

COMPANY REGISTRATION GUIDE FOR COMPANIES

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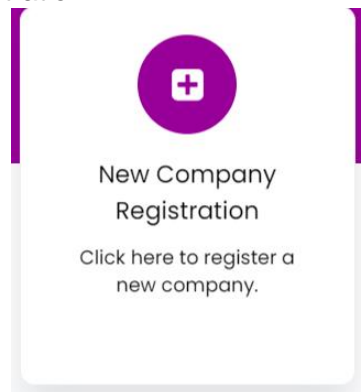
Introduction

This guide will show you how to do the following in the halo system

- Register a company
- Add a new user to an existing company
- Look at the current status of your tickets
- Update your insurance certificates on your company registration

How to register a company

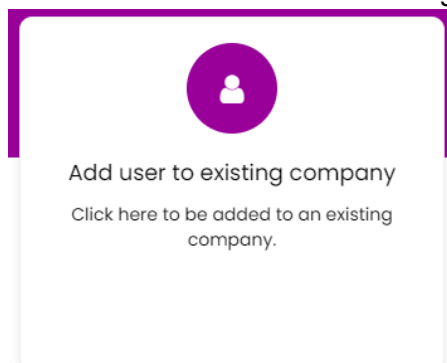
- Click on the link to take you to the halo homepage: [Self-Service Portal \(haloitsm.com\)](https://haloitsm.com)
- Select New Company Registration



- Complete all the mandatory fields denoted by the red star ensuring you upload the documents requested relating to insurance and street works qualifications.
- Once you have completed this form it will be assessed by the County Council, and you will get an acknowledgement email once the registration has been finalised. This process can take up to 5 working days to be completed.
- You will then be able to apply for permits.

How to add a new user to an existing company

- This would be used if you wanted more than one member of staff to apply for a permit on behalf of your company.
- From the self-service portal click on 'Add user to an existing company'



- Select the company you want to add the user to.

Company List
Please select the company you wish to be added to and, also attach a copy of your public liability insurance to prove you are a member of the selected company.

Select...

1st Advanced Access Ltd
AB WASTE DISPOSAL LIMITED
Abbey Scaffolding Services LTD
Access 4 U (Scaffolding) Ltd
Advanced Scaffold Ltd.
All Access Scaffolding Midlands Limited
Angel Heights Scaffolding LTD

- Drag and drop your company Public Liability Insurance Certificate to prove that you are a member of the selected company. Then click submit.

Attachments

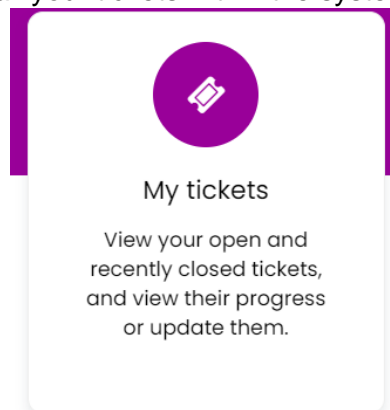
Click here or drag and drop files to upload.

Submit

- This person will be linked to your company and will be able to apply for permits on behalf of the company. This process can take up to 5 working days to be completed.

How to look at the current status of your tickets

- You can see the status of all your tickets within the systems by clicking on My tickets.



- Ensure you have clicked on All Tickets

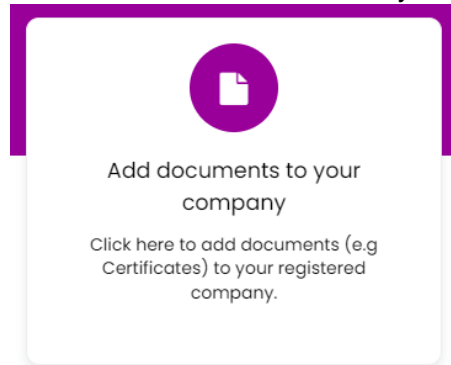
My Tickets

Open Tickets

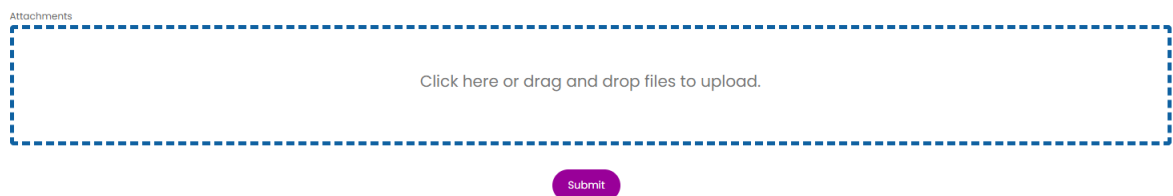
Open Tickets
Awaiting Input
Closed Tickets
All Tickets

How to update your insurance certificates on your company registration

- If your insurance certificates expire, you will need to update your documents on the system. Failure to do this will mean that you will not be eligible to apply for permits.
- From the self-service portal click on Add documents to your company.



- Drag and drop your documents and click submit.



- These documents will be linked to the relevant accounts. This process can take up to 5 working days to be completed.