

How to... Register Online

Select **Professional Login** in the top right of the NRCPD homepage www.nrcpd.org.uk, you'll see two options, **Sign Up as a New User** and **Login**. If you haven't used the service before, fill in all the fields under **Sign Up as a New User** and click **sign up**, your account will be set up automatically. You will receive, normally within 60 minutes, an email from cpnotify@nrcpd.org.uk confirming the account is set up, that email will include a link that you must click on to activate the account. If the email does not arrive in your inbox, it is possible your system filters might identify it as spam and send it to your spam or junk mail box.

Your account is ready for you to use as soon as you activate it. Sign in using the **Professional Login** link in the top right of the NRCPD homepage. Under **Login** enter the email address and password you entered to set up the account.

You will see four icons. Start with **My Information**, (be sure to include your existing ID number, if you're renewing) and progress to the **Applications** section. If we require further information from you to support your application you will be directed to the **Supporting Information** section. You will be able to see when your application has been ratified in the **Registration Status** section.

The information you supply in the **My Information** section is solely for administrative purposes, it will not be published. At the end of the section you will find an option to create an advertisement to accompany your entry on the online register. You can include a wide range of information on your advertisement including contact details, assignment preferences, and qualifications. If you work solely for an agency, or only take bookings through a particular agency this is the place to enter their contact number.

If you are registering in more than one category, please submit your application only when you have completed details of all the registration categories you are applying for. Then you will be charged only the highest registration fee applicable. Separate applications will be charged individually.

We will send email confirmation of receiving your application and request from you any necessary supporting information. If your application is ratified you will be sent an official confirmation letter and an ID card. Your entry will appear on the new online register from 1 April 2009. After that date new entries will appear online immediately on ratification, updates you make to your entries will appear no more than 24 hours after submission. Signature will invoice you directly for your registration fee. Non payment will result in the removal of your register entry.