

# How contractors register to post subcontracting opportunities

Business Link November 2011

## Step 1

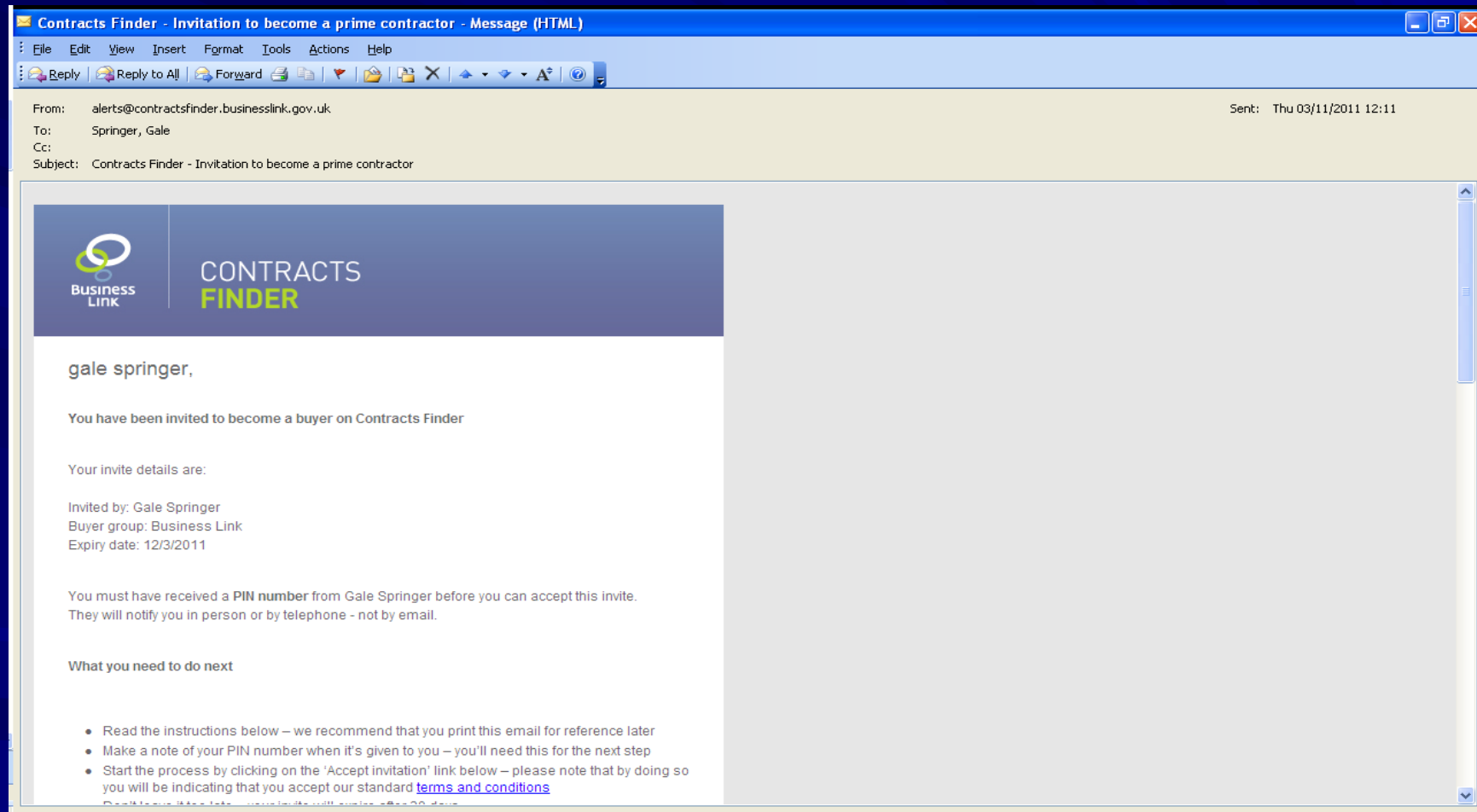
Before you can register as a prime contractor on Contracts Finder you'll need to have received an invitation email from the department which has sponsored you or for whom you are fulfilling a contract.

If you are unsure who to contact to get your organisation invited to register with Contracts Finder, please email Contracts Finder Buyer Support at [IGM.Support@businesslink.gsi.gov.uk](mailto:IGM.Support@businesslink.gsi.gov.uk).

If you have received this invitation please go to Step 2.

## Step 2

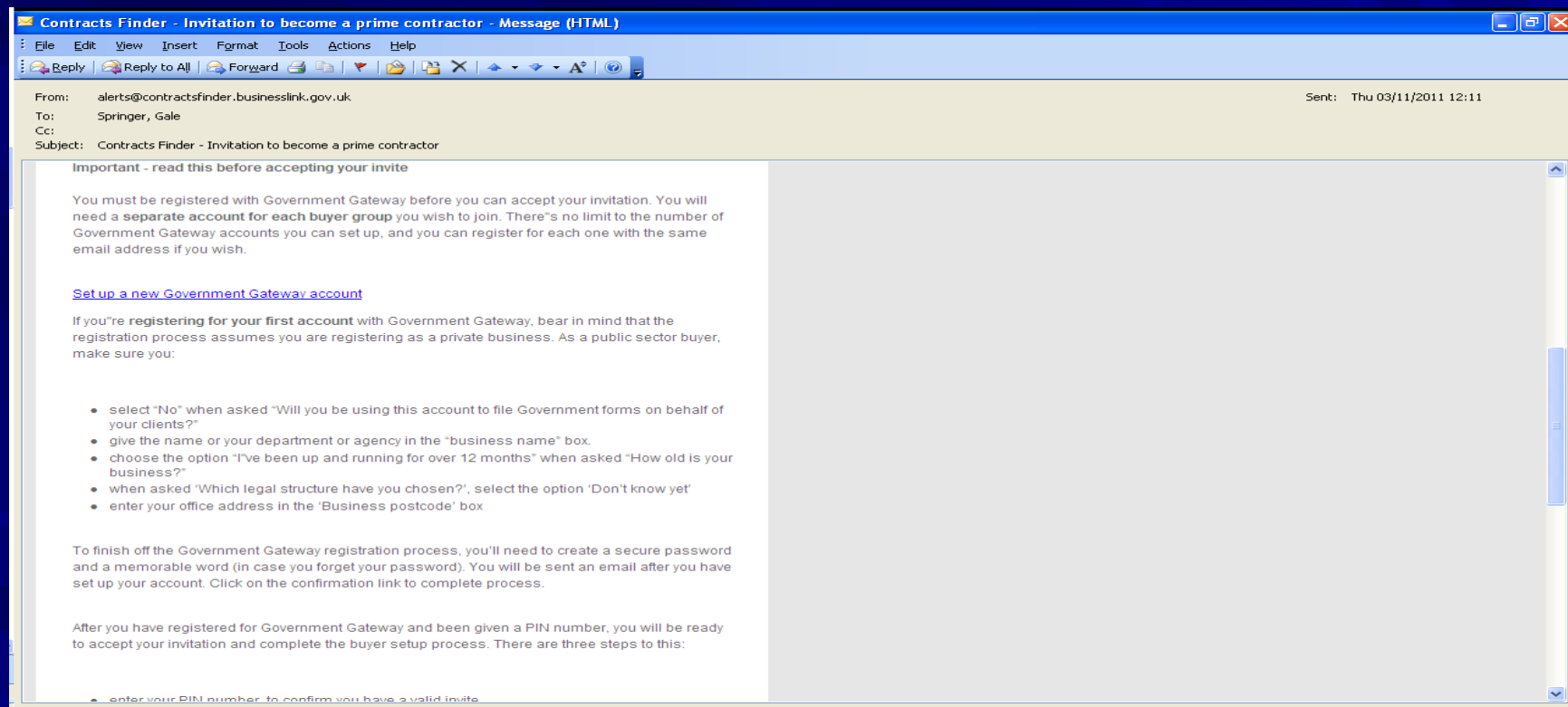
Please read and/or print out the instructions in the invitation email.



## Step 3

You must be registered with Government Gateway before you can accept your invitation. You will need a **separate account for each prime contractor group** you wish to join. There's no limit to the number of Government Gateway accounts you can set up, and you can register for each one with the same email address if you wish.

Click on 'Set up a new Government Gateway account'. If you already have a Government Gateway account which you wish to use, please go to Step 7.



## Step 4

Enter all the information required and click 'Next'. Accept the [terms and conditions](#) and [privacy policy](#) and click 'Next'.

The screenshot shows a web browser window titled "About you | Business Link - Microsoft Internet Explorer provided by Business Link". The address bar shows the URL: <https://online.businesslink.gov.uk/bdotg/action/GGAccountCheck?r.lc=en%20description=Register%20to%20m...>. The page contains a registration form with the following sections:

- Personal Information:**
  - Last name:
  - Email address:
  - Re-enter your email address:
  - Business name:   
If you don't have one yet, you can just use your own name
- Agents/Intermediaries only:**
  - ☐ I will be using this account to file government forms on behalf of my clients
  - ☒ This account is only for my own use
  - [What does this mean?](#)
- Your location:**
  - \* Enter either the postcode of your business or select where in the UK your business is or plans to be.
  - UK Postcode:  OR Where in the UK (now or planning to be?):
- Regular updates:**
  - ☐ I would like to receive updates from the website.

At the bottom of the form are two buttons: "Cancel" and "Next". The browser's status bar at the bottom shows "Done", "Trusted sites", and a zoom level of "100%".

## Step 5

Create a password and a memorable word and click 'Next'.

My Business | Security details - register - Microsoft Internet Explorer provided by Business Link

https://online.businesslink.gov.uk/sum/action/prsRegister?site=1000&processId=1320319079353&regCat=Organisation&wres=uri

Identified by VeriSign

File Edit View Favorites Tools Help

Sequence eService

My Business | Security de...

### Registration

#### Security details

\*Information required

**\* Choose a password**

Your password must have:

- between 8 and 12 characters
- letter(s) and number(s)

It's not case-sensitive. **Be sure to remember it - or record it in a safe place.**

Password

Re-enter Password

**\* Choose a memorable word - eg your mother's maiden name**

If you ever lose your login details, we'll ask you this.

**Please ensure it is something you will remember as we won't be able to re-send it to you.**

Memorable word  
(eg mother's maiden name)

Re-enter memorable word

Feedback | Copyright | Disclaimer | Privacy policy | Accessibility | Help with PDF files

Done

Trusted sites 100%

## Step 6

You will be given your Government Gateway User ID number onscreen. It is important to make a record of this in a safe place. (You can download your User ID as a PDF). Tick the box to confirm you have made a note of your User ID, and then click 'Continue'.

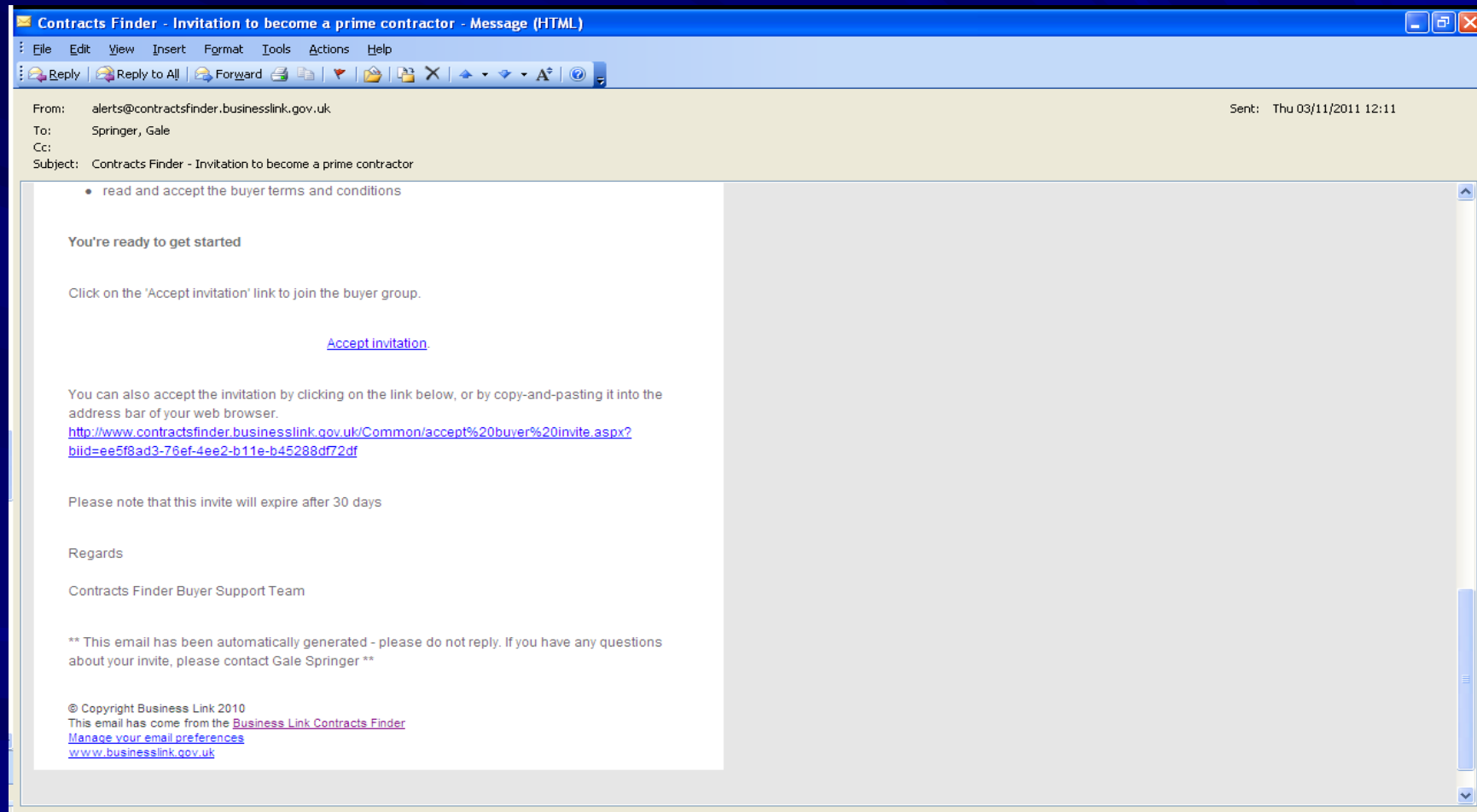
The screenshot shows a web browser window titled "My Business | Write down your User ID - Microsoft Internet Explorer provided by Business Link". The address bar shows the URL "https://online.businesslink.gov.uk/sum/action/prsRegisterCommit". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar shows links to Sequence eService, My Business | Write down..., Contracts Finder, Sequence eService, CompeteFor Portal, login.salesforce.com, and Login. The main content area is titled "Registration Confirmation" and contains the following elements:

- A purple banner with the text: "Your User ID is important - keep it in a safe place".
- A message: "Congratulations, you have successfully registered with Business Link".
- A box displaying "Your user ID is: 4049 1622 6607".
- A note: "This ID is also your Government Gateway ID which you can use to access many online government services." with a "Government Gateway" logo.
- A section titled "What can I use this User ID for?" with a grey box stating: "This is the **only time** we will display your new User ID to you, therefore we strongly recommend that you **print or store this User ID**."
- A button with a PDF icon and the text "Download your User ID as a PDF file".
- A message: "You will shortly receive an email asking you to confirm your details; please retain a copy of this email for your records - however, **it will NOT contain your User ID**."
- A checkbox labeled "Remember my user ID" with a link "What does this do?".
- A confirmation statement: "Please confirm that you have made a note of your user ID before you continue."
- A checkbox with an asterisk: "\* ☐ I have made a note of my user ID".
- A "Continue" button.

The browser's status bar at the bottom shows "Done", "Trusted sites", and "100%".

## Step 7

Return to your invitation email and select 'Accept invitation'.





## Step 8

You should now be prompted to enter the PIN given to you by the person who invited you onto the system. Depending on how long ago you created your Government Gateway ID you may be asked to log in with your ID before being prompted for the PIN.

Once you are prompted, enter the PIN and click 'Continue'.

The screenshot shows a web browser window titled "Accept your invite to become a buyer - Microsoft Internet Explorer provided by Business Link". The address bar shows the URL: <https://online.contractsfinder.businesslink.gov.uk/Common/accept%20buyer%20invite.aspx?biid=a6efda80-ff95>. The page header includes the Business Link logo, the text "CONTRACTS FINDER PHASE ONE", and a link "What Is Phase One?". Navigation links include "My profile", "Search contracts", "Find suppliers", "Find buyers", and "Help and Resources". A user greeting "Welcome Gale Springer | Logout" is visible. The main content area is titled "ACCEPT YOUR INVITE TO BECOME A BUYER" and contains the text: "The person who invited you should also have given you a PIN number. You should contact them if you haven't received it yet." Below this is a form box with the heading "Enter the PIN sent to you" and a label "Enter the PIN sent to you: \*" next to an empty text input field. A "Continue" button is located below the form. The browser's status bar at the bottom shows "Done" and "Trusted sites".

## Step 9

You will now be asked to create a Buyer Security Word. Make a record of this as you will be asked to enter three randomised characters from it every time you log in as a buyer. Then read and accept the Terms and Conditions and click 'Finish'.

Accept your invite to become a buyer - Final steps - Microsoft Internet Explorer provided by Business Link

https://online.contractsfinder.businesslink.gov.uk/Buyers/Setup%20Memorable%20Word.aspx?site=1000&lang=en&dest=%2fCommon Identified by VeriSign

File Edit View Favorites Tools Help

Accept your invite to become a buyer - Final steps

What is Phase One?

Contracts Finder > Accept your invite to become a buyer - Final steps

### ACCEPT YOUR INVITE TO BECOME A BUYER - FINAL STEPS

You are almost ready to be set up as a buyer. Complete the process by creating your security word – which you will use to log in to your buyer profile from now on - and accepting the buyer terms and conditions.

#### 1. Create your security word

\* If you are an existing buyer a recent security update means you need to re-create your security word \*

The security word you choose must contain between six and twelve characters.

Please enter your security word: \*

Please enter it again: \*

Done

Trusted sites 100%

## Step 10

You are now registered as a buyer and can post notices.

