



# Introducing the Join Request Feature – Available on the Main Menu and Tool Bar

HOME | MAIN MENU | SEARCH | REQUEST JOIN | MAN

Logged on as Builders Profile

- Search Companies**  
Search the Builder's Profile database for companies and profiles.
- Request Join**  
Request a profile from a company who is not yet a member of the Builder's Profile.
- View Previous Join Requests**  
View a list of requests sent to companies who were not yet members of the Builder's Profile.
- Change Password**  
Change your user password.
- Manage Account**  
Add, remove and manage the permissions of users within your account.
- Manage Aliases**  
Add, remove and manage the aliases used by your account.
- Manage Projects**  
Add and manage the projects on your account.



# Search the Database for Existing Companies and Join Request

**Company Name**  
Please enter the name of the company whose Profile you would like to request.

House

**i** We've found the following companies who are already using Builder's Profile:

- 20006 - Hannah's House
- 20023 - House builders
- 20078 - House of India
- 20074 - HOUSE AND GARDEN LTD
- 20497 - Gemma House Repairs

If one of these is the company you're looking for, please

We've found the following companies who have already had requests sent to them:

- Gemma House Repairs - Requested by Builders Profile on 09 Nov 2017
- Porthouse - Requested by Builders Profile on 14 Nov 2017

If none of these are the company you're looking for, please fill out the additional details below, then click 'Request Profile'.

**Contact Name**  
The name of a contact at the company (First Name / Last Name).

**Email Address**  
The email address of this contact.

**Additional Information (Recommended)**  
Supply any additional information relevant to your request. For example, you should supply the details of the job that this request pertains to.

As a valued supply chain member - please submit your company Profile to us via Builder's Profile. Thank you.

Email me a copy of this request  
 Send me an email when the subcontractor submits their profile

**User Fields**  
Automatically set the following user field(s) when the company creates/links their account.

BU Owner

Level 1 PQQ



Company search match list.  
These can be reviewed by choosing the 'click here' button.



Request sent match list



Company contact details



Snippet or free type text box with notification options



Optional 'User Definable Field' connection



# Create a Subset of Matching Accounts to Review

The screenshot shows a web interface with a table of search results and a summary panel on the right. The table has columns for 'Approved', 'Your Ref', 'BP Ref', 'Company Name', 'Town', and 'Submit Date'. The summary panel for 'Gemma House Repairs' includes a 'Request Profile' button, a message stating 'This company has not submitted a profile visible to you.', a 'View as:' dropdown menu, and buttons for 'Details', 'Trades', 'Comments', 'More', and 'Support'.

Approved	Your Ref	BP Ref	Company Name ▲	Town	Submit Date
✗		20497	Gemma House Repairs		
	✗	20006	Hannah's House	Quahog	24/07/2017
✗		20074	HOUSE AND GARDEN LTD		
✗		20023	House builders	Weymouth	11/10/2016
✗		20078	House of India		

When in a subset of matched accounts, clicking on the individual rows will show the company Profile options on the right hand summary panel.

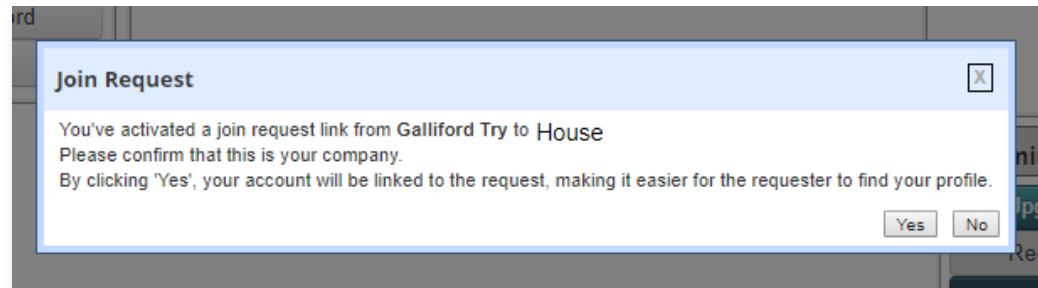
From this example we can see the Premium Member logo, their Profile will be available. Other companies can have a 'Request Profile' sent to them if you are unable to view.



# When Sending a New Subcontractor Join Request Emails

All you have to do is click on the following link [click here](#) this will take you to the Builder's Profile 'Subcontractors' page where you will be able to create a new account.

The new subcontractor Join Request emails include a link that can connect the newly created account to your request. When the user first opens the account to the Dashboard, they receive the message below.





# Monitor for Subcontractor Responses

## Join Request History

Only show requests made by me

Page 2 of 2 (37 results) ⏪ ⏩

Requested By	Last Requested ▾	Request Count	Company Name	Contact Email	Linked At	Answered At	Resend
Builders Profile	30/10/2017 ...	1	Paella Piling Ltd	peter@pp.com	30/10/2017 ...	30/10/2017 1...	Resend
Builders Profile	27/10/2017 ...	1	Victoria Grape Plumbing	vicki@vgp.com	27/10/2017 ...	27/10/2017 1...	Resend
Builders Profile	19/10/2017 ...	1	We Sell Bricks	j nail.com	Never		Resend

When a subcontractor chooses 'Yes', the 'View Previous Join Requests History' is updated as they respond to the connected request.

**Linked At** – The date they chose to link to the request on the Dashboard.

**Answered At** – The date the Profile was submitted.



# If You Have Any Questions At All....

## CONTACT US

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### General Enquiries

Telephone: 01305 831765

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### Support Desk

Telephone: 01305 831765

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### Main Contractor Services

Telephone: 01305 831710

eMail: [mcs@buildersprofile.co.uk](mailto:mcs@buildersprofile.co.uk)

### Accounts Department

eMail: [accounts@buildersprofile.co.uk](mailto:accounts@buildersprofile.co.uk)

**Live Chat:** Chat to the support team from any site page.