How to create a profile on Building Control Register.ie

Creating an account:

When in the main website area of Building Control Register.ie <u>http://www.buildingcontrolregister.ie/</u> and click on the "sign up now for 30 day free trial" or the "register" button at top right of screen you will be taken to registration page as below

CONTROL Register.ie			
Register			
Email			
Name			
Password			
Confirm Password			
County	Select a county	•	

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Fill in all the fields including your password (please note that your password is encrypted so if you loose it you will have to re set the password) and please select the county and then press submit. You will then receive a message as below

Building CONTROL Register.ie		
Register		
Email	buildingcontrolregister@gmail.cc	Creation are an event has been availed A
Name	Sean Clancy	Great, an account has been created. A verification email has been sent to your email address. Please follow the link in this
Password		email to activate your new profile.
Confirm Password		Check your spam folder if the message
County	Sligo	does not appear in your inbox
	Register	

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Now go to your e mail account and you will have received an e mail from our account set up section , please click on the link in this e mail to confirm your registration (if link does not work then copy and paste into your address bar), the e mail you receive will be similar to below:

Build	ing Control Registration Account Activation Index x		ē	
•	info@buildingcontrolregister.ie to me	11:27 AM (3 minutes ago) 🖧	4	
	Hi,			
	Your Building Control Registration account is now ready for you to activate.			
	Please follow this link to activate your profile: http://buildingcontrolregister.ie/activate/?atvc=37277	6401621374272		
	If you think you have received this email in error please let us know.			
	If you have any other queries contact us at info@buildingcontrolregister.ie, we will be happy to hel	p.		
	Warm Regards			
	Building Control Registration			

Once you click this link you will receive the following message and your profile is now active



Profile Activation

Profile Activation

Your profile has been activated. Click here to login.

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You may now use the "Click here to login" as shown above or go to the "Login" button on the website <u>http://www.buildingcontrolregister.ie/</u> and enter your e mail address and your password and click "login" as below

CONTRO Registe	
Logi	n
Your Email	buildingcontrolregister@gmail.cc
Password	
By logging	n you are agreeing to our Terms & Conditions

You are then taken to the "Account" page or home dashboard area where you create projects and create contacts and create calendars.

See the Help Button inside for further Instructions