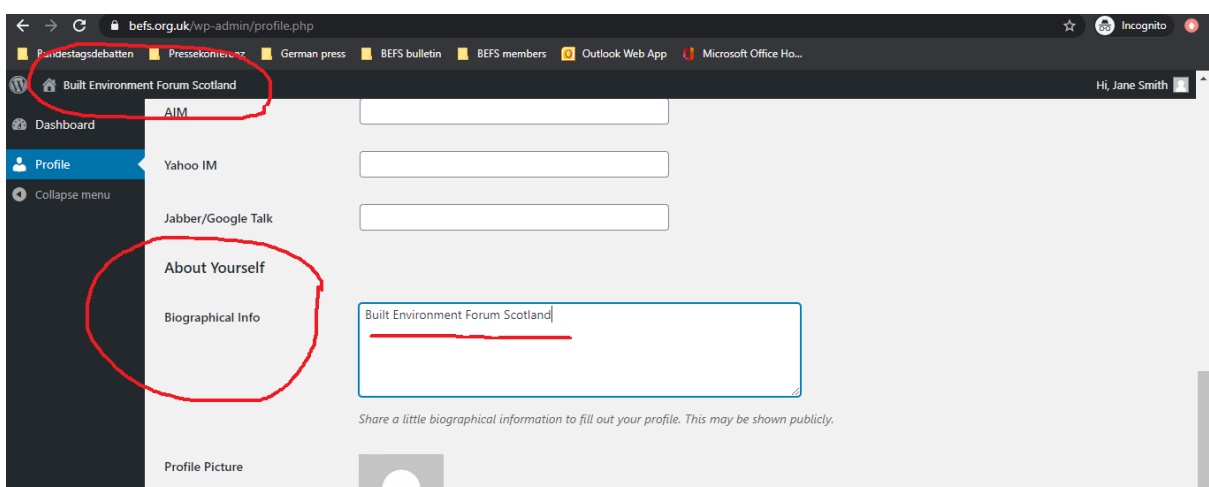


2. On the 'Forum Registration Create an Account' page, please enter your full name as your Username, and your email address.
3. The login page will then state 'Registration complete. Please check your email'. Note: depending on your email provider, it can take a while for emails to arrive and they may go to your Junk folder.
4. To set a password, click on the link in the email and enter your choice of password.
5. Once authorised by BEFS, you will be able to login using your Username and chosen password. Note: authorisation may take a day or two, especially if you are registering outwith office hours.

- Once logged in, you will see BEFS homepage. In the top right-hand corner, you will find that you are now logged in with a personal profile. Your personal profile can be edited at any time by clicking on the 'Hi, xxxx' tab and 'Edit My Profile' link.



- In your personal profile, include the name of your organisation under 'Biographical Info'. The rest of the information can be left as it stands. To switch back to the view of the website simply click on 'Built Environment Forum Scotland' in the top left-hand corner.



- Return to the online Members' Forum by clicking Resources in the toolbar → Members' Forum. It will now say you are logged in and you will have access to 'Open Consultations'. You can now comment on consultations and topics, subscribe to consultations of interest, and receive email notifications when others post a comment.