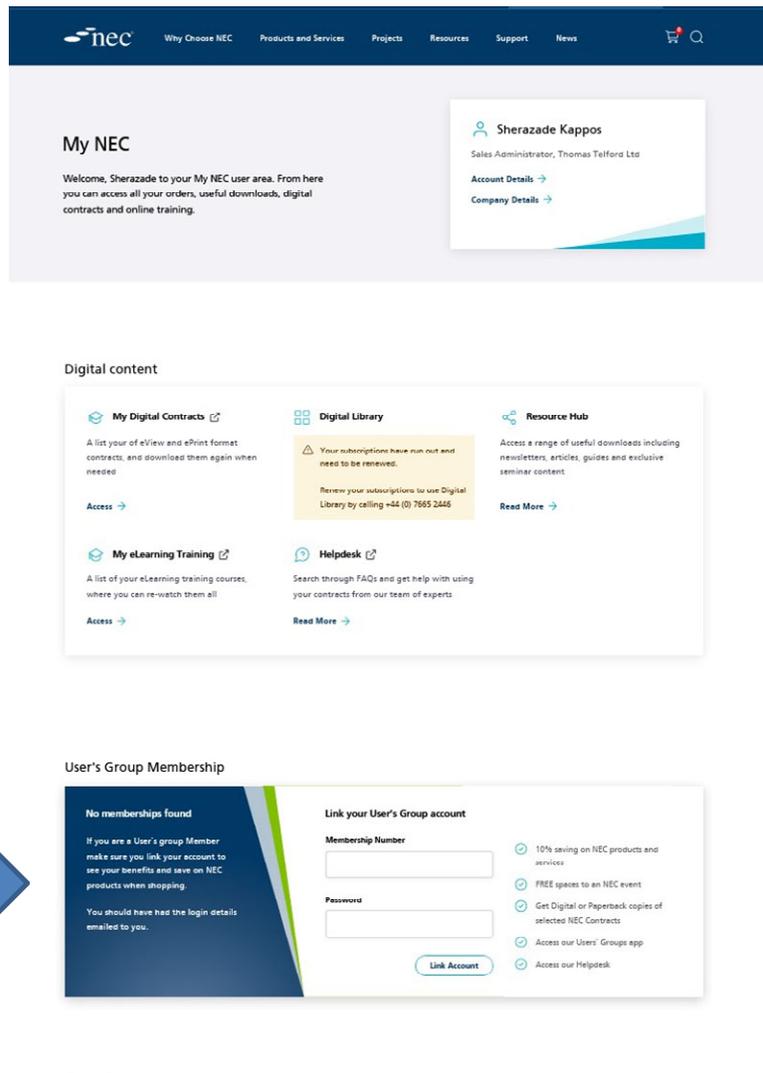## NEW MEMBERSHIPS: HOW TO LINK YOUR MYNEC ACCOUNT TO YOUR USERS' GROUP MEMBERSHIP

To take advantage of the user group benefits and discounts, you and your colleagues will need to log in to MyNEC. https://www.neccontract.com/my-nec Once registered & logged in, you will be able to enter your company's Users' Group details into the **User's Group Membership** area. You will find this panel at the bottom of the page and to access immediate discounts and benefits. The membership ID and password is found on the email issued upon joining. If you require these details, please email usergroup@neccontract.com Enter the member number and password details in **User's Group Membership** area as shown in the screen grab below and click 'Link account'.

Please ensure you forward your new membership details & these instructions to your company colleagues so that they can also access their membership benefits.

Once updated you will see your membership panel change to show the level of membership you hold, relative benefits and membership expiry date as shown in the image below. You will now be able to access your member benefits and discounts.

EXPIRED MEMBERSHIPS: HOW TO UPDATE YOUR MEMBER RECORD

If your membership is showing as expired, you will need to update your details in the MyNEC Users' Group area. The membership ID and password is found on the email issued upon renewing. If you require these details, please email usergroup@neccontract.com

Please go to https://www.neccontract.com/my-nec and click 'Remove membership' and follow the same process as a new member by inputting your member ID and password in the appropriate fields. Your Users' Group membership information should now be correct, and the expiry date should reflect the membership duration you have selected.

Please ensure you forward your new membership details & these instructions to your company colleagues so that they can also access their membership benefits.

ACCESSING YOUR MEMBER BENEFITS

Once your member details are up to date you can now enjoy your member benefits.

RESOURCE HUB

Within the MyNEC portal you will have access to the Resource Hub click to be able to access and download:

- Previous workshop and annual seminar material
- Previous NEC newsletters

- Membership welcome letter
- Membership logos
- NEC guidance material
- Contract data and communication forms
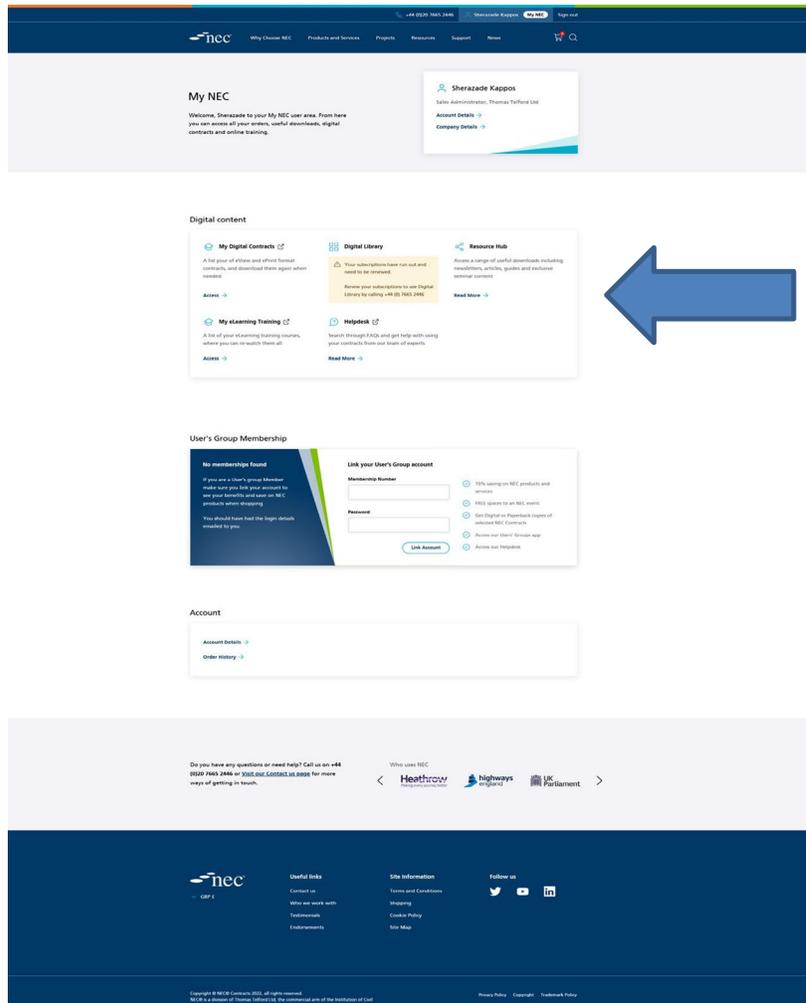
HELPDESK: HOW TO POST A QUERY

Users' Group members can post NEC contract related queries to an expert for guidance surrounding the NEC contracts. We are unable to provide legal advice and

Platinum – 150 queries to the NEC Helpdesk per year

Gold -100 queries to the NEC Helpdesk per year.

Silver - 20 queries to the NEC Helpdesk per year

Bronze – 10 queries to the NEC Helpdesk per year

Individual – 5 queries to the NEC Helpdesk per year

To post a query via the webform https://www.neccontract.com/my-nec/helpdesk or click the Helpdesk tile within MyNEC as shown in the screen grab below.
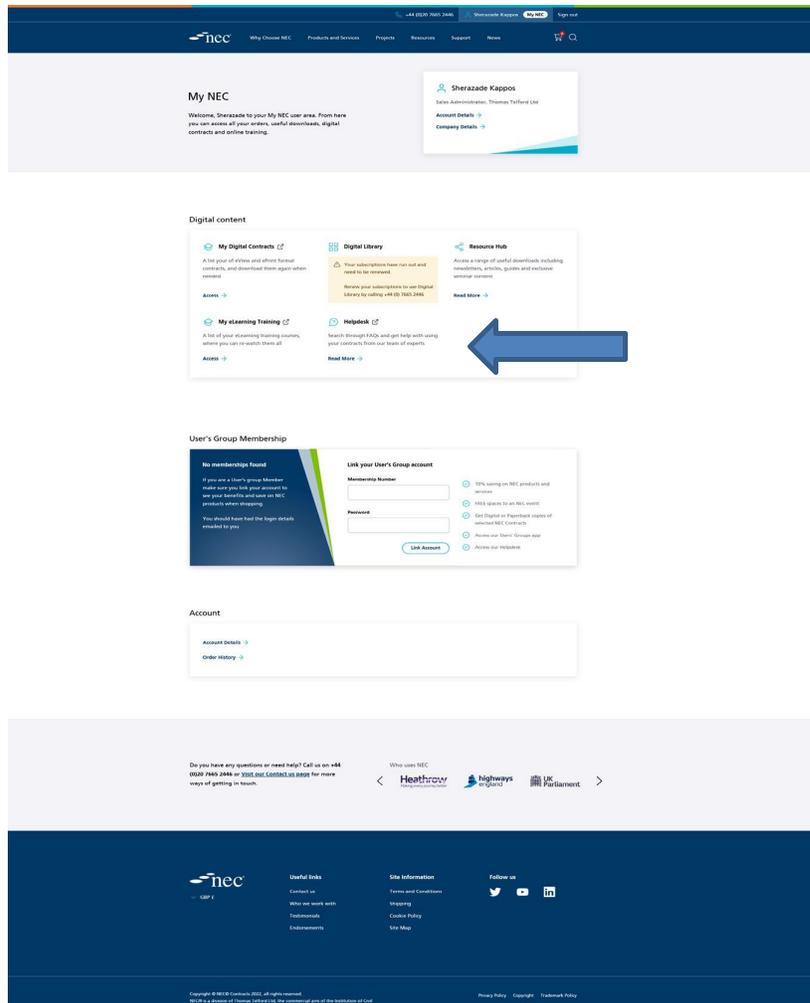
NEC EVENTS

Users' Group members can book free and discounted spaces to Users' Group events. Discounts and free spaces will only be applied once the member has successfully linked their membership.

Platinum - 4 free spaces and 25% discount off any additional spaces booked.

Gold - 3 free spaces and 25% discount off any additional spaces booked.

Silver - 2 free spaces and 25% discount off any additional spaces booked.

Bronze - 1 free space and 25% discount off any additional spaces booked.

Individual – 1 free space and 25% discount off any additional spaces booked.

Affiliate – Contact usergroup@neccontract.com for available spaces.

To view and book spaces https://www.neccontract.com/products/events

EVIEW LICENCES

Bronze and Platinum Users' Group members are permitted to have a free digital eView license of either the NEC3 or NEC4 suite of contracts. Please contact usergroup@neccontract.com to ensure your license is set up. Once this has been confirmed you can view the documents via MyNec at https://www.neccontract.com/my-nec/digital-contracts