

Requesting access to your existing business account



How to request access to your existing business account

Here is a step-by-step guide on how you can request access to your existing business account.

1. You will need to type the Business name for the business account, you would like to get access to. If this is already setup, the business name will appear in the selection option as you start typing the Business name.

If you work for a business that will work on more than one development site in the Southern Water area, then you should select a business account. This will require you to tell us the registered business name.

Any application submitted to Southern Water online can then be made accessible to other people who work for that business and have an account on Get Connected.

For this reason we operate an approval process to confirm who is a current employee of this company and will ensure that at least one person from the business acts as an authoriser to confirm who can see the shared Company dashboard on Get Connected.

Please select the name of the business you work for. If it does not appear in the list, you'll need to Register your Business on GetConnected.

By selecting this business, you consent for your details to be passed to the administrator of this company account in order for them to confirm your credentials to make, track and update applications for the business. You understand that when you submit applications on behalf of a business, other users authorised to work on those applications will see what you have submitted. All application details will be visible to other users with approved access to this business account on GetConnected.

Company name

2. A verification email will now be sent to the email address you provided.



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- ✓ Account type
- ✓ Your details
- ✓ Login details
- ✓ Thank you

Please check your e-mail

Thank you for submitting your registration. We have sent an e-mail to your chosen address. Please click the link in the e-mail to confirm your registration. You may need to check your Junk e-mail for e-mails from Southern Water. Please allow a few minutes for the e-mail to arrive. If you have any queries or problems, please [contact us](#).

3. Please verify your email address.



Verify your email address

Hello Miss Test

Before you get started, please click the button below to verify your email address and activate your GetConnected account:

[Verify your email address](#)

If you need to talk to us, just visit our contact us page to choose your preferred way to [get in touch](#).

Many thanks
The Business Channels Team

Not you? If you didn't register for an online account with us, please [get in touch](#) and let us know.
Please don't reply to this email. It is sent from an unmonitored email address and you won't receive a reply.



4. At this point in the process, an email will be sent to the Business Admin, informing them that you have requested access to their shared business dashboard.
5. You will be notified via email once the Business Admin has granted access to you.