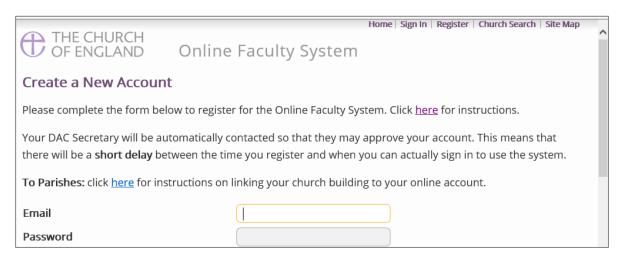
How to Register as a Consultee

- 1. You'll arrive on the front page of the <u>website</u> **N.B.** The picture scrolls and so may be different when you open the web page
- 2. Click Register



3. You will arrive at this page to create a new account. Complete the Registration Form.

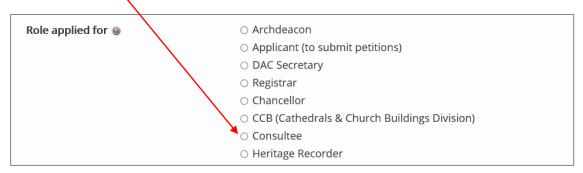


- 4. Choose the most suitable email address (all emails relating to your faculty applications will go to this address). This could be your personal or work email.
- 5. You will need to complete ALL your contact details (but only one telephone number is required).

6. Click one of the email preference options

Email preference @	Daily summary
	Everytime something happens

7. Select the Consultee Role



8. Insert **your title**, **the name of your organisation**, **OR your role** in the consultation process (e.g. Historic England – South West; DAC – Bells Advisor; DAC Chair, etc.)

This will assist parishes, DAC Secretaries, Registrars, Archdeacons, and Chancellors when consulting you on List B or Faculty applications.

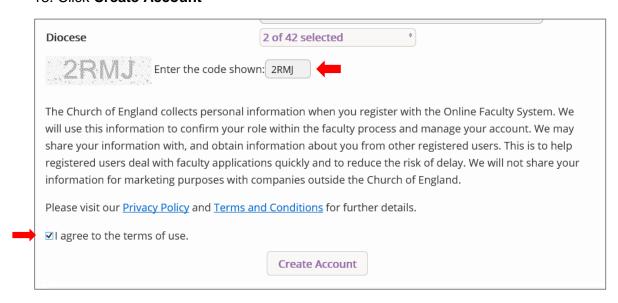
*PLEASE KEEP IT SHORT!



9. Select all the **Dioceses** for which you provide advice (as many as required) – Click the **X** to close.



- 10. Enter the security code as shown (please note this will change for every new registration)
- 11. Read the Privacy Policy and the Terms and Conditions
- 12. Accept the terms & conditions
- 13. Click Create Account



- 14. You will receive an email asking you to **confirm your registration** by clicking a link. This is to prevent other people from registering with your email address.
- 15. Please **click on the link** to confirm that your email address is yours, has not been hacked and that you wish to be registered user of the database.
- **N.B.** If you do not receive an email confirmation within a few minutes, check your spam folder then contact the <u>Project Officer</u> for help.
- 16. The CCB will then be asked to approve your registration.
- N.B. The CCB will need to check against the Diocesan Database and other records to verify that you are a consultee. If not, you will be contacted to check the details of your registration.
- 17. Once this is done, you will be sent an email saying that your account has been approved and inviting you to sign in at https://facultyonline.churchofengland.org/Secure/Login.aspx