

# Setting up a business account on GetConnected



# How to set up a business account in GetConnected

Here is a few simple steps, explaining how you can setup a Business Account.

## 1. Select Business account type

Please tell us what type of account you would like

### Connection Services for our Business Customers

Select **Business** if you are a Self-Lay Provider, New Appointment and Variation (NAVs), property developer or consultant.

### Connection Services for Homeowners and Builders

Select **Personal** if you are a homeowner planning an extension or a builder or architect working on domestic or commercial properties.

Personal

Business

Edit

Developer

New Appointment & Variation business

Consultant

Edit

## 2. Please select company name, or if it does not appear in our list, please register a new business.

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

Continue

Register a new business

## 3. Please fill in information about your business.

Applicant Name

Applicant e-mail

Company name

Trading name

Companies House number

VAT status

Company type

VAT number

Company website

Continue

## 4. Please provide contact information.

## Contact details

Main phone number

1234567890

Edit

## Address details

Please enter address details.

Building Name/Number & Street

Town

County

Postcode

Continue

- All done! Our team will check your details and set up a business account for you. This usually takes 1 working day.



Developers & Builders

Sign up

Login

Register my Business

Thank you

### Submission sent for verification

Your business details have been submitted for validation. We need to confirm the details with Companies House. We will notify you when the business details have been set up in our system. This will usually take place on the next working day. When the business is set up you will be able to continue your registration. In the meantime, if you have any queries, please Contact us.

- Once your business account is setup, your admin will be able to manage user permissions in GetConnected.

## My company admin

ABC Ltd

User name	First name	Last name	Email address	Status
cmpuser1	cmp	user1	cmpuser1@test.com	<input type="checkbox"/> Inactive
RiddhiK	Riddhi	K	RiddhiK@example.com	<input type="checkbox"/> Inactive
NavneetK	Navneet	K	NavneetK@example.com	<input type="checkbox"/> Inactive
chrishazellABCLtd	Chris	Hazell	Chris.Hazell@southernwater.co.uk	<input checked="" type="checkbox"/> Active
SamABC	Sam	Jenkins	samanthalianne@live.co.uk	<input checked="" type="checkbox"/> Active

Join the conversation

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7. All users that have access to your business account in GetConnected will be able to monitor application progress using GetConnected Dashboard.

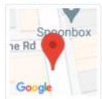
## Company Dashboard (View archived applications)

Create new application

Company name: Goyal Communications Meta Data Ltd.

Search

Search



**Site name**  
Created by BUDEV006

**Number of applications**  
21

**Action required on**  
8 item(s)



**Site name**  
Created by BUDEV004

**Number of applications**  
14

**Action required on**  
3 item(s)

