

Signing up to *adam* Housing – Completing your Registration

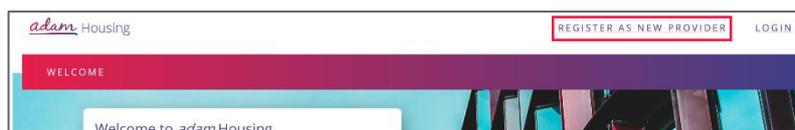
The Registration process for *adam* Housing, consists of two steps. First you will need to enter some basic details to gain access to the platform, and then once logged in you will need to complete the standard registration process required by all clients who utilise the *adam* Housing platform.

This guide will take you through these steps and will also explain the process to update your registration, if requested when it is reviewed.

Step 1: Gaining access to *adam* Housing

To begin signing up to *adam* Housing, you will first need to complete your registration to gain a username and password to access the platform. To access the site, simply type www.adamhousing.co.uk into your internet browser.

In the top-right hand corner you will see the option to REGISTER AS NEW PROVIDER. Click this button to begin the process.



You will then be presented with the registration form, where you will need to enter Business Details, Address/Contact Details and User Details.

First you will be asked to enter basic details, including your company type and name:

A screenshot of the 'PROVIDER SIGN UP' registration form on the adam Housing website. The form is titled 'PROVIDER SIGN UP' and 'PROVIDER DETAILS'. It contains several input fields: 'Type of Provider' (a dropdown menu with 'Private Landlord' selected), 'Provider Name' (a text box with 'The Training Company'), 'Registered Name (if applicable)' (a text box with 'The Training Company Ltd'), 'Legal Entity Type' (a dropdown menu with 'Limited Company' selected), and 'Telephone' (an empty text box). To the right of the form, there is a tip box that says: '? The name of your organisation.' Below this, a larger tip box states: 'Useful tips on the right-hand side, will give you more detailed explanations of what is needed, and how to complete the fields on the form.'

Company Registration Date (if applicable)

Company Registration Number (if applicable)

Head Office DUNS number (if applicable)

VAT Registered

Registered VAT number

REGISTERED OFFICE ADDRESS (IF APPLICABLE)

Provider Postcode

FIND

Select Address

Can't find what you're looking for? [Enter Address Manually](#)

The registration form will require you to enter your Company Registration details, where applicable, including whether you are VAT Registered.

You will then need to enter your registered company address (again, if applicable). By entering the postcode and clicking Find, you will be able to look up and select the correct address. If this does not appear, you will also have to option to add the address manually.

Finally, you will be asked to enter details of the first user you would like to add to the housing platform for your organisation (this can be yourself):

Note: You will be able to add additional users to your account once you have access to the site.

USER ACCOUNT DETAILS

First Name

Last Name

Email

Confirm Email

Phone Number (Optional)

Password

Confirm Password

By clicking "Agree and Create Account" you are confirming that you agree to the [End User Licence Agreement](#) and [Privacy Policy](#).

AGREE AND CREATE ACCOUNT

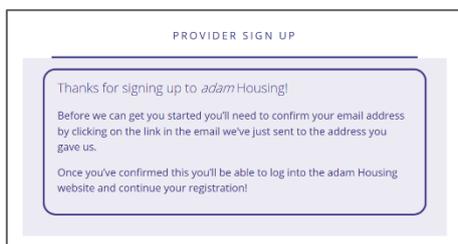
You will be asked to provide the name and email address of the user, a phone number (though this is optional), and a password which they will use to access the platform.

The password chosen must be at least 8 characters long and must contain at least an uppercase letter, lowercase letter, number, and special character.

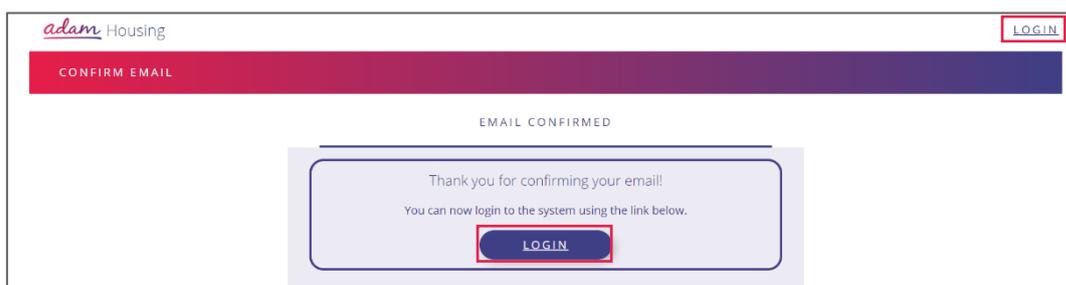
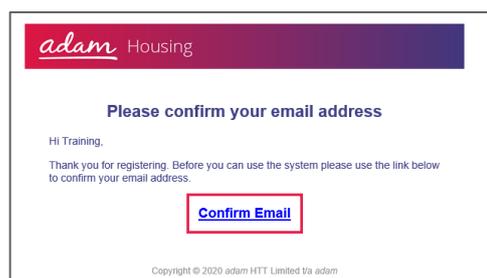
You will also be able to review the End User Licence Agreement and Privacy Policy before you submit your registration, by clicking on the links at the bottom of the page.

To finish the registration, click on the AGREE AND CREATE ACCOUNT button.

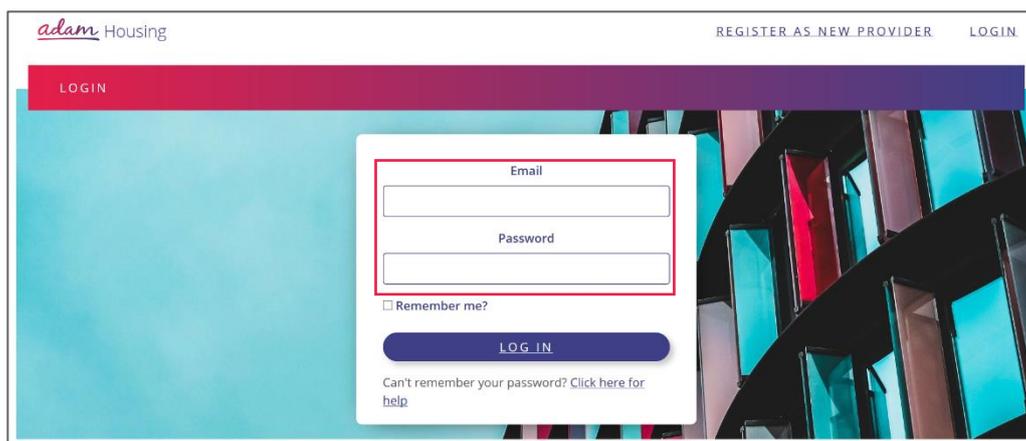
If all details have been entered correctly, you will be taken straight to the confirmation screen. *The platform will check the page for errors and alert you if anything needs to be edited or completed before you can submit – you will be able to view the comments, make any amendments, and then click AGREE AND CREATE ACCOUNT again to submit.*



Alongside the confirmation screen, the initial user will be sent an email to the email address provided. The email will contain a link to verify the email address. The user will need to click on this link to verify the email address, before the account can be fully set up on the *adam* Housing site.



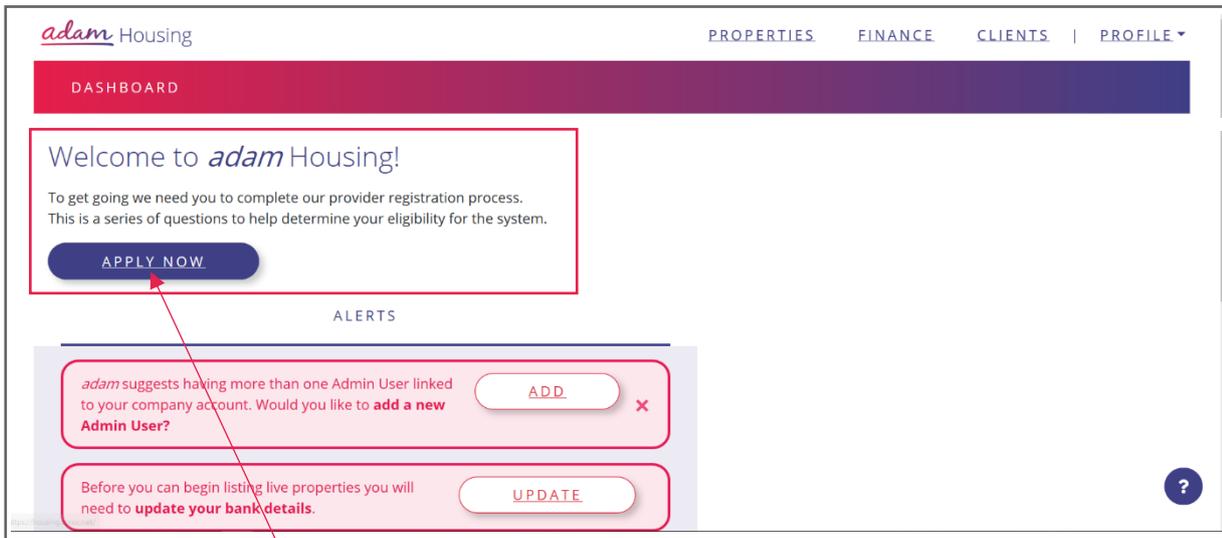
Once the email address has been confirmed, the user can use their email address and password to log into and access *adam* Housing.



Once you have logged in, you will need to fill out the standard registration form, which is required for all clients, before you can sign up to provide properties to them specifically.

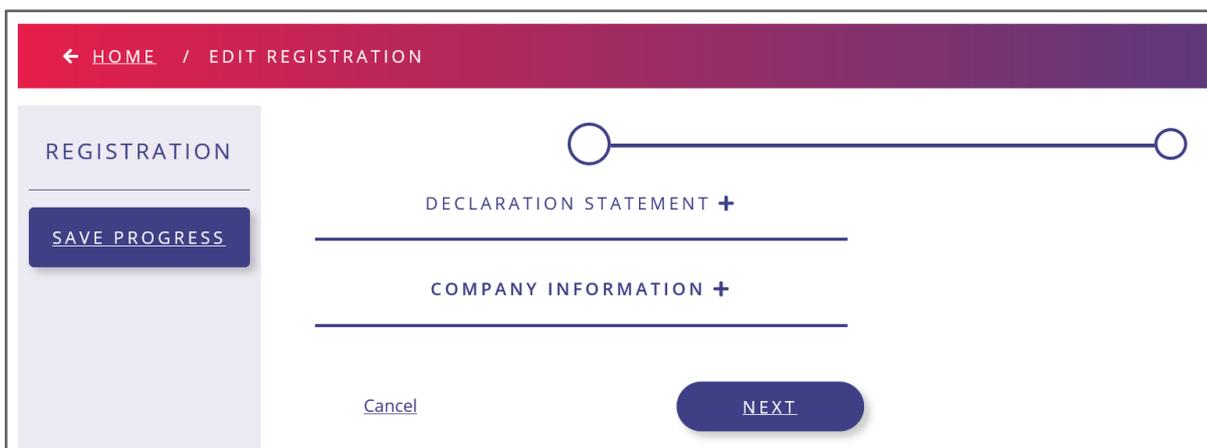
Step 2: Completing the standard Registration for *adam* Housing

To begin offering your properties you will first need to complete the standard registration process, responding to questions about your organisation.

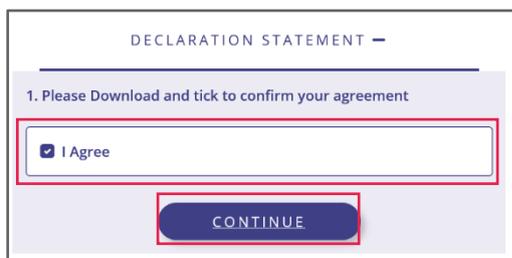


You will see a message when you log in, advising you to complete the provider registration process. Click APPLY NOW to access the form.

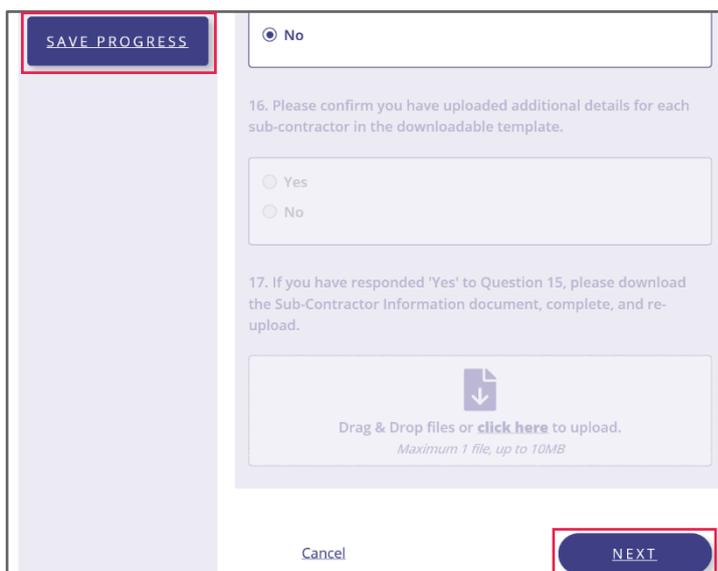
The registration page is split into two sections: Declaration Statement and Company Information.



The DECLARATION STATEMENT box will ask you to download the agreement, and tick to confirm that you agree with the content and are happy to proceed. You can then click CONTINUE to proceed to the next section.



The COMPANY INFORMATION section consists of 15 questions, requesting information such as your trading name, company type, memberships, parent company details, and sub-contracting information.

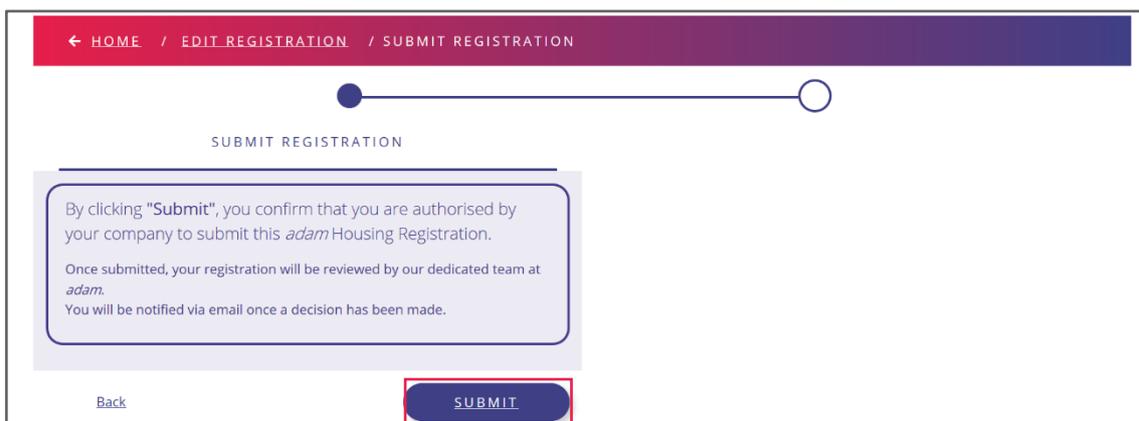


The screenshot shows a registration form with two questions. Question 16 asks for confirmation of uploaded details for sub-contractors, with radio buttons for 'Yes' and 'No'. Question 17 asks to download and re-upload a Sub-Contractor Information document. A file upload area is present with a 'click here' link. The 'SAVE PROGRESS' button is highlighted in red in the top left, and the 'NEXT' button is highlighted in red in the bottom right. A 'Cancel' button is also visible at the bottom left.

Some questions may appear greyed out, indicating that they are not required due to some of your previous responses.

You can leave the form at any time, clicking on SAVE PROGRESS before you exit, to create a Draft Registration and ensure that you do not lose the information you have already entered.

Once you have completed the questions, click NEXT and you will be taken to the final confirmation screen where you will need to SUBMIT your application by clicking on the button shown.



The screenshot shows the 'SUBMIT REGISTRATION' confirmation screen. It features a progress bar at the top with two steps, the second of which is active. The main content area contains a confirmation message: 'By clicking "Submit", you confirm that you are authorised by your company to submit this adam Housing Registration. Once submitted, your registration will be reviewed by our dedicated team at adam. You will be notified via email once a decision has been made.' At the bottom, there is a 'Back' button on the left and a 'SUBMIT' button on the right, which is highlighted with a red border.

Once submitted, your Registration will be sent to the *adam* team, who will complete a review of the information provided. Your home screen will update to show the status of your Registration, and you will also receive notifications by email to update you on the progress of your application.



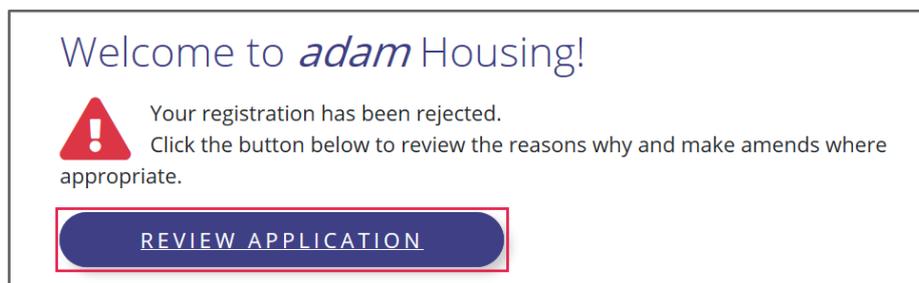
The notification card has a white background and a thin black border. It features the text 'Welcome to *adam* Housing!' in a blue font. Below this is an hourglass icon followed by the text: 'Your registration is currently being **reviewed** by our dedicated team at *adam*. We'll notify you via email once a decision has been made.'

Once you have completed the full registration process, and your Registration has been approved, you will need to complete your Accreditation to sign up with a specific client authority or organisation, so that they can view your properties.

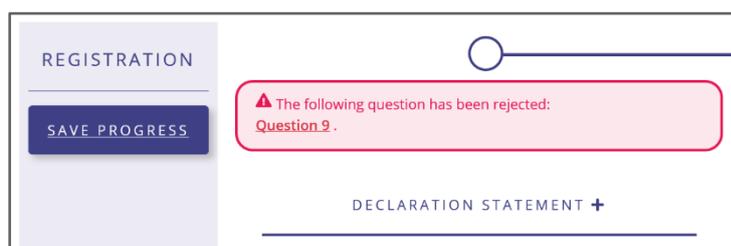
Updating your Registration

When your Registration is being reviewed by the team within *adam*, they will look at the information you have provided and will approve or reject the application based on the responses you have given.

If any information is incomplete or needs to be amended, the team may reject your Registration. This will allow you to edit your Registration and re-submit this with the full details that are needed.



If your registration has been rejected, you will see an updated message on the home screen when you log into *adam* Housing and will also receive an email to alert you of this. You will then be able to log in and make the required changes by clicking on REVIEW APPLICATION.



You will be presented with your Registration, along with a banner explaining which questions need to be amended.

When you scroll down to the relevant question(s), you will be able to view the comment that has been left by the *adam* team.



This will give details of what you will need to amend, to ensure that this question meets the registration requirements. Simply amend the information and then scroll down the page to re-submit your application when completed.

Your Registration will then be sent back to the *adam* team to complete a review of the amendments. Again, you will receive email notifications as the process progresses.

