

BSG Contractor Assessment User guide (CAS)

HOW TO REGISTER FOR CAS AND INVITE A SUB-CONTRACTOR TO BE ASSESSED

1). Register for access to CAS

Register for access to CAS by clicking this link and submitting your details.

<https://bsgcas.co.uk/contractor/register>



The screenshot shows a registration form titled "Register - BSG Contractor Assessment". The form includes the following fields: Name, Company, Job Title, Telephone no., Email, Password, and Confirm Password. A green "Register" button is located at the bottom of the form. The background of the form features a construction worker in a yellow safety vest and a green arrow pointing upwards.

2). Activate your CAS account

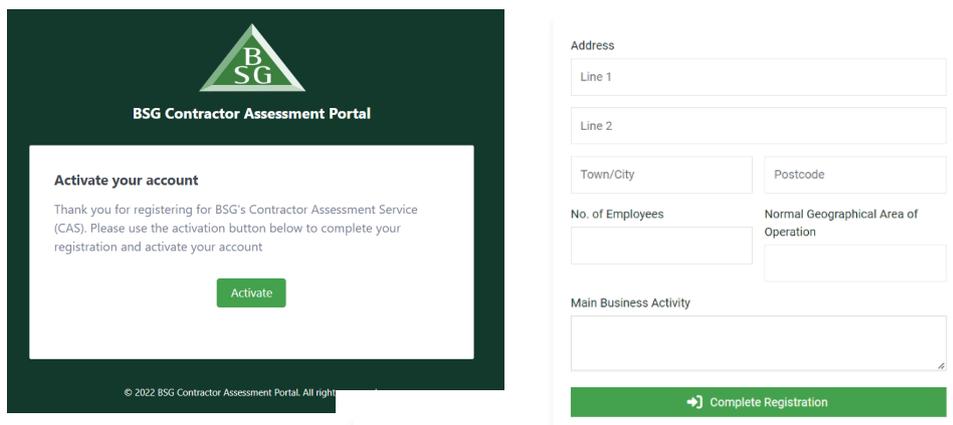
Open your emails and look for an email from **BSG Contractor Assessment Portal** (*you may have to look in your Junk/Spam folder*)



The screenshot shows an email header with the following information:

From	Subject
BSG Contractor Assessment Portal	Contractor Activation Email BSG Contractor Assessment Portal Activate y...

Open the email and click 'Activate'. Complete the remaining information fields and click 'Complete Registration'



The screenshot shows two parts of the activation process. On the left is the "Activate your account" page, which includes the BSG logo, the text "BSG Contractor Assessment Portal", and a message: "Thank you for registering for BSG's Contractor Assessment Service (CAS). Please use the activation button below to complete your registration and activate your account". A green "Activate" button is visible. On the right is the "Complete Registration" form, which includes the following fields: Address (Line 1, Line 2), Town/City, Postcode, No. of Employees, Normal Geographical Area of Operation, and Main Business Activity. A green "Complete Registration" button is at the bottom.

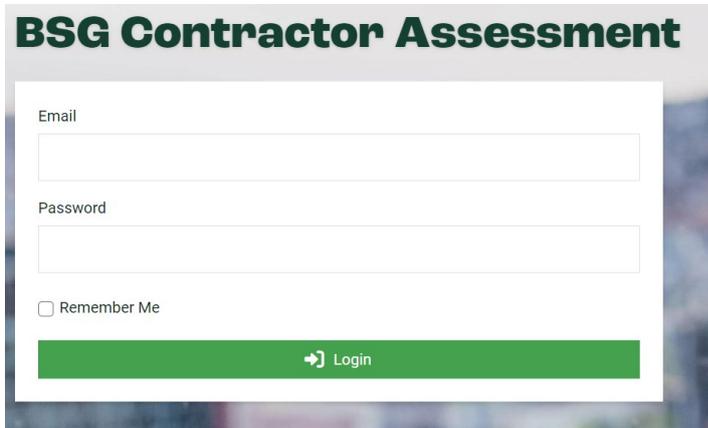
Registration Complete

Your account has now been activated.

Login

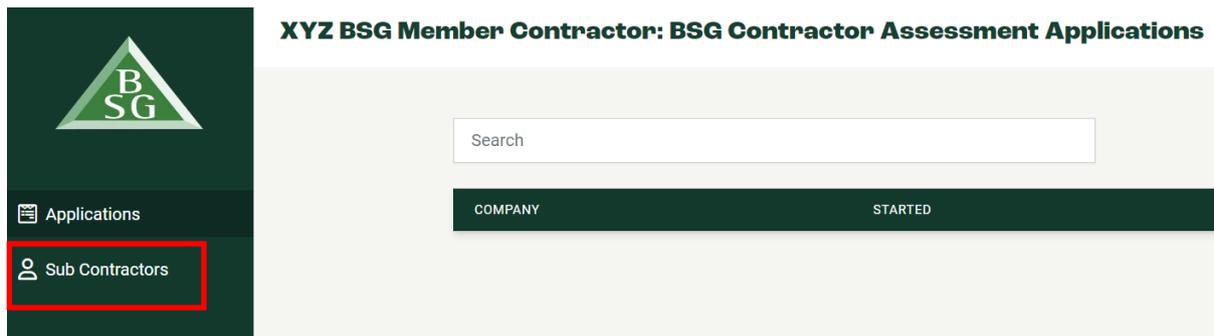
3). Login to CAS

Login in to CAS by clicking this link; <https://bsgcas.co.uk/login> and entering your username (email address) and the password you have chosen.

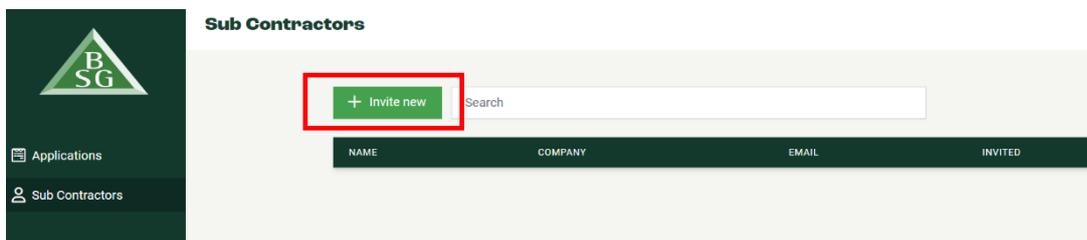


4). Invite a sub-contractor for BSG to assess

Click on 'Sub-contractors' from the left-hand menu



Click 'Invite New'



Enter the Sub-Contractors' contact name, company name and email address. Click 'Invite'.



The sub-contractor will receive an email asking them to register for access to CAS, so they can start their application to be assessed by BSG.