

SIGNING UP FOR PARTICIPATE ON LGCASSURE.COM

Users can request access to Participate on www.lgcassure.com by following these instructions.

STEP 1 Create an account on www.lgcassure.com

An LGC Assure account will give you access to exclusive content but it will not give you access to Participate.

- Go to <https://www.lgcassure.com/participate/request-access> and click the 'sign up now' button.

NB: If you have an account on BRCGS Directory you do not need to register. Simply log in using the same email and password.

- Enter your email address. The address should be the one you use for work.
- Click on 'Send verification code'. The code will be sent to the email address you entered. Please check your spam folder if you do not receive it promptly. If you press 'create' without a code an account will not be created.

- Enter the code into the 'Verification code' field. Click on 'Verify code'.
- Fill in all fields.
- Read Privacy Policy and Terms and Conditions and check the checkboxes to confirm you agree.
- Click on 'Create'.

NB: If you get the message 'a user with the specified ID already exists', it means an account already exists and you can log in with your credentials. Remember that lgcassure.com will recognise accounts from BRCGS Directory.

If you have an account already but have forgotten your password, go to the 'Sign in' page and click on 'Forgot your password'.

STEP 2 Requesting access to Participate

This step shows you how to request access to Participate.

- If not proceeding directly from Step 1, go to www.lgcassure.com home page.
If your name appears in the top right corner you are logged in. If it is not there, log in using the details created in Step 1.
- Go to www.lgcassure.com/participate/signup or navigate to the Participate tab on the home page menu and select the link to 'get access to Participate'.
If you have registered for an Assure account you will see the message 'Step 1 completed'.
- Fill in the Participate request form at Step 2.
- Complete all the fields and read and check the checkbox to confirm acceptance of Terms and Conditions.
- Click on 'Submit'.

Get access to Participate

Step 1: Completed

✓ You are now signed in. Please complete step 2 to request access to Participate

Step 2:

Once you have created your account, you can then submit a request to access Participate content by filling in the following form.
Certificated sites, certification bodies and BRCGS approved training partners, auditors and consultants can request access.
[Find out more about who can access Participate](#)

Participate request form:

Participate Access Request

First Name *
Example

Last name *
Example

E-mail *
Cannot be edited

Access type *
Please Select
Please select based on organisation (company) you work for

Organisation (Company) name *
Please Select

Country *
Please Select

Organisation (Company) id *
Auditor - Auditor number in Directory, Certificated Site and BRCGS Professional - Site code from Directory, Certification body - CB ID from Directory, Consultant - provided by BRCGS, Approved Training Partner - can be found in BRCGS Education (ATP number)

☐ I agree to [terms & conditions](#) *

Submit

Requests will be processed within three working days. You will receive a confirmation email when your access has been granted. If it has been denied, the email will say why. If access was not granted, you can resubmit the form with corrected information.

You can get help from our support team by submitting a BRCGS support form.

NB: Users registering on lgcassure.com will be added to BRCGS Directory but will have no access to Directory data. For access to data in the Directory a user must fulfil the right criteria and be registered in the Directory. Contact BRCGS support for more information.