MYBITC QUICK START GUIDE

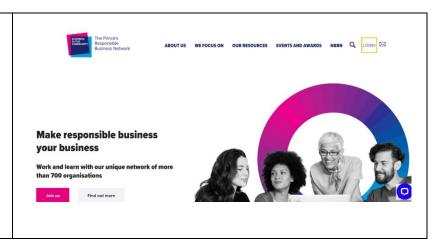
MyBITC is Business in the Community's new member-focused website area.

Using MyBITC, you can access all the latest resources, tell us what you'd prefer to hear about my indicating your contact preferences, book onto events, and get in touch.

HOW DO I FIND MYBITC?

Please follow this link: https://bitc-community.force.com/MyBITC

Alternatively, you can access MyBITC using the 'Login' button, found in the topright corner of the BITC website (*right*, *highlighted in yellow*).



HOW DO I REGISTER AND LOG IN?

How do I register?

You can register for MyBITC by clicking the link next to the 'Register' heading. You will then be asked to enter relevant details, and will receive a confirmation email in your inbox.

Please note: please ensure you use a named email address, rather than a mailbox email address (such as info@Acme.com)

What is my Username?

Once you've entered your registration details, your NEW Username will normally be in the format of your email address with .mybitc added to the end.

So, if your email address is Joe.Smith@Acme.com, your USERNAME will be: Joe.Smith@Acme.com.mybitc

You will be asked to create a new password the first time you try to log in.

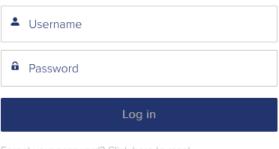
I had access to your previous member area, what do I need to do to access MyBITC?

If you had been logging into our previous memberarea, these details will no longer work. You will need to follow the above steps to register.



Welcome to MyBITC: BITC's member only community.

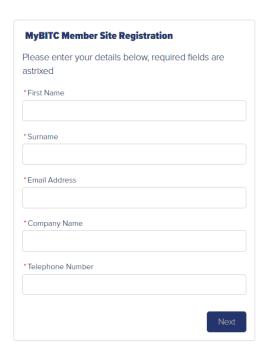
Already have login details? Please **log in** below.



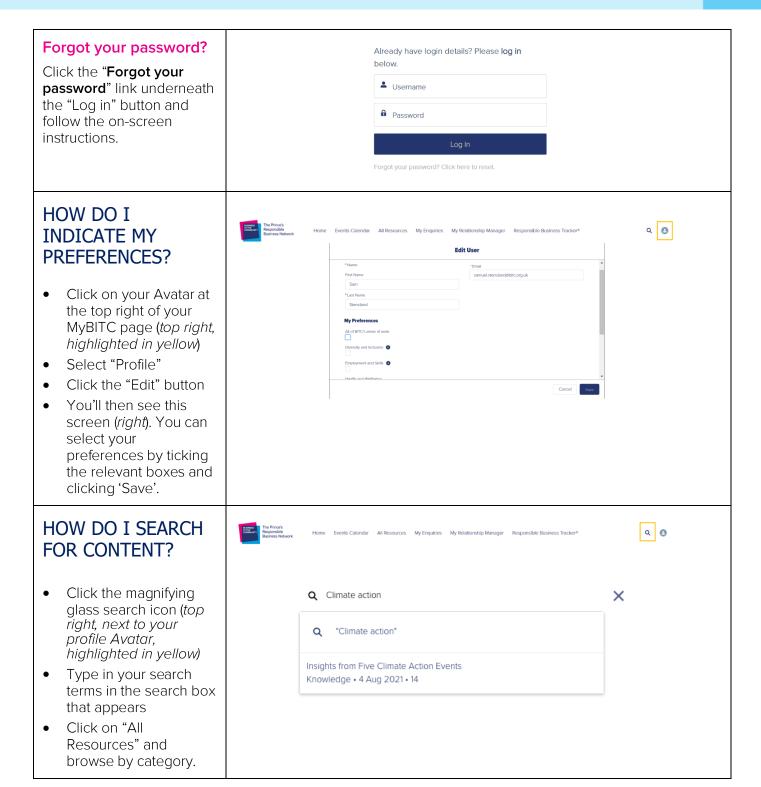
Forgot your password? Click here to reset.

Register: If you work for a BITC Member company but don't have a log-in, please <u>click here</u> to register for free access.

Speak to us: If you'd like to discuss your company becoming a member of BITC, or you're having trouble logging in, <u>click here</u> and a member of the team will get back to you



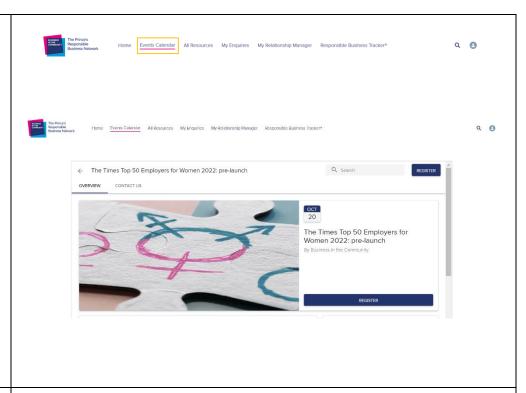
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HOW DO I SIGN-UP TO EVENTS?

- Click on the Events
 Calendar in the
 navigation bar, (right, highlighted in yellow).
- Use the calendar to browse our events.
 When you click on a date, you will then be able to click on the relevant event beneath the calendar.
- On the event landing page, please click 'Register' (navy button), and follow the onscreen instructions to sign up.



HOW DO I NOTIFY BITC OF ANY DIFFICULTIES OR QUERIES?

- Ask us a question using the "My Enquiries" option and select the "Ask a question" button.
- You can then enter your query which will be picked up by our Membership Team.

Still having problems?

Please get in touch with your Relationship Manager.

You can also email:

MembershipTeam@bitc.org.u k

