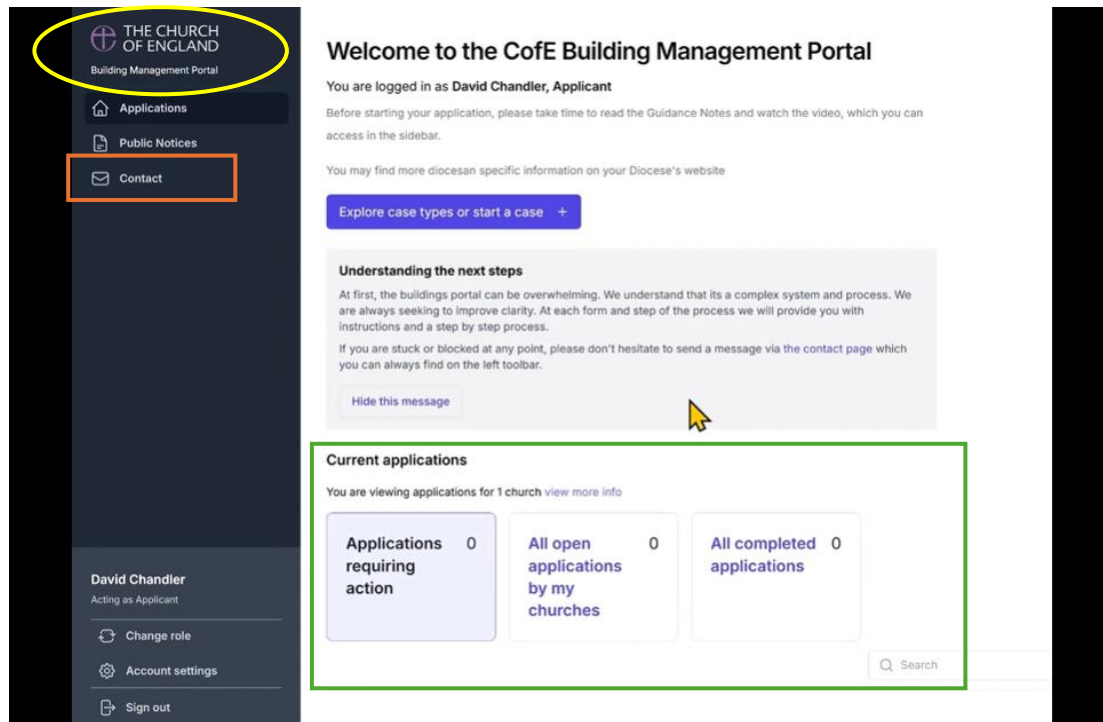


Managing your BMP Account

Once you have registered and logged in you will arrive at the **Welcome Page**



You can always return to this page by clicking the **Church of England logo** in the top left (circled in yellow). The Applications button also returns you to this page.

In the highlighted green box, you will see 3 'counters' which show - Applications which require you to do something (**requiring action**) or all your **Open applications**, or all **completed applications**. Use these shortcuts to go directly to lists of applications with the status you wish to review.

The **Contact button** (highlighted in the orange box) will take you to a form which you can complete if you are unsure about anything. There are various options available to you,

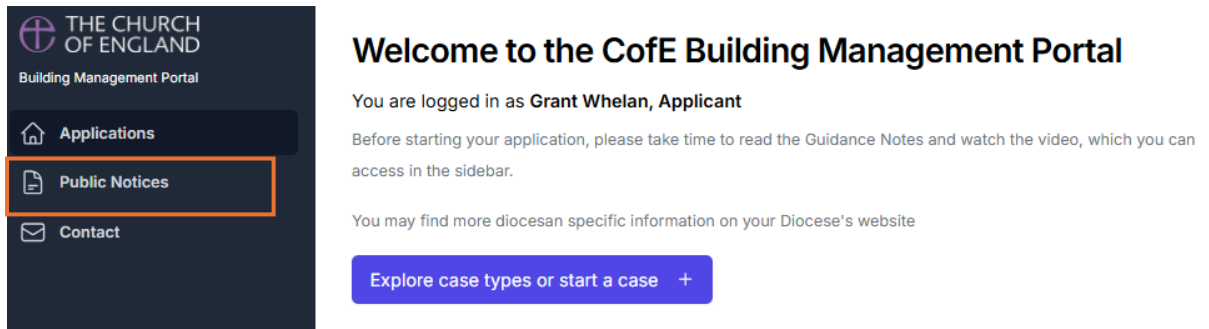
depending on the type of query you have. The portal will direct the query to the right team.

Please include the case reference number if contacting about a current application

What do you need help with:

- Current enquiry
- Starting an application
- General enquiry
- Account issues
- Contact the National Administration

In the top left hand corner you can select **Public Notices**



THE CHURCH OF ENGLAND
Building Management Portal

Applications

Public Notices

Contact

Welcome to the CofE Building Management Portal

You are logged in as **Grant Whelan, Applicant**

Before starting your application, please take time to read the Guidance Notes and watch the video, which you can access in the sidebar.

You may find more diocesan specific information on your Diocese's website

Explore case types or start a case +

When you select Public Notices a list of all faculty cases that are currently in the Public Notice stage and **awaiting determination** by your Chancellor will be displayed. You will also see when they were posted. These are publicly available and can be shared with anyone who has requested access to your documents.

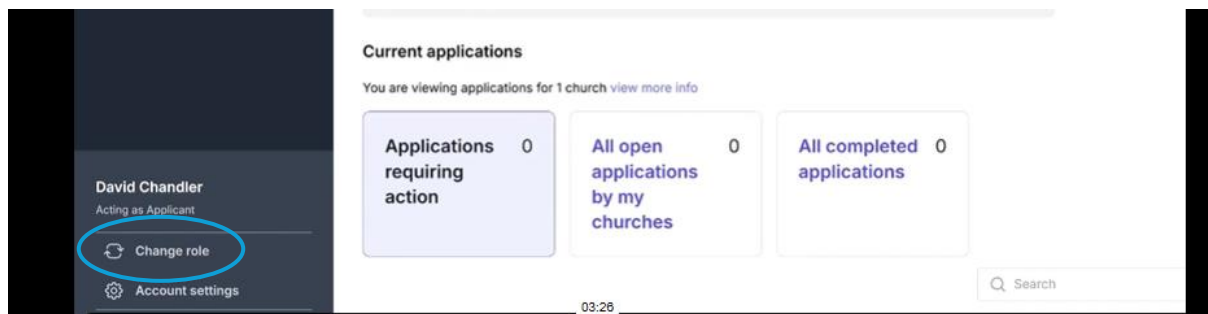
Faculty Public Notices

This page lists all Faculty Applications that have been submitted on the Online System since the 1st April ; within the Public Notice period.

Search			
Description ▾	Church ▾	Diocese ▾	Posted
Remove all the nave pews	Skipwith: St Helen	York	3 weeks ag
Faculty Example	Manchester: Church of the Apostles	Manchester	3 weeks ag
replace roof	Broughton: St John the Evangelist	Manchester	3 weeks ag
test form 1	Ash: Holy Trinity	Bath & Wells	3 months a

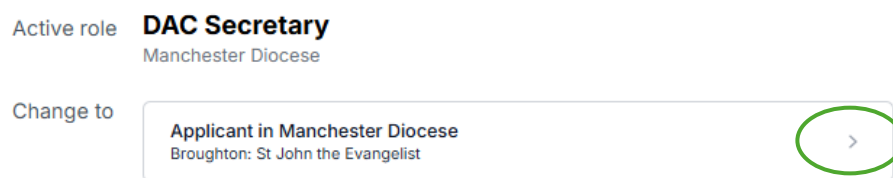
Changing Roles

Also on this page, you can **add** or **change** your role by clicking on '**Change Role**' in the bottom left hand corner (highlighted by a blue circle)



Clicking '**Change Role**' takes you to another screen where you will see which of your roles is currently active

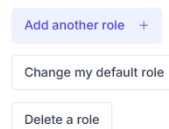
Change role



If you already have different roles assigned you can switch between them by selecting the arrow on the '**Change to**' box (circled in green) and you will return to the main screen in the new role selected.

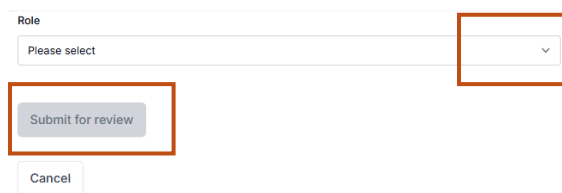
When you click **Change Role** you also have the option to **add another role**, **change your default** role or **delete a role**.

Role actions



When you want to **add another role**, clicking the drop down menu (little arrow shown in the red box below) will display a list of available roles for you to select from.

Add another role



Assign yourself the role you require by highlighting it in the list and click submit. This will be reviewed by your DAC Secretary who will respond accordingly.

Clicking the '**Change my default role**' gives you the option to select which of your available roles should be allocated to you when you initially log in.

Clicking on the '**Delete Role**' button will allow you to select a role you no longer require and delete this from your profile.

Delete a role

Please select a role to delete:

Please note that you will need to re-apply for this role if you wish to reinstate it at a later date.

☐ **Applicant at Manchester Diocese**
Broughton: St John the Evangelist
This will remove all churches within your applicant role. To remove specific churches from your applicant role, please [contact](#) your DAC.

☒ **DAC Secretary**
Manchester Diocese

Delete role 

Cancel

When you click on the role you want to delete a **blue circle** will appear next to it and the delete role button will become **red**.

Click **delete now** and this role will no longer be available to you.

Finally on this page, you can **add another diocese** and request a role within that diocese.

Selecting the drop down menus will provide the choices you require.

When you then '**Submit for review**' the relevant **DAC Secretary** will review your request.

Apply for Diocese access

Please select your Diocese and add some details. This will help us process your request.

Diocese

Select an option

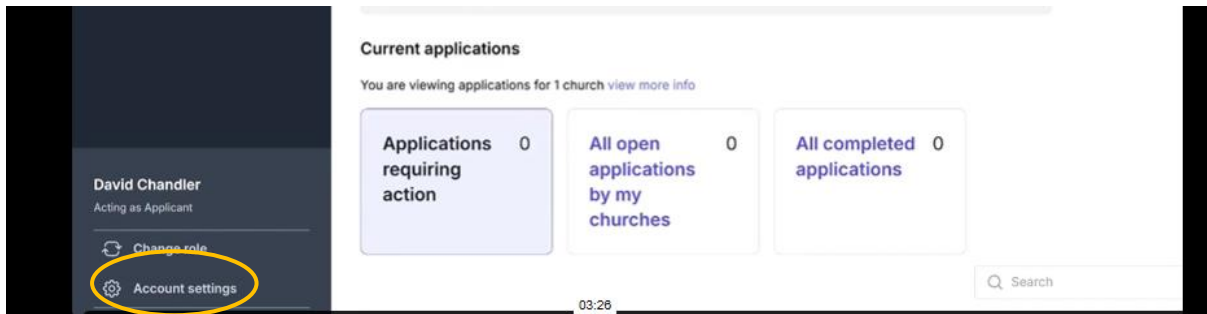
Role

Select an option

Submit for review

Cancel

Account Settings



Also in the bottom left hand corner you will find '**Account Settings**'

This is where you can **edit your details and preferences.**

You can:

- Edit details via the CofE Portal (name, and email address)
- Add a contact telephone number
- Add a Postal Address
- Edit email preferences for how often you receive email notifications
 - As individual email notifications (instant updates when things happen)
 - As a daily summary (all updates in a single daily email)

Finally, you can also request your account be deleted.