# Signing up to SProc.Net – Registering and Creating an Accreditation & Enrolment

This guide will show you how to register on SProc.Net, and then go on to create your Accreditation and Enrolment to sign up to provide for a specific client and category.
If you would like to watch a video tutorial of how to create an Accreditation and Enrolment, please click here.

Registration

To begin, you will first need to register on SProc.Net to gain a username and password to access the system. To access the site, simply type SProc.Net into your internet browser.
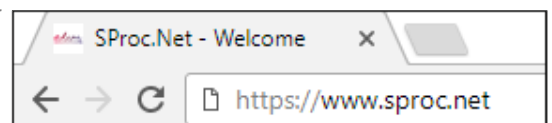
You should then see this page, the SProc.Net front page. Click **Get Started** to begin your registration.
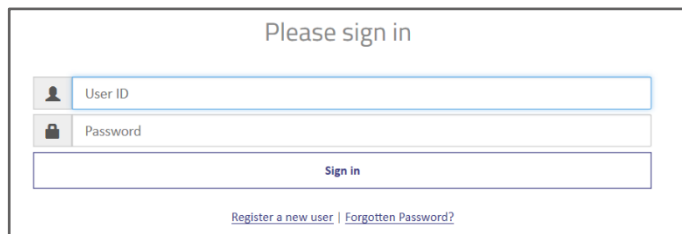

To register, you will then need to enter some information about your company, within the three following sections:

1. **Business Details** – this includes your company name, VAT details, number of employees and whether you supply goods or services

2. **Address/Contacts Details** – here you will need to enter the company address, email address and telephone number

3. *User Details* – finally you will need to enter the name, job title and email address of the first user you would like to add to the system (this can be yourself). This user will receive an email with login details to SProc.Net. *Additional users can be added upon access to the system on the Admin tab.*

Please note: This registration represents the company where you will receive the payment, should your chosen clients process payment through SProc.Net. Therefore, if you wish to receive separate payments to separate locations, you will need to register each location individually by repeating this step.

Clicking **Finish** on this page will immediately send a username and password to the individual you have entered details for. The UserID and Password can then be entered into SProc.Net to provide access to the system.

Please sign in

| 👤 | User ID |
| 🔒 | Password |

Sign in

Register a new user | Forgotten Password?

There will be a link in the registration email that will take you to the log on screen, or you can go back to SProc.Net by entering this into your internet browser, as mentioned previously. *Please note: You will be required to change your password the first time you log on.*

Once you have logged in, you will need to complete your Accreditation and Enrolment to sign up to provide for a specific local authority or organisation, for your specific service type.

You will not be able to receive requests for work until you have completed and passed both the Accreditation and Enrolment stages.
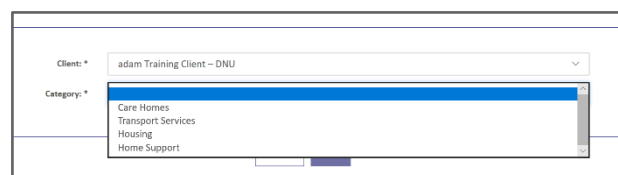
Accreditation

An Accreditation requires you to select the local authority/organisation and category you wish to provide for and enter information about your company which they have specifically requested.

Once logged into SProc.Net, to begin your Accreditation you will need to click on the Accreditations tab and then on the New icon.
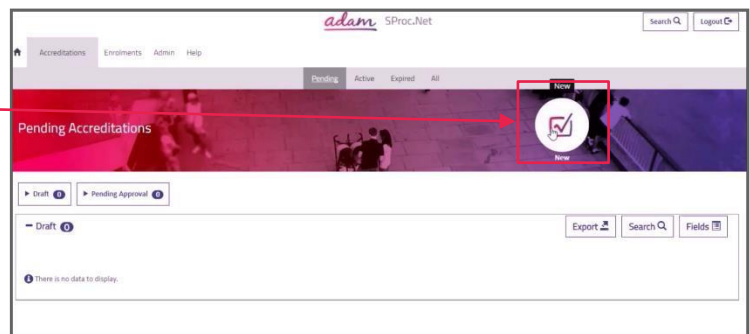
From the drop-down boxes, you will need to select the Client you would like to work with and the Category you would like to provide services for.

Then click **Next** to begin providing the information specific to your selections.

On this page, you may be asked to agree to some **contract documents**. You will need download and review the file, and then tick to confirm that you agree and are authorised to agree to the document.

You are then required to respond to a number of **questions about your company** and the people who operate within it.

Subjects may include:
- Professional Standing
- Business Continuity
- Insurances

Some responses will need to be selected from a drop- down box whilst some will require you to type a free-text answer.

You may then be presented with some document templates, which you will need to download, complete and then upload into the following section.

Along with these templates you will also be required to upload some other documents that relate to your company. To **upload the documents**, you need to use the blue upload icons to locate the file on your computer/device and upload it to your accreditation.

Please note: You will only be able to upload one file to each document row. If you have multiple documents to upload, please add these as a .zip folder.

Once you have uploaded all the documents and are happy with the information you have submitted on this page, you then click Next.
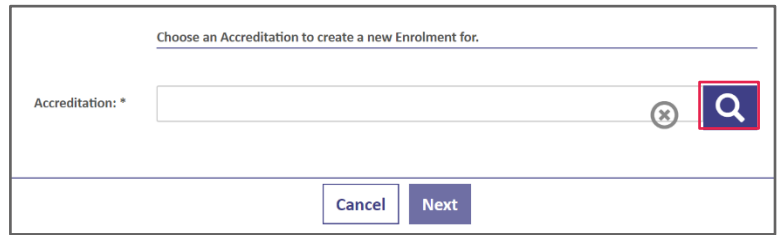
Finally, you will need to confirm that you can accept responsibility for submitting the Accreditation by putting a **tick** in the box and clicking **Submit**

Enrolment

Once you have completed your Accreditation, you can begin your Enrolment. Enrolments need to be completed for each of your company locations (therefore if you have multiple branches or locations you will need to complete the Enrolment step multiple times).
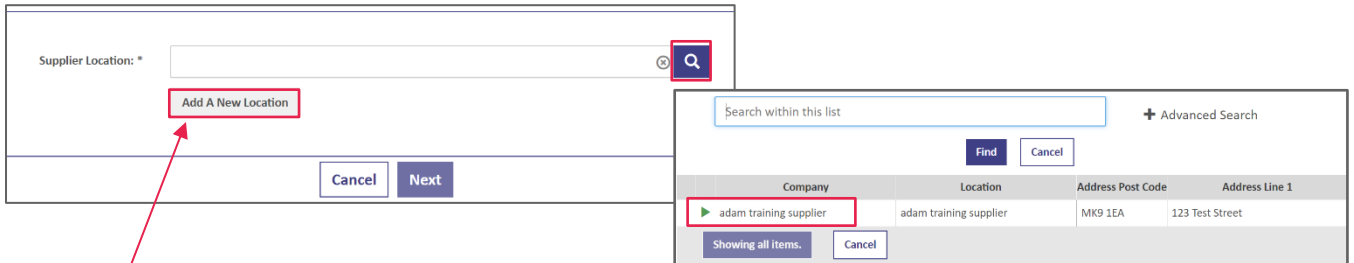
If you have completed the whole of your Accreditation in one sitting, you will be taken directly on to completing your Enrolment once you have finished. If this does not happen, you can click on the **Enrolments** tab and click **New** to begin.

If you are not moving straight on from an Accreditation, you will need to select your Accreditation number by clicking on the blue magnifying glass, and then the green arrow next to the

Accreditation you wish to link the Enrolment too. *Take a look at the company and category on the listed Accreditations, and select the one you are looking to apply for*

You will then need to select your company location, which will again involve clicking on the magnifying glass icon and selecting the location by clicking on the green arrow
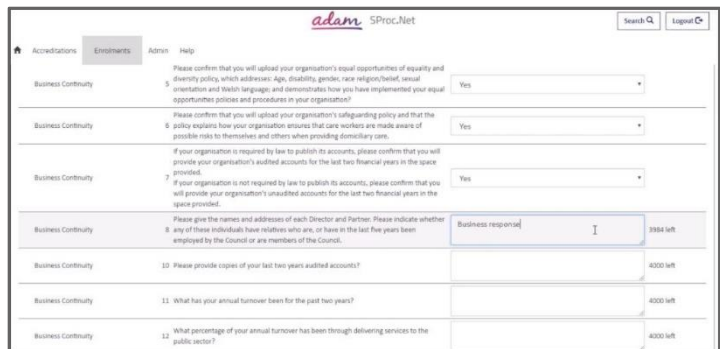
Please note: If you do not supply services from the location shown on this list or wish to enrol a location you have not yet provided details of within the system, you will need to click Add New Location to add a new location to SProc.Net. *Locations can also be added on the Admin tab.*

Once you have selected or added a location, click Next to begin the Enrolment.

You will then need to respond to series of questions, in a similar way to when you completed your Accreditation. Some answers will need to be selected from a drop-down box and others will require a typed response.

You will also need to upload some documents related to the location, for example: Health & Safety, Equal Opportunities and Safeguarding policies.

Lastly, you will need to select the Service Categories that you can provide. This will split down the broad service type into specific service groups (these will vary depending on the Client and Category you selected at the beginning). Clicking on Find more items... will allow you to view the full list and tick the categories you can provide. To add these to your Enrolment click on Add.

Once you have completed all the details and are happy with the information provided, you will need to click **Finish** to submit your Enrolment.

Both the Accreditation and the Enrolment will pass through a review process. You will be kept up-to-date with the progress through email notifications sent to you.

Once both the Accreditation and the Enrolment have been Approved, you will be able to begin receiving requests for work and providing for the selected local authority/organisation.