



How to Complete your Company Profile

Your Reset Company Profile is where all of your company information is stored. Your profile includes typical PQQ information, and once inputted it can be shared with any organisation, eliminating the need to keep completing PQQs for each company you wish to work with.

It is essential that Reset Members complete their Reset Company Profile without delay, as it allows Verifier clients to view the Company Profile, with your permission, and therefore consider the company for work.

There are two steps to completing your profile – two sections in Step One and twelve sections in Step Two. You need to complete all of Step One before you can “unlock” Step Two.

Before you start

- If any questions do not apply, please type “NA” (not applicable). If you leave any fields blank, your profile cannot be published and will appear as “incomplete” to Verifiers.
- Ensure all documents you upload are in PDF format
- Click “Save” at the bottom of the page after uploading any sections
- You must publish your profile after completing each step and after any subsequent changes, otherwise your information cannot be viewed by Verifiers, even if you have saved it. (For more information on publishing, please see below).
- Click “My Company” in the top menu bar at any time to return to the “My Company” home page.

Step One

- Go to www.rcscard.co.uk, click “My Dashboard” and enter your log in details.
- Click on “My Company”. If you are completing your profile for the first time, only “General Information” and “Insurance Details” will be accessible.
- Click on the section you wish to edit. Include information at the prompts and upload the relevant documents in PDF format.
- You can choose to complete every section in one go or in separate sessions.

- Publish your information once complete (see below for how to publish). Your profile will now be visible to Verifiers, with your permission.
- Once you have completed and published both sections of Step One, you will unlock Step 2.

Step Two

- Click on the section you wish to edit.
- Input your information and click "Save". This will take you back to the "My Company" home page.
- You can choose to complete every section in one go or in separate sessions.
- Once you have completed every section click "Publish".
- You will only be able to publish step two when all sections have been completed.
- You can check the status of each section. If a section has not been fully or accurately completed it will appear as "Partially Complete" and you will not be able to publish.

How to Publish

When you have completed or updated a section it is essential that you publish it. Simply click "Publish" when prompted. You will need to enter the names and positions of two people who are able to sign off the profile. One must be an officer of the company (Director, Secretary, Business Owner). You must also complete these fields every time you publish updates.

If you have selected "Sole Trader" as the status of your company, you will need to include your name in both fields.

Once you click "Publish" the information will be shown on your company profile page. A green tick will appear against "Company" and "Insurance" when you have successfully completed Step One. If your insurance has expired, a red cross will appear.

Problems?

If you are not able to publish, check the Status column – each section should be noted as "Complete". If any section has not been updated, the status will be "Incomplete". If a section has been started but is incomplete, it will appear as "Partially Complete".

Ensure you have either completed all of each section or stated "NA" if the information is not applicable to you. Once all sections show as "Complete", you will be able to publish.

Need more help?

For more detail please read the Company Profile section of the Reset Company User Guide, provided in your Welcome Pack.



To speak to the Membership Services team, please contact support@rcscard.co.uk or phone 0845 519 5768.