A GUIDE TO REGISTERING FOR @PBS
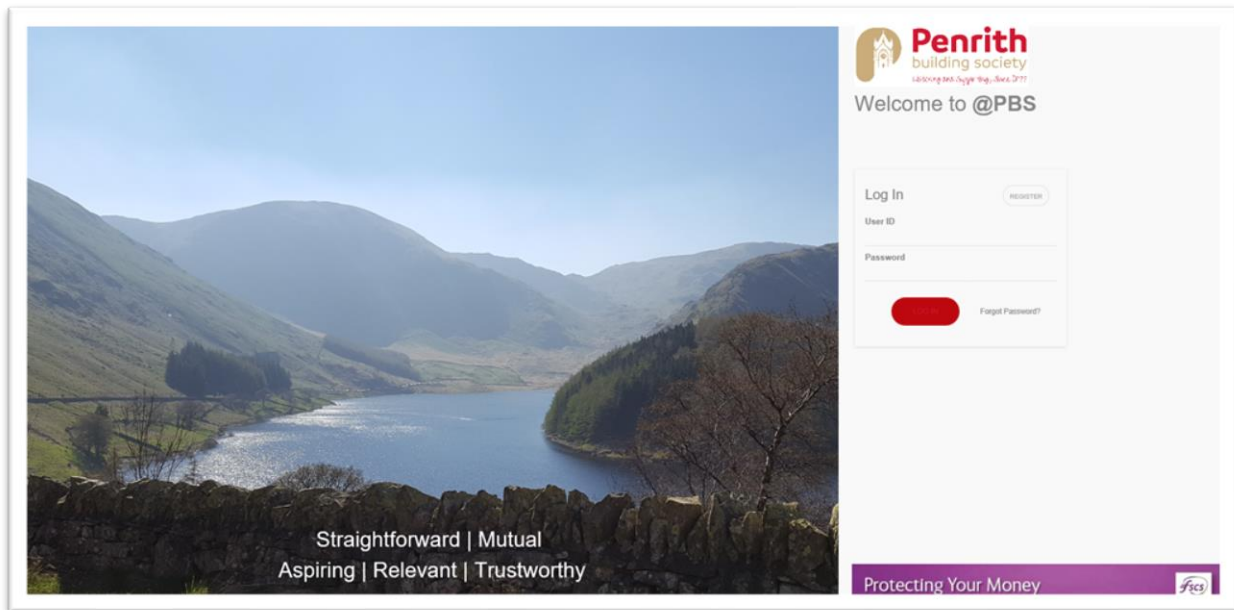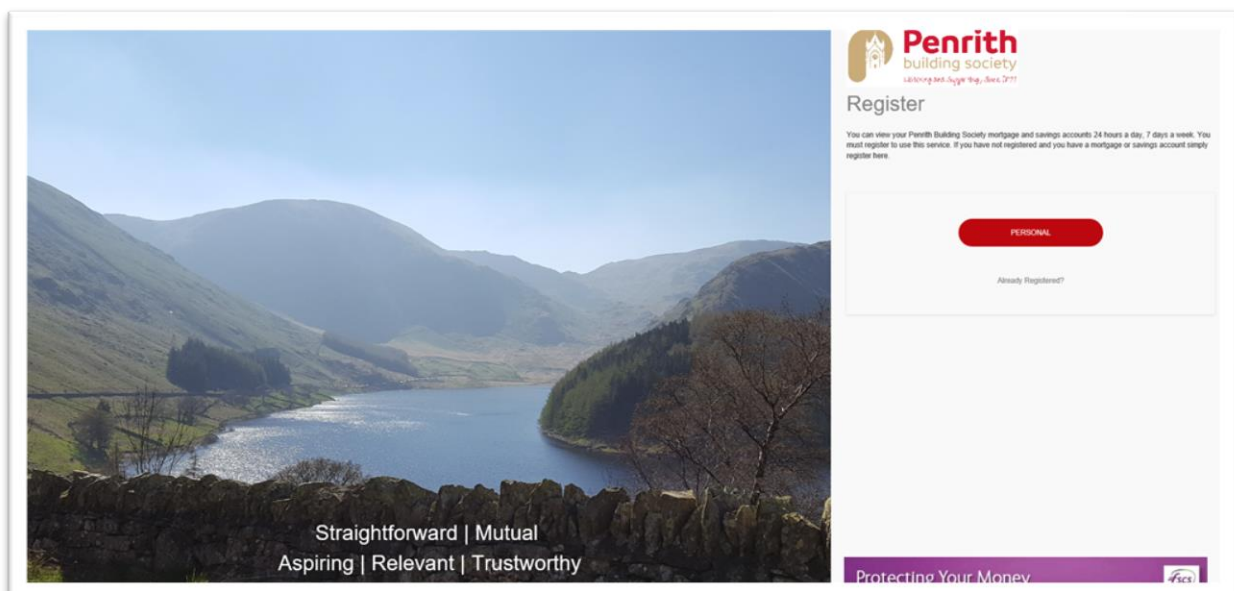
REGISTRATION
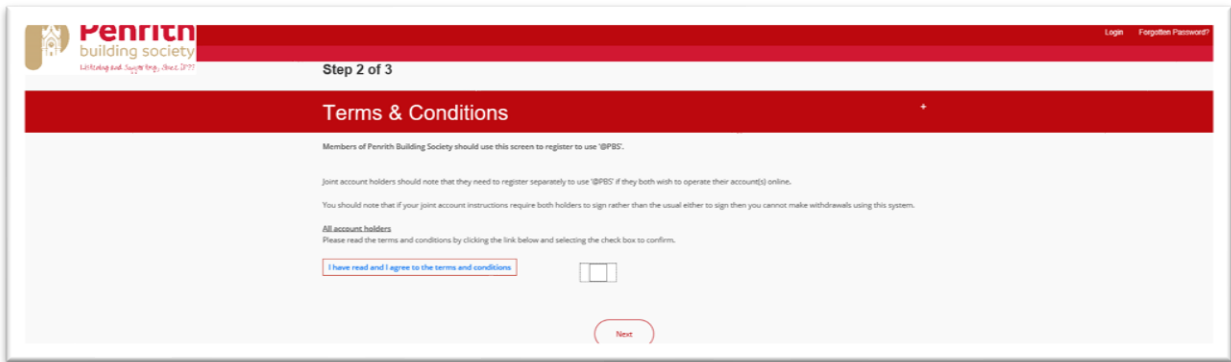
To register you should visit the Society's website www.penrithbs.co.uk and click on the '@PBS / Secure Log In' button. This will take you to the Welcome screen.

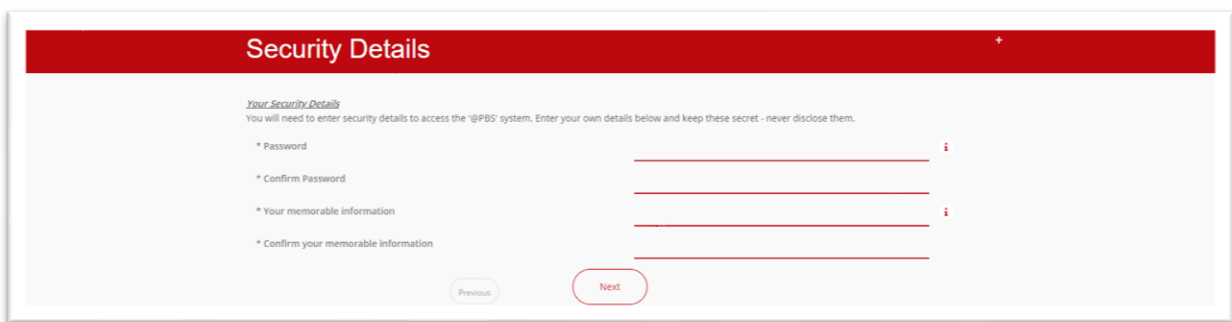
Click on the 'Register' button.

Click on 'Personal'

Click on 'I have read and I agree to the terms and conditions'. Once you have read the Terms and Conditions close the window and tick in the box to confirm this.

Click on 'Next'

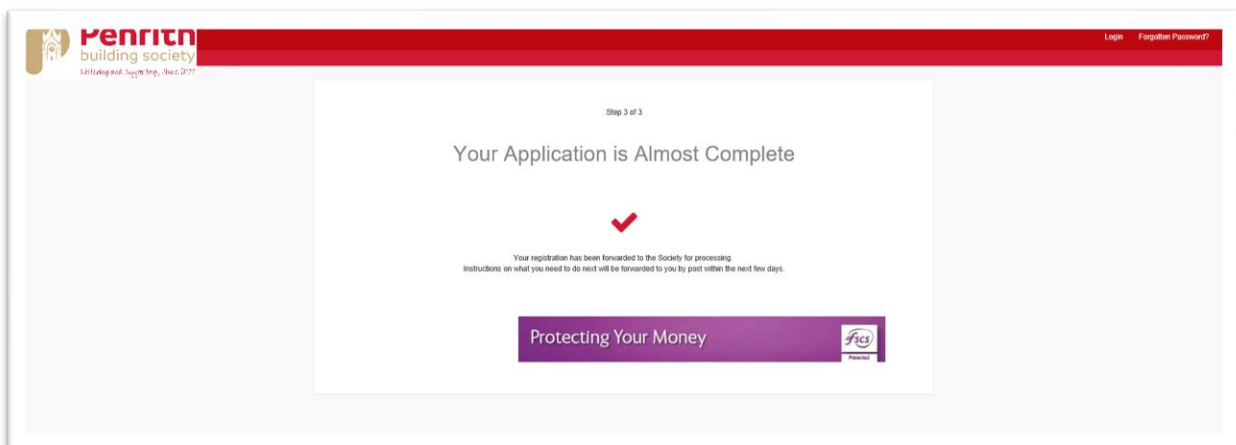Complete the sections 'Personal Details', 'Contact Details' and 'Account Details'.

In the 'Security Details' section you are asked to set a password and some memorable information. These two items will be required to log into @PBS in the future.

The password chosen must be between 8 and 15 characters and contain at least 1 number, 1 special character and be a mixture of upper and lower case letters. The memorable information must be between 8 and 15 characters and a combination of letters and numbers is recommended.

You should then complete the 'Marketing' section to reflect your marketing preferences.

In the final section 'Review Details', review the information you have entered, edit if required, then click on 'Register'.
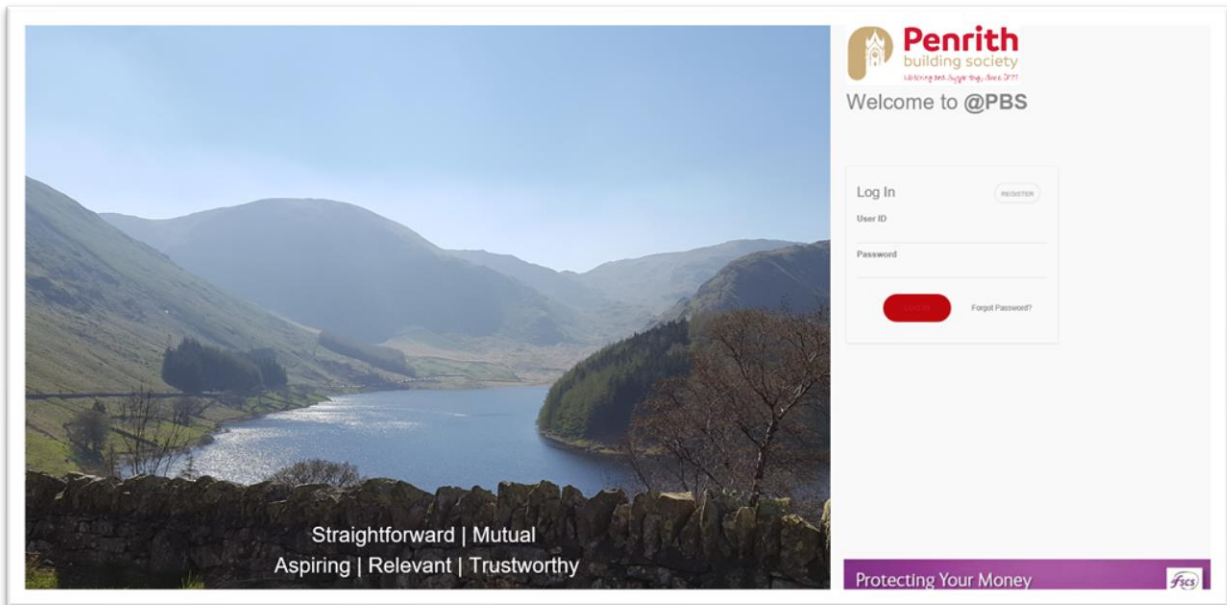
The Society will then complete the registration process and send to you a letter containing your User ID number and unique activation key, both of these pieces of information will be required the first time you use the @PBS system.

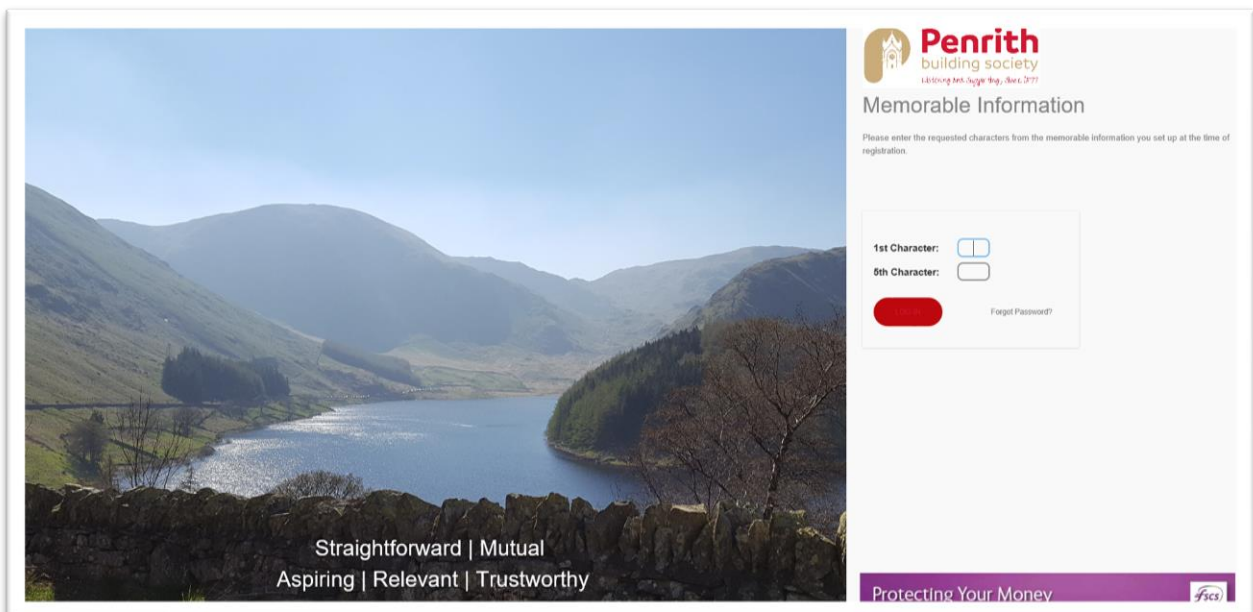Please activate your '@PBS' registration within 7 days of receiving this information.
FIRST LOGIN

Once you have received your registration confirmation letter from the Society, to login you should visit the Society's website https://www.penrithbs.co.uk and click on the '@PBS / Secure Log In' button. This will take you to the Welcome screen.
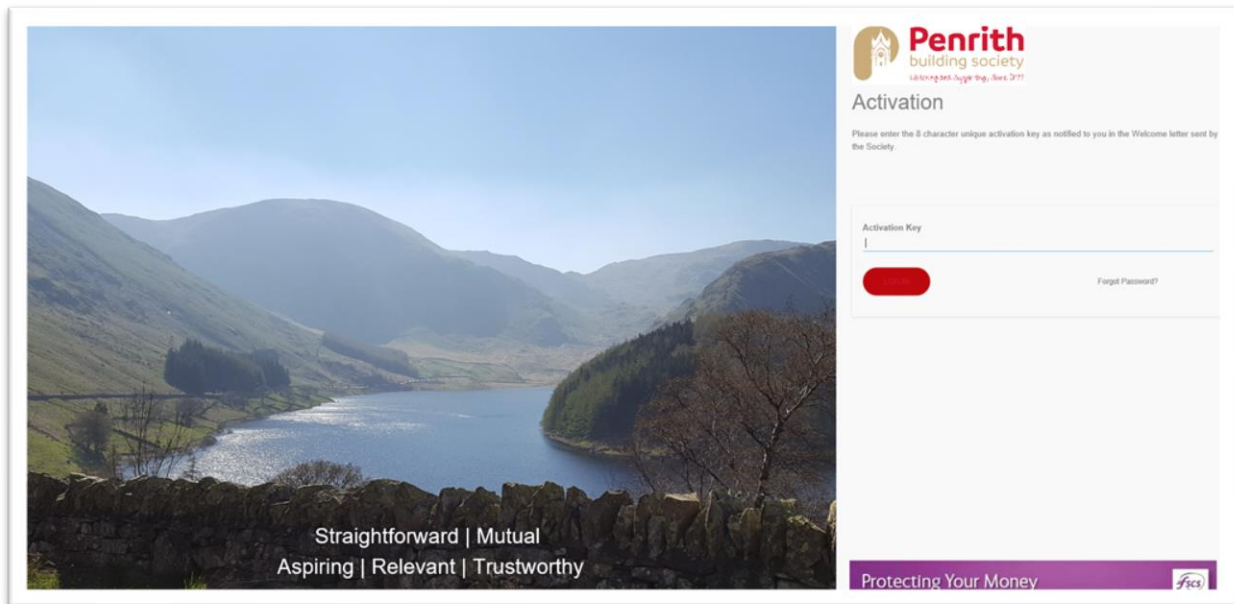

Enter your User ID number provided in the letter and the password you set up when registering.

After clicking 'Log In', you will be taken to the 'Memorable Information' page where you should enter the requested characters from the memorable information set up at registration.

You will then be taken to the 'Activation' page where you should enter the activation key sent to you in the Society's letter after first registration. (*This information is case sensitive, so please enter it exactly as it is shown.*) Once you have successfully logged in for the first time, you will not need your activation key again.
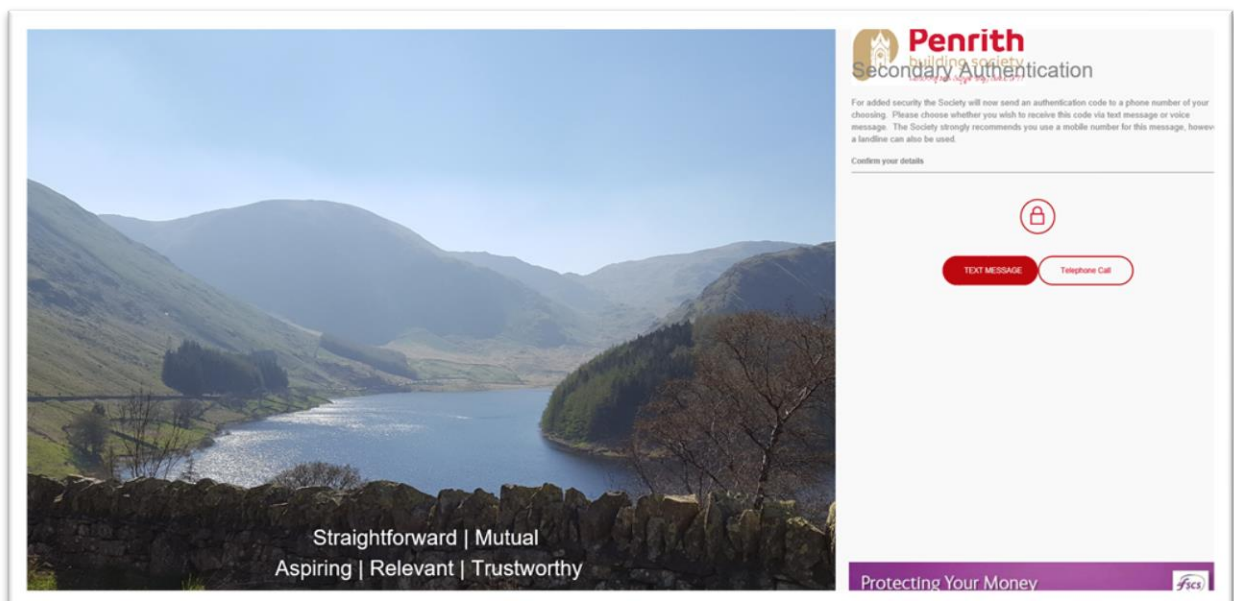

For added security the Society will now send an authentication code to a phone number which you entered during the registration process. Please choose whether you wish to receive this code via Text Message or Telephone Call. The Society strongly recommends you use a mobile number for this message, however a landline can also be used.
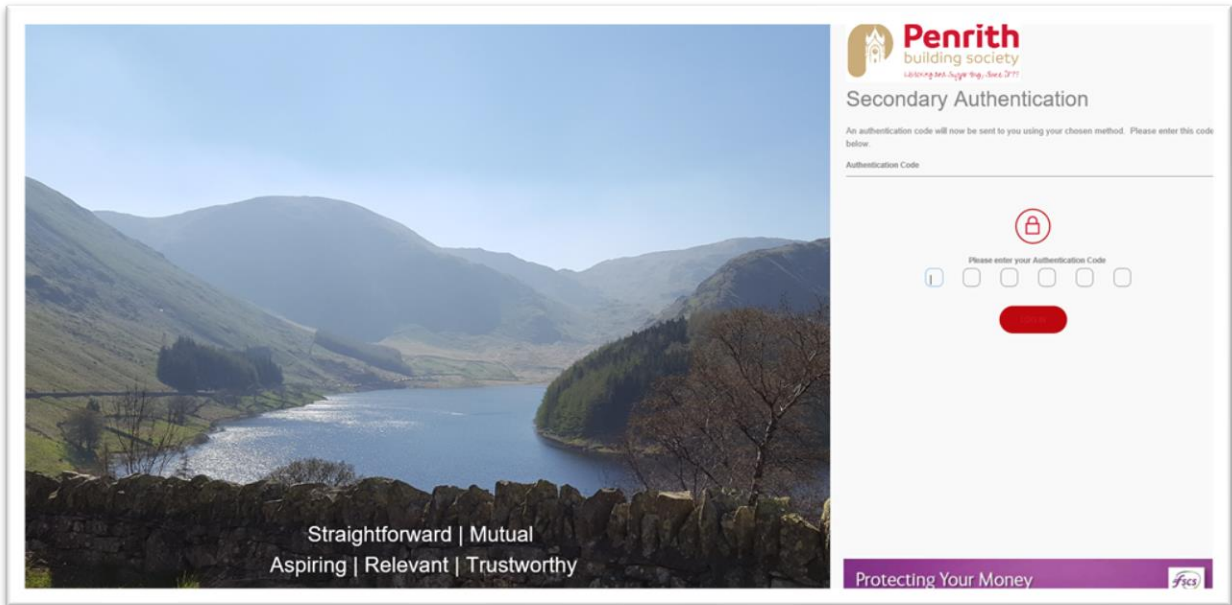
If you have chosen to receive a Text Message, you will be asked to confirm the mobile number given during the registration process. If this has not been provided at registration, you will be asked to give your mobile number.

If you have chosen to receive this code in a Telephone Call, you will be asked to confirm any of the three existing telephone numbers: Mobile, Home or Work entered at registration.

Please note, after you have selected your preference; that type of authentication (Text Message or Telephone Call) and type of number (Home, Mobile or Work) will be saved as your authentication preference.

You will then need to enter the number sent to you in the next screen. (Please note if the code is sent via text message, this will show the sender as 'Code'. If you opt for a voice message this will show the caller as 'Unknown'.)

You will then have access to @PBS.