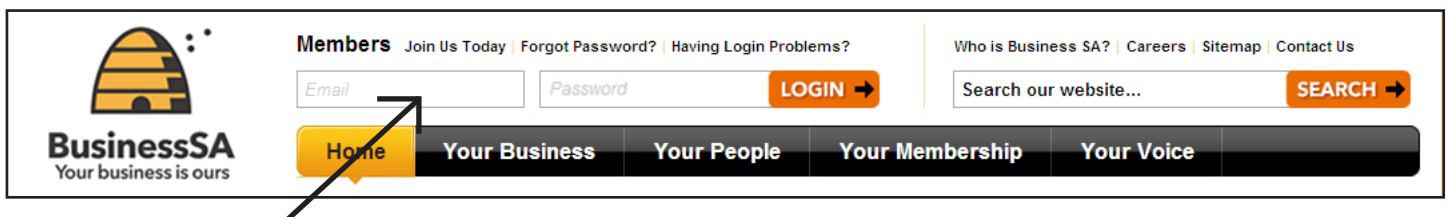


# HOW TO USE THE BUSINESS SA WEBSITE

Welcome to the Business SA website. Not only does our site have plenty of information, you can manage your account, subscribe to newsletters, find member only information, register for events and training and purchase publications.

## HOW TO LOGIN



### New users

To log in to our website for the first time:

1. Visit [www.business-sa.com](http://www.business-sa.com)
2. Click on the [Forgot Password?](#) link at the top of the screen
3. Enter your email address
4. Click [RESET PASSWORD](#) to retrieve your new login details
5. A link will be sent to your email address which you must click on to complete the process.

### Existing users

To log in via the boxes at the top of the screen:

1. Enter your login email address into the left hand box that says **Email**
2. Enter your password into the empty right hand box that says **Password**
3. Click the [LOGIN](#) button.
4. Once you have logged in you will see the buttons (shown below) at the top of your screen.

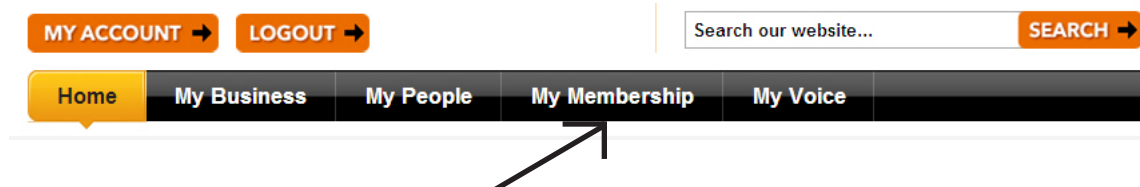
[MY ACCOUNT](#) [LOGOUT](#)

### How do I reset my password?

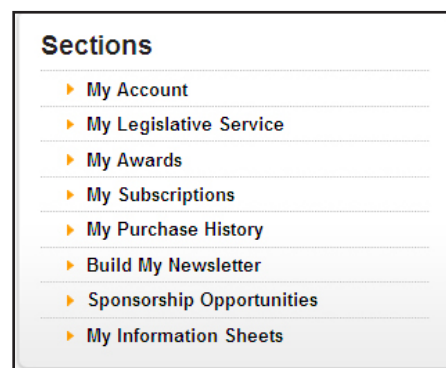


If you have forgotten your password simply click on the [Forgot Password?](#) link at the top of the page and follow the instructions.

# MANAGING YOUR MEMBERSHIP



1. Click on **My Membership** as shown above
2. Your options appear on the **Sections** panel (shown right).



## My Account

This is where you can update your password, email address, phone number and address details.

## My Legislative Service

Provides a list of legislative service publications that your company has subscribed to.

## My Awards

Provides a list of awards your company has subscribed to.

Please note: access to legislative service publications and awards is only available to the nominated contact person. If you would like access to either of these, please contact Customer Service on (08) 8300 0103.

## My Subscriptions

This is where you can manage your subscriptions to the Business SA newsletters; Newsround, Events, Publications, Networking, Training Update, Xpress Newsletter and Survey of Business Expectations.

## My Purchase History

Shows a history of the purchases you have made on the Business SA website.

## Build My Newsletter

This allows you to tailor the information you want to receive and how often you want to receive it, keeping you informed of the latest news and information.

# MANAGING YOUR MEMBERSHIP

## Sponsorship Opportunities

Business SA Sponsorship Opportunities offer a great way to expose your business to the local community. Read more about the opportunities available in this section.

## My Information Sheets

This gives you access to general information, calendars, taxation information and key lodgement taxation dates.

## Primary Contact Section

This is where the primary contact at your business can manage your staff access to the member section of the website. The primary contact can add, update and remove users from your account.

To request a new website user, scroll to the bottom of the page and click on **request a new website user** form and complete the form (shown right).

### Request a new website user

Please use the form below to submit a request for a new website user:

▶ My email address:

▶ Email address: \*

▶ Password: \*

▶ Name: \*

▶ Position:

▶ Phone: \*

▶ Fax:

▶ Mobile:

\* Required Fields

[CONTACT US →](#)

**For login problems or for more information, please contact Customer Service on (08) 8300 0103.**



**BusinessSA**  
Your business is ours