



Adam Onboarding Guidance: Registering on SProc

 access Health, Support and Care

Provider Guide

How do I register on SProc.net?

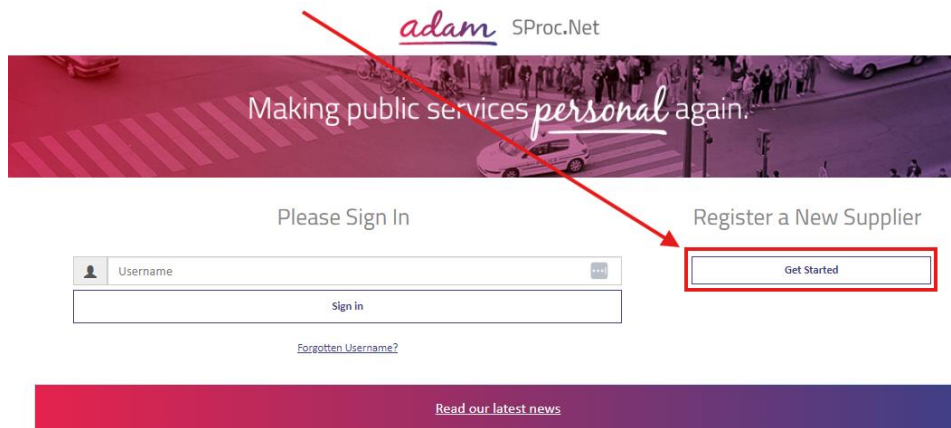
Solution

To provide a service to a specific local authority you need to complete the Onboarding process, more specifically the Accreditation and Enrolment process. Before we can start this process, you need to sign up on SProc.net and register as a provider.

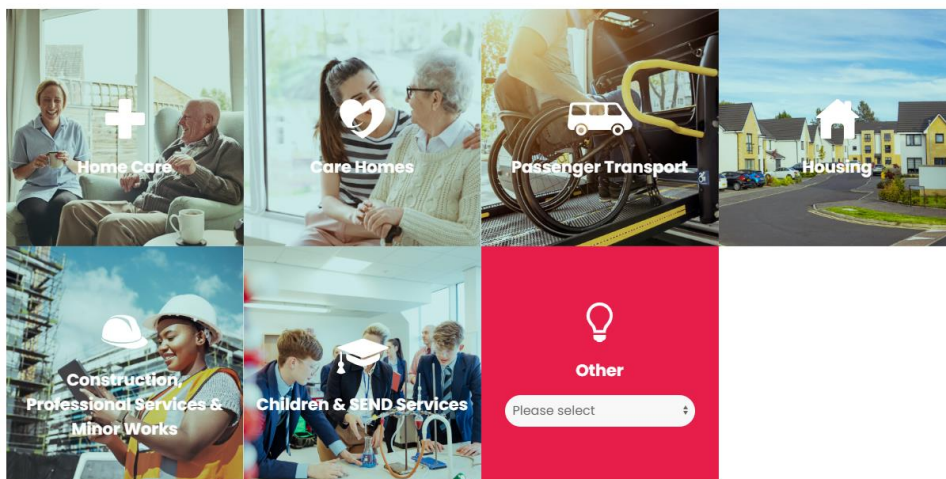
This registration represents the company where you will receive payment, should your chosen local authority process payment through SProc.net. If you need to receive separate payments for separate locations, you will need to register each location separately by repeating the items listed under step 6.

To register as a provider:

1. Go to **SProc.net** on your internet browser.
2. Click the **Get Started** link on the front page to begin your registration.



3. You'll be redirected to the [adam providers site](#). Select which service you work in.



4. Scroll down and select the local authority and category you are interested in.
5. Scroll down and click the **Get Started** button.



6. Add all relevant company information requested.

1. **Business Details:** This includes your company name, VAT details, number of employees and whether you supply goods or services.

The screenshot shows a registration form titled "Business Details and Initial User" with the "adom SProc.Net" logo. It includes a header with instructions: "Please complete the below form to register your business and first user account to SProc.Net. Fields marked with a * are mandatory. The user entered below will automatically be set up as the business administrator and will need to login using the user ID and password sent to them via email. The administrator will have the ability to create additional users via the 'Admin' tab once logged into SProc.Net. We highly recommend that a minimum of 2 users are set up per business account." The form fields include: "Legal Entity Type" (dropdown), "Trading Company Name" (text), "Registered Company Name" (text), "Website" (text), "Logo File" (file upload), "VAT Registered?" (radio buttons for "Yes" and "No"), and "Company Tax/VAT Number" (text).

2. **Address/Contact Details:** Enter your company address and contact information.

3. **User Details:** Include the name, job title and email address of the first user you would like to add to the system (this can be yourself). This user will receive an email with login details to SProc.net. Additional users can be added later on by using the Admin tab on the system.

7. Click **Finish** to confirm all the necessary details.

8. An email notification will immediately be sent containing your login credentials (Username and password). Click the link in the registration email to sign in.

The screenshot shows a login form titled "Please Sign In". It has two input fields: "Username" and "Password", each with a user icon and a password icon. Below the fields is a "Sign in" button. At the bottom, there are links for "Forgotten Username?", "Forgotten Password?", and "Can't login?".

Note: You will be required to change your password the first time you log on.

Once you have logged in, you will need to complete your Accreditation and Enrolment to sign up to provide for a specific local authority or organisation, for your specific service type.

You will not receive Opportunities (requests for work) until you have completed and passed the Accreditation and Enrolment stages.