

New Directory  
account *creation*  
for future BRCGS  
audit owners

## **This process should be completed if your company:**

- 
- **Does not have an existing Directory account.**
- 
- **Has a contract to be BRCGS audited by a BRCGS-approved certification body.**

## **To complete this process, you will need:**

- 
- **The name and address of the company described as the 'Client' in the audit contract held with a BRCGS-approved certification body.**
- 
- **An accessible email address for a person who you wish to be able to access the account and is employed by your company.**

## **Criteria:**

The company name and address provided in the account must be detailed as the client\* in a valid contract to be BRCGS audited.

The process should be completed by an employee of that company.

## **Completing this process allows your appointed certification body to:**

- 
- **Assign site records to your account, including creation of BRCGS site codes.**
- 
- **Arrange for Directory Pro services and tools to be applied to your Directory account.**
- 
- **Assign audit and certificate records to your Directory account, making them accessible to you.**

\* The company (or legal entity) entering into a contract for audits to be conducted at one or more individual locations or 'sites'. Name and address details may differ from those of the sites to be subject to audit.

1

Create a Directory Lite account at  
[www.brcgs.com/directory/access/](http://www.brcgs.com/directory/access/)

2

Tag your certification body in  
**'My Company'** via **'Sharing'**.

3

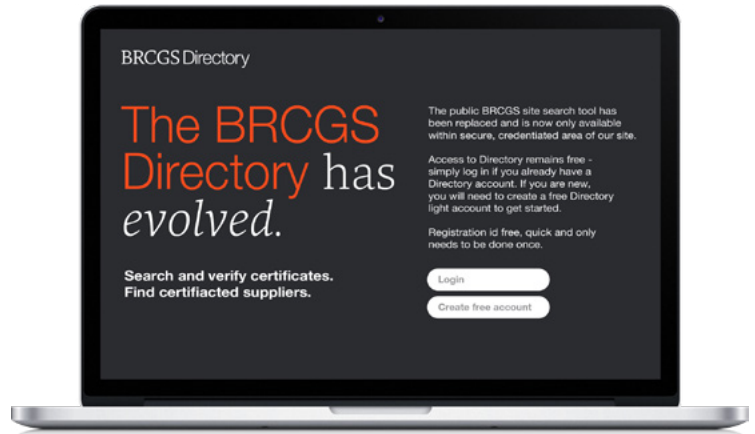
Provide your **Company ID** to your certification body.  
They will take care of the rest.

# BRCGS Directory

## Create a Directory Lite account for your company

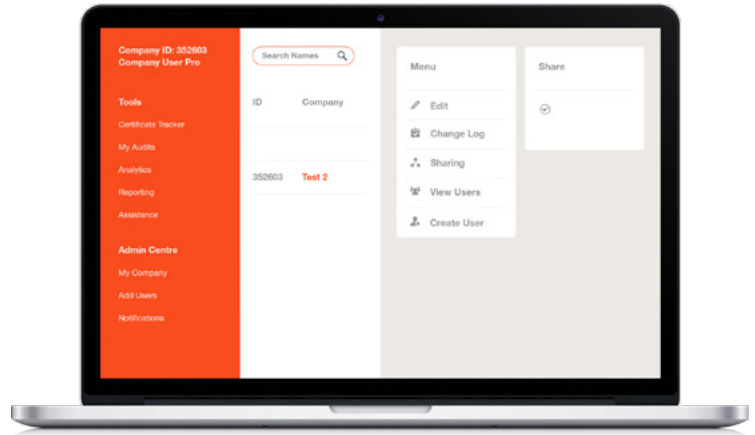
Visit [www.brcgs.com/directory/access/](http://www.brcgs.com/directory/access/) and select Create Free account.

- Enter your company name, address and user details.
- Activate your user profile via the emailed link.



## Tag and notify your appointed BRCGS certification body

- Sign in to your account and visit 'My Company'.
- Open the record via the Company name.
- Select the Menu tool (top right corner) and 'Sharing'.
- Use the search tool to find your certification body.
- Provide you Company ID to your certification body (displayed top left corner).



## What happens next?

Your appointed certification body will contact BRCGS, confirming a BRCGS audit has been arranged. BRCGS will convert your Lite account to Directory Pro and notify you when the services are ready to use. Your certification Body will assign your BRCGS audits and certificates to your Pro account, when issued.

# FAQS

## Already got a Directory account?

Use the **Forgot Password** feature to re-activate it. Please do not create a new one.

## Which details should we use?

Enter the name and address of the company described as the 'client'\* in your audit contract.

\*The company (or legal entity) entering into a contract for audits to be conducted at one or more individual locations or 'sites'. Name and address details may differ from those of the sites to be subject to audit.

## What and where is our Company ID?

You can your Company ID in the top left corner of the page after signing in. Company ID is a unique identifier that enables certification bodies and other platform users to locate your account in Directory.

## When will our audit and certificate be accessible?

Your certification body will assign audit and certificates to your Directory account after certificate issue. Directory will notify you once complete.

## How do we add more user profiles?

Sign in to Directory and use the **+Add User** tool in the **Users area**.

## When can we use our Directory Pro tools?

BRCGS will notify you when your account has been upgraded to **Pro**.

## How do we add contact details for our sites?

Open the **'Sites'** tab in **'My Company'** and use the Menu tool's Edit option.

## How do we configure notification emails?

Open the **Notifications** tool and set topics and categories as required.

Need assistance?  
Submit a query

Submit

# BRCGS Directory

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