

DCUSA Portal User Guidance

This document provides a high-level overview of the DCUSA Portal

Accessing the Party Management Portal

As the DCUSA Contract manager you will have the permission to manage and amend your company's information as require in the DCUSA Document.

Step 1 - To access the portal section, you will need to be log in to the DCUSA website.

<https://www.dcusa.co.uk/login/>

The screenshot shows the top navigation bar of the DCUSA website. It includes the DCUSA logo on the left, followed by navigation links: About, DCUSA Document, Change Proposal Register, Guidance and Information, and Committees and Groups. On the right side of the navigation bar, there are links for 'Accede to DCUSA', 'Login' (highlighted with an orange circle), 'Password Reset', and a search icon. Below the navigation bar is a blue banner with the text 'Login / Create an Account' and a breadcrumb trail 'Home > Login'. Underneath the banner are five icons representing different services: Industry Contacts, Change Register, Meeting Register, Become a user, and New to DCUSA?.

Login

Already have an account?

Login

[Forgot your password?](#)

Register

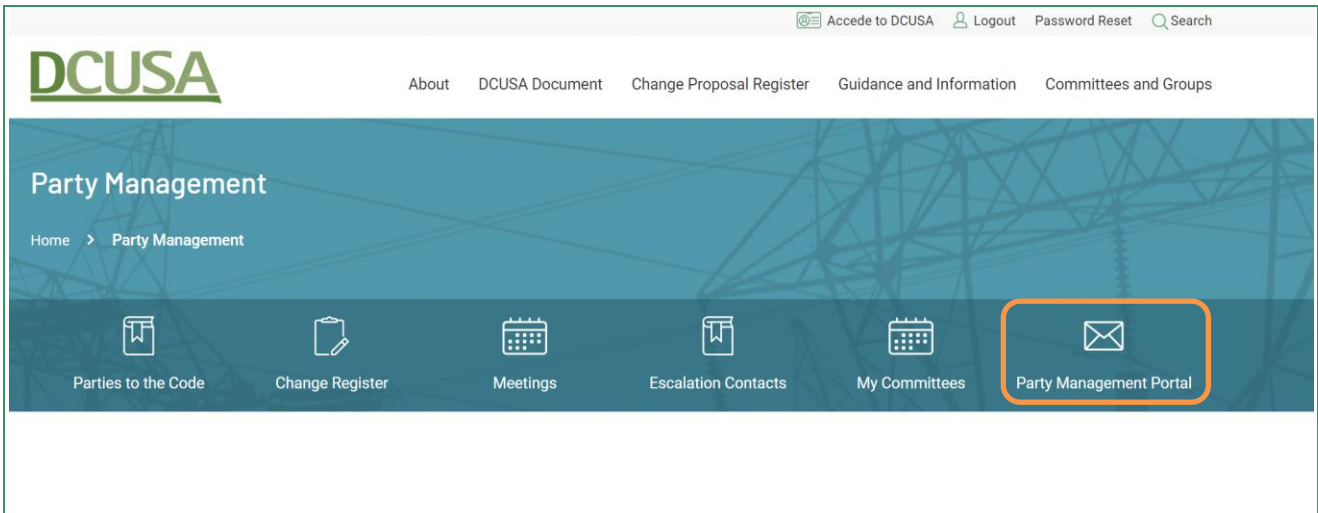
User Registration Form

If you would like to become a Registered Website User, please fill in the form below and confirm that you have read and accept the Terms & Conditions. All completed applications will be logged in a secure database for purposes of tracking and administration, and will be submitted directly by email to the DCUSA Helpdesk. We aim to respond to your application within one working day.

If you work for a DCUSA Party, the Contract Manager of your Party will be asked to confirm your

Step 2 – Click on the envelop Icon on the banner ‘Party Management Portal’

<https://www.dcusa.co.uk/party-management/>



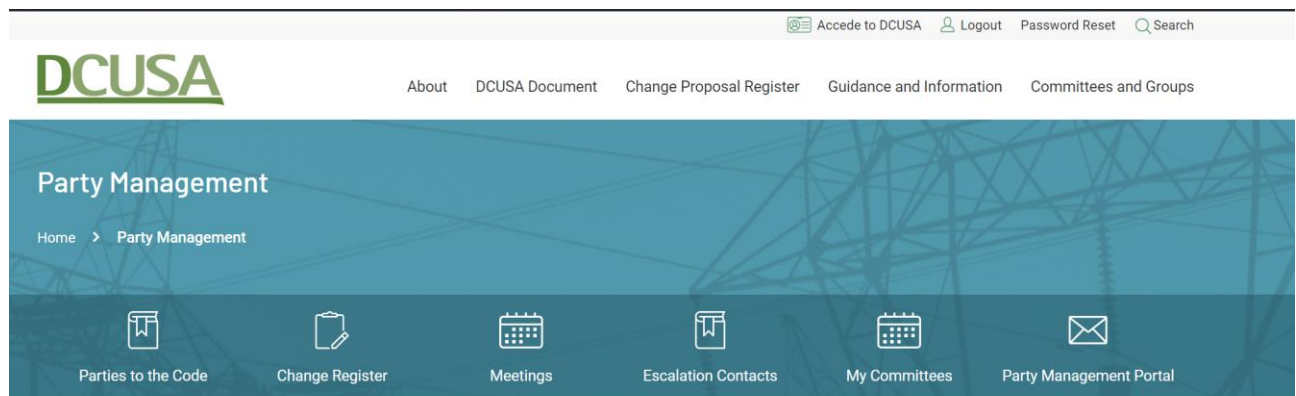
Party Management Portal

Once you are in the portal you will see the following:

Party name – Role – Status

- Please note that if you are the Contract manager for more than one party you will be able to see that party information here.

Step 3 – Select the party you want to review.



Hello, Angie Castillo

Welcome to the DCUSA Contact Portal

The portal is here to give you access to your party information. As the Contract Manager you can edit, add and validate website users and escalation contacts.

If you have any questions please use our Live chat or contact us by email dcusa.helpdesk@electralink.co.uk

Private: ElectraLink Limited
Role: Contract Manager Status: Active

Step 4 – Manage Party/webite user

Party Management

Home > Party Management > Private: ElectraLink Limited

Parties to the Code Change Register Meetings Escalation Contacts My Committees Party Management Portal

Edit Profile Edit Party Details Manage Party Users Manage Operational Contacts

Step 5 – Party/webite users

In the 'Party User' section you will only see the information of the people in your party who have a website account to login to the DCUSA website.

You can make users inactive if they not longer require to have acces to the DCUSA website. You can select multiple user and apply the bulk action to make them inactive or active.

Party Users Party Users with OP Pending User Requests Pending Profile Updates

Party Users

Bulk Actions Apply Bulk Actions Status (All) Search

Name	Role	Telephone	Email	Address	Status	Last modified
✓ Angie Castillo	Contract Manager	07961004268	angie.castillo@electralink.co.uk	3rd Floor, Northumberland House, 303-306 High Holborn, London, WC1V 7JZ	Active	11/11/2020 Edit

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Step 6 – Party/webite users with operational contacts

In the 'Party User with OP' section you will only see the information of the people in your party who have an operational contacts assign to their website account.

You can make users inactive if they not longer require to have access to the DCUSA website or to show as an Operational Contact.

Party Users

Party Users with OP

Pending User Requests

Pending Profile Updates

Party Users with Operational Contacts

Status (All) ▾

Search



Name	Role	Telephone	Email	Address	Status	Last Modified	
Tom Handy	Associate	07961004268	DCUSA@electralink.co.uk	108 Couburg Crescent	Active	11/11/2020	Edit

If you haven't validated your contacts you will see this **highlighted in red**

Step 7 – Adding Party/wesbite users or operational contacts

To add new operational cotacts you will need to create a new record

[Back to Party](#)

[Add new Member](#)

Party Users

Party Users with OP

Pending User Requests

Pending Profile Updates

A new page will load – the fields with a * are mandetory

New Party Member

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Email *	Job Title
<input type="text"/>	<input type="text"/>
Telephone *	Role *
<input type="text"/>	Associate x ▾
Status *	
Active x ▾	
Address *	
<input type="text"/>	
<input type="checkbox"/> Is Operational Contact?	
Update	

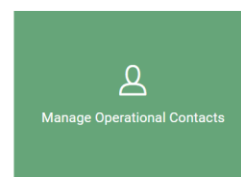
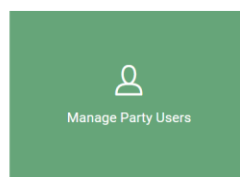
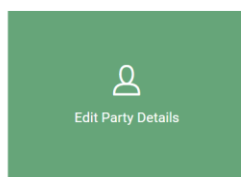
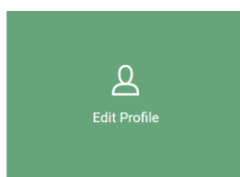
Once all the information is fill in the first section can select the the box 'Is operational Contact?'

Role *	Status *
Associate x :	Active x :
Job Title	Telephone *
	07961004268
Email *	
DCUSA@electralink.co.uk	
Address *	
108 Couburg Crescent	
<input checked="" type="checkbox"/> Is Operational Contact?	
Operational Contact Address	
108 Couburg Crescent	
Operational Contact Categories & Levels	
Category *	Party Category
Incident Management x :	Supplier x :
Email *	Telephone *
DCUSA.helpdesk@electralink.co.uk	07961004268

Please note that you can add different email addresses for the 'Operational Contacts' but this will be linked to the main email of the 'Party user'

Validating and Editing Operational Contacts

As part of the annual DCUSA contact information audit Contract managers are required to validate their operational contact information.



Here is where you can edit the information that other parties view in the Escalation Contacts list - <https://www.dcusa.co.uk/about-dcusa/escalation-contacts/>

Operational Contacts

Bulk Actions ▼ Apply Bulk Actions Search <input type="text"/>						
↕ Email	↕ Address	↕ Level	↕ Category	↕ Party Category	↕ Last modified	↕
DCUSA.helpdesk@electralink.co.uk	108 Couburg Crescent	Level 1	Supplier	Incident Management	11/11/2020	Edit
DCUSA.helpdesk@electralink.co.uk	108 Couburg Crescent	Level 1	Supplier	Theft contact	11/11/2020	Edit
DCUSA.helpdesk@electralink.co.uk	Dobson House Regent Centre Gosforth Newcastle Upon Tyne England NE3 3PF	Level 2	Supplier	Theft contact	11/11/2020	Edit
DCUSA.helpdesk@electralink.co.uk	Dobson House Regent Centre Gosforth Newcastle Upon Tyne England NE3 3PF	Level 2	Supplier	Incident Management	11/11/2020	Edit

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