

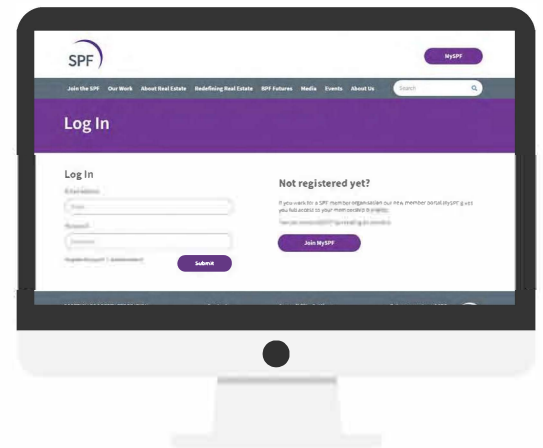
MySPF

Welcome to our member portal

Not registered yet?

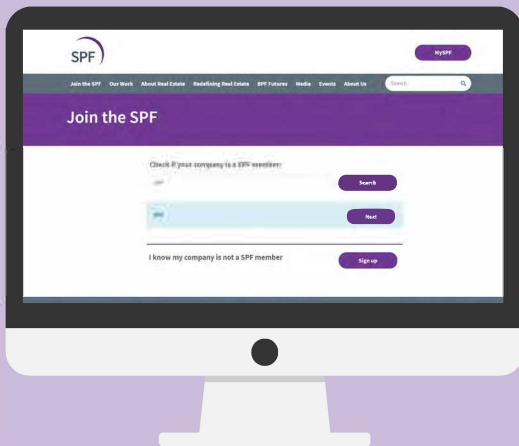
Click [here](#) or go to our website and click on the MySPF icon in the top right hand corner. Select 'Join MySPF'.

If you would like to join BPF Futures please click [here](#) or visit our website and click on BPF Futures. BPF Futures is a community that is shaped and managed by junior professionals, for anyone who has worked in the property industry for fewer than 10 years.



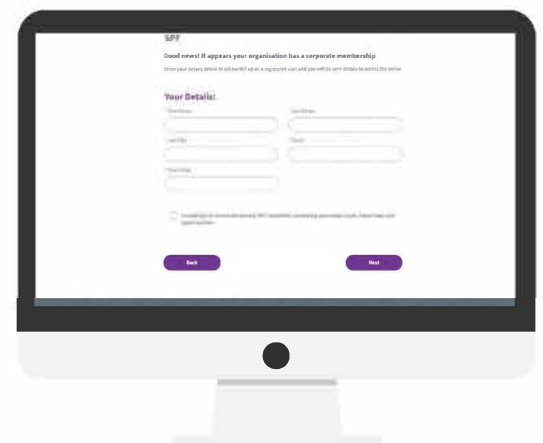
Select your organisation

Type in your organisations name in the 'Check if your organisation is a SPF member' box, then hit search and select your organisation.



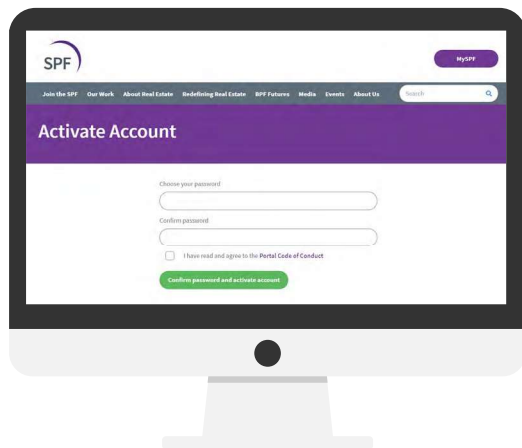
Personal details

Complete your details using your corporate email address. Please note when entering your telephone number do so without leaving any spaces (i.e. 02071231234).



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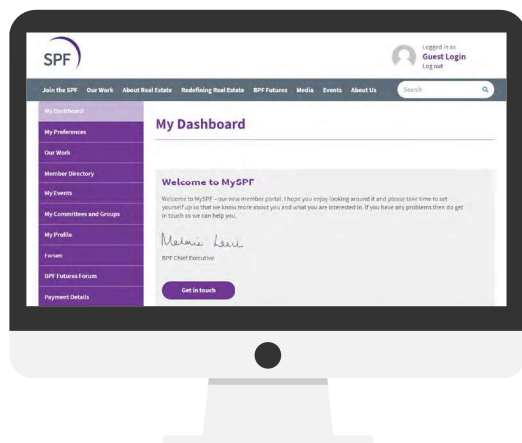
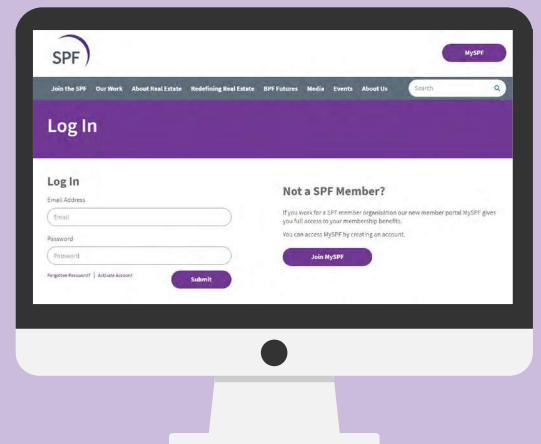


Activating your account

You will receive an email from membership@bpf.org.uk confirming you have access. This email also contains your unique activation link. Please click on the link to activate your account and create your password. Passwords must be at least eight characters in length.

MySPF log in

Once you have created a password and activated your account, you will be directed to the MySPF log in page. Use your email and password to log in.



Welcome to MySPF

Continue to the next page for more details on what is available to you inside our member portal.

MySPF

Welcome to our member portal

My Dashboard

Will display your personalised dashboard based on your chosen preferences. Highlights will include your favourite items from our work and events, latest news from any committees and groups you have signed up to, your next event and who to contact if you have any questions.

My preferences

Manage your preferences by selecting to receive member updates, briefings, events or signing up as an Associate Member to one of our committees.

Our work

You will be able to browse our **research and consultation** work. You will be able to favourite and view documents with ease and change the view options to suit your preference.

Membership Directory

Get connected! You have the option to search by: organisation, individual name or committee to contact other members who have made their profile visible within MySPF.

My Events

You will be able to register for upcoming events and view all your confirmed bookings.

My Committees and Groups

This tab will display all the committees and groups you are related to:

- You can view the **full list of members**
- You can access all committee **information and papers**
- You can view all previous and future **meetings** (if you are a full committee member) and have the option to nominate a substitute if you are unable to attend a meeting.

My Profile

You can make changes to your profile and choose whether to be included in the member directory section of MySPF.

Forum

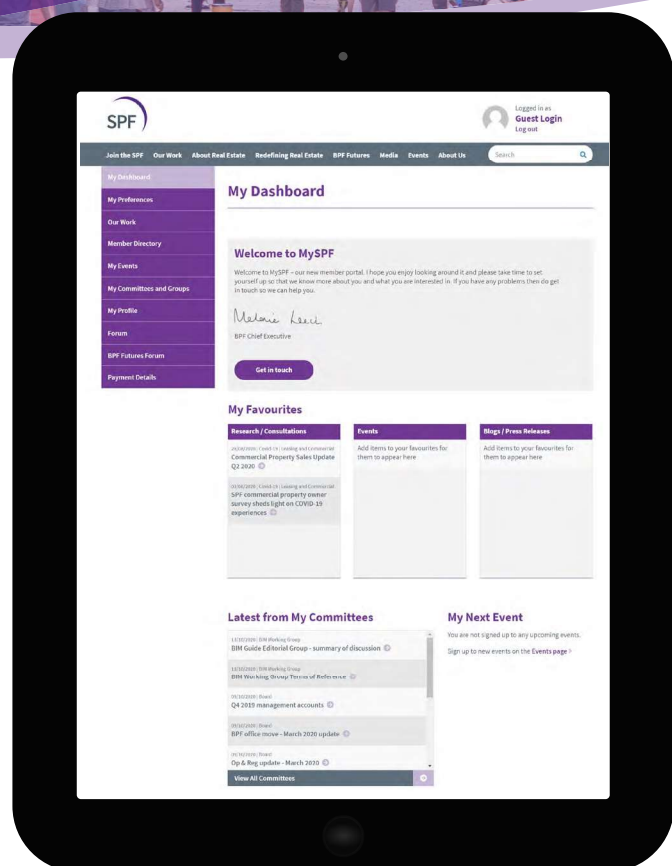
Have your say! The Forum is our meeting place to talk to our members and hear from you. We may post articles and invite comments; or consult you on a particular issue. **We hope you join in the discussion!**

Payment details

Any **invoices** related to events bookings you have made will be shown in this section.

BPF Futures Forum

The BPF Forum is the meeting place for BPF Futures members, to access a wide range of BPF Futures resources and join in with the discussion on key issues.



A **Corporate** and **Corporate BPF Futures** member will have access to all member benefits. An **Associate Committee Member** will only have access to archived committee papers. A **BPF Futures Member** will have access to the BPF Futures Forum, Futures directory and resource archives for the groups they belong to. A **Non-Member** who resides on a committee/working group will only have access to their groups' archives and current papers.

Enhanced access will only be available to Key Contacts and Membership Contacts

• Company Profile

You will be able to upload your company logo and choose if you would like your organisation made visible on the SPF public website.

• User Management

Any **invoices** related events / sponsorship or bookings associated with your organisation will be shown in this section. You will also **see who within your organisation** is registered on the MySPF portal allowing you to add or delete new contacts. If you have a larger number of contacts to add please email memberships@bpf.org.uk.

Still need support or have any questions?

Email membership@bpf.org.uk or call 020 7802 0364