

Listing your company on the RTPI Directory of Planning Consultants

A step-by-step guide

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Introduction

The RTPI (Royal Town Planning Institute) Directory of Planning Consultants is an online directory of companies which employ at least one Chartered Member of the RTPI.

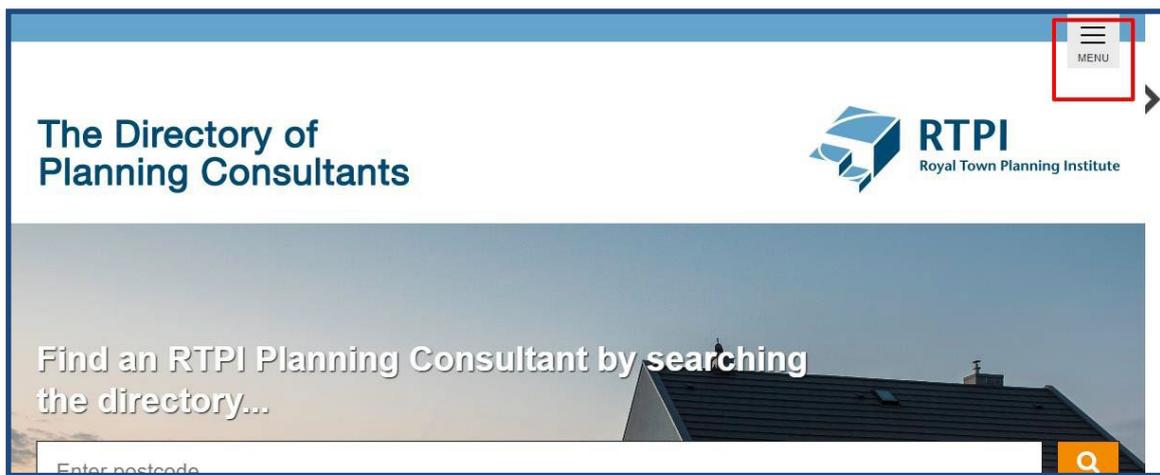
Companies can register to be listed on the Directory for a calendar year, signing up to one of four packages. The user search feature allows customers to find a consultant by using a name or location. The results of the search are displayed to the customer in a list which can be sorted and filtered, or on a map which shows the contact details and information of the companies found.

Listing your Company

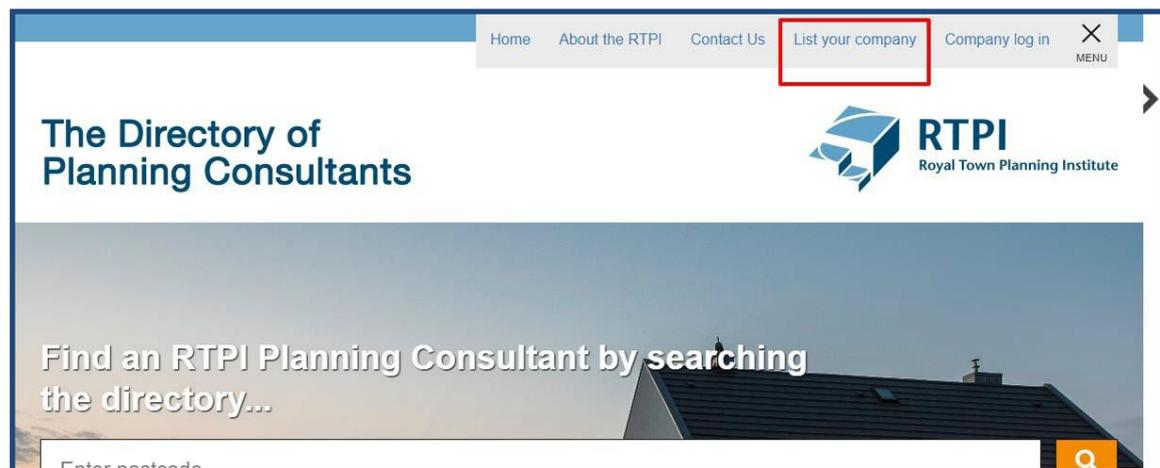
To list your company on the RTPI Directory please visit the directory website at <https://www.rtpiconsultants.co.uk/>.

Create your listing

From the website home page please click the Menu icon in the top right corner of the screen.



From the Menu select **List your company**.



You will be presented with a page explaining how the Directory works, the different packages you can subscribe to, what they offer and how much they will cost. After reviewing this page, please click the **register your company** link.

The Directory of Planning Consultants

List your company

How it works

Welcome to the subscription page. Here you can quickly and easily renew or register your company on the RTPI Directory of Planning Consultants. There is a subscription package suitable for any company size. The prices below are based on a full calendar year subscription.

Please note: For your company to be included in the 2023 annual regional digital leaflet, the deadline for subscribing or renewing is December 2022. After this deadline, your package will not include the regional digital leaflet.

Bronze £372 +VAT	Silver £667 +VAT	Gold £1,194 +VAT	Platinum £2,244 +VAT
Company logo on listing	Company logo on listing	Company logo on listing	Company logo on listing
450 word company description	450 word company description	Unlimited company description	Unlimited company description
Single office listing 📍	3 office listings 📍📍📍	6 office listings 📍📍📍📍📍📍	Unlimited office listings ∞
1 regional PDF leaflet listing 📄	3 regional PDF leaflet listings 📄📄📄	6 regional PDF leaflet listings 📄📄📄📄📄📄	Unlimited regional PDF leaflet listings ∞
No featured logo	Company logo featured on homepage	Company logo featured on homepage	Company logo featured on homepage

Renew your listing

In order to renew your listing, simply [log in to your account](#) and choose your package to renew your subscription. For full instructions on how to renew your listing please refer to our [guidance note](#).

Create a company listing

Fill out the online form to [register your company](#). Once you have registered, you can choose your subscription package and add your company information to really make your business stand out. Payment will be taken online and your listing will be published, allowing you to manage your account and benefit from new leads straight away.

Help

If you need any help with registering or reactivating, please refer to our [FAQs](#).



On the **Register or renew your company** screen please complete the required information, ensuring you add your RTPI membership number and confirming that you have indemnity insurance.

To register a new company you need to provide the following information:

- Company name
- First name
- Last name
- Email
- Telephone
- Password (this needs to be at least 8 characters long, with at least one uppercase letter, one lowercase letter and one number)
- Confirm your password (needs to match previously entered password)
- Add your RTPI Membership number (this needs to be 5 digits long)
- Tick terms and conditions
- Tick that you have professional indemnity insurance.

Once these details have been entered, please click **Submit** as shown below.


MENU

The Directory of Planning Consultants

 **RTPI**
Royal Town Planning Institute

Register or renew your company

Thank you for choosing to register or renew your company listing on The Directory of Planning Consultants.

Please choose from the options below.

I want to register a company
 I have an existing subscription and I want to renew my company account

Please enter your company and primary contacts details below, read and accept the terms and conditions and choose submit. You will then receive a welcome email and have access to your account to add your details, choose your package and make payment.

If you need any help with registering, get in touch and our [support team](#) will help you through the setup of your account.

Company name	<input type="text" value="Example Company Ltd."/>
Title	<input type="text" value="Mr"/>
First name	<input type="text" value="John"/>
Last name	<input type="text" value="Smith"/>
Email	<input type="text" value="johnsmith@examplecompany.com"/>
Telephone	<input type="text" value="01234567879"/>
Password	<input type="password" value="....."/>
<small>Password strength: High</small>	
Confirm password	<input type="password" value="....."/>

RTPI membership number	<input type="text" value="12345"/>
------------------------	------------------------------------

I accept the terms and conditions

The company I am registering has professional indemnity insurance, as required by the RTPI's code of professional conduct

When the account is created, you will be logged into your account and see the following screen. Please **click update your company profile** to continue to create your listing.

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Registration Confirmed


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MENU

Thank you for registering your company with The RTPI Directory of Planning Consultants.

You now have access to a full menu of options to enhance your company's listing. From the menu you will be able to update your company profile, including contacts, logos and office locations. You will also be able to view your public listing before you publish.

Once you have chosen your package, you can then pay for your subscription and publish your listing. Your listing will be searchable by others on The Directory of Planning Consultants.

You have been added as an admin and a professional member of staff for your company. If you would like to change these settings, you can update your details at any time in the [contacts and staff listing page](#).

Communications will be sent to you from us at the address donotreply@rtpi.planningportal.co.uk. Please add this email address to your email contacts address book to ensure that you receive account related emails from us.

If you need any help or support you can visit our [contact us page](#).

Create your company profile

Company home

Your **Company Home** screen is where you can access and edit your company information. A menu on the left-hand side will allow you to navigate between the various elements of your listing. We suggest that the first time you create your profile you work through completing your profile from top-to-bottom, although once created you can edit any section in any order.

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Welcome to your company administration area

Here you can create and edit your listing using the left-hand menu. Please take a moment to read the brief description below of each menu item and what it does.

Your listing is still not ready to be published and you will need use the menu to enter your company information, make payment and publish your listing.

- At least one address must be added to the company listing.
- At least one office must be added to the company listing.
- Companies can only be published if they have paid.

Company home	Find out about how to use the menu and publish your listing
Package	Select the listing package that suits your company
Public listing	Use this to check how your publicly viewed directory listing looks
Main details	Add high level information about your company and add your logo
Description	Enter information about your company
Company profile	Provide information about the number of staff you have
Specialisms	Show which planning areas your company specialises in
Addresses	Add all of your company addresses
Offices	Add contact details and leaflet information for your offices
Overseas Operations	List the countries in which your company operates
Contacts and staff listings	List your staff and their contact details
Account admins	Choose which staff to use as company administrators, who will be responsible for maintaining your listing
Account contacts	Specify the primary administrator and invoice contacts within your company
Pay for your subscription	Amend the subscription package for your listing

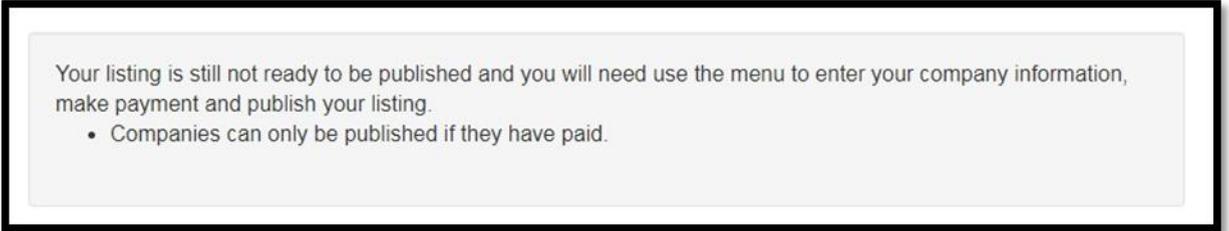
On this page you can access any of your company details using the menu links along the left-hand side.

There is a status box on this page which will show one of three types of status:



Your listing has been published and can be searched by others.

This indicates that all the mandatory details have been completed, the company have paid, and the listing is LIVE on the directory.



Your listing is still not ready to be published and you will need use the menu to enter your company information, make payment and publish your listing.

- Companies can only be published if they have paid.

This indicates that there is still some mandatory action or information that needs to be addressed. In the above example payment has not been made but this status will also show if no *offices* or *staff* details have been supplied.



Your organisation is ready to be published, please press the button below to make the entry available to the public.

Publish

This indicates that everything has been supplied and that the administrator can publish the company listing by clicking the **Publish** button.

Package

On this page the company administrator can select which package they wish their company to be on. The table featured on this screen shows the benefits of each of the four packages.

Clicking **Select or change your package** will allow you to choose a package from the drop-down menu. Once you have chosen, please click **Update package** to save your selection.

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Package

- Select or change package

The prices below are based on a full calendar year subscription.

Bronze £372 +VAT	Silver £667 +VAT	Gold £1,194 +VAT	Platinum £2,244 +VAT
Company logo on listing	Company logo on listing	Company logo on listing	Company logo on listing
450 word company description	450 word company description	Unlimited company description	Unlimited company description
Single office listing 	3 office listings 	6 office listings 	Unlimited office listings 
1 regional PDF leaflet listing 	3 regional PDF leaflet listings 	6 regional PDF leaflet listings 	Unlimited regional PDF leaflet listings 
No featured logo	Company logo featured on homepage	Company logo featured on homepage	Company logo featured on homepage

For further assistance please contact our support team on
Email: rtpi.support@planningportal.co.uk
Telephone: 0333 323 4589

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Package

- Select or change package

Please select a package

Gold package

[Update package](#)

The prices below are based on a full calendar year subscription.

Bronze £372 +VAT	Silver £667 +VAT	Gold £1,194 +VAT	Platinum £2,244 +VAT
Company logo on listing	Company logo on listing	Company logo on listing	Company logo on listing
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No featured logo	Company logo featured on homepage	Company logo featured on homepage	Company logo featured on homepage

This will then show you which package you have selected.

Package updated

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Package

Current package

Package name Gold package
Package price £ 1082
Subscription end 31/12/2019

- Select or change package

Please select a package

Gold package

Update package

- Add extras
- Pay for your subscription

The prices below are based on a full calendar year subscription.

Bronze £372 +VAT	Silver £667 +VAT	Gold £1,194 +VAT	Platinum £2,244 +VAT
Company logo on listing	Company logo on listing	Company logo on listing	Company logo on listing
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No featured logo	Company logo featured on homepage	Company logo featured on homepage	Company logo featured on homepage

Public listing

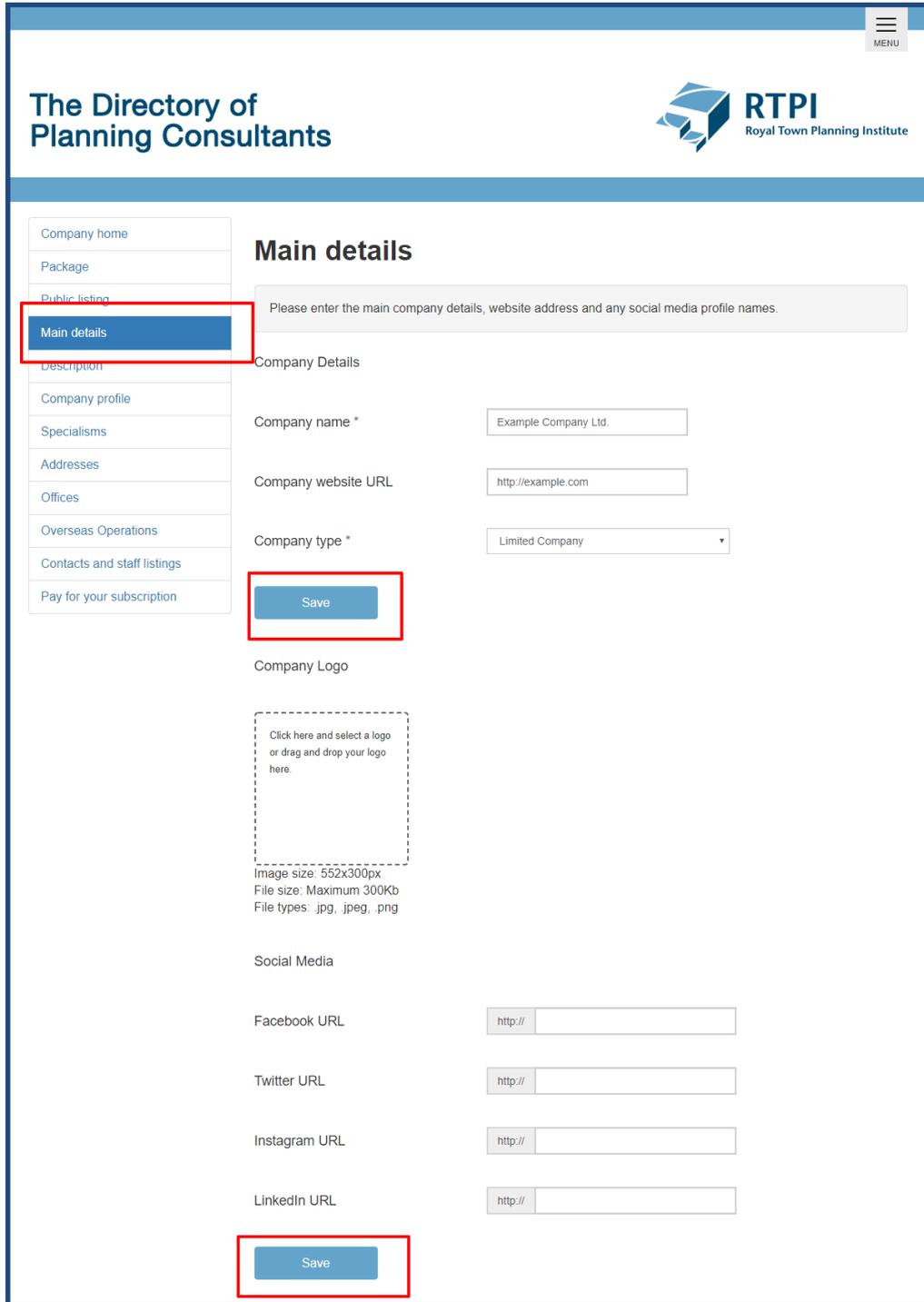
Clicking **Public listing** will open a new tab or window with your company's public facing page. This will display the public listing to the company administrator even before the company has been published to the public. This view can be used by the company administrator as a preview function before they publish their account, after which it will display exactly as the public will see it.

Main details

The **Main Details** page is where you can fill in the company's basic information. Mandatory fields are marked with an asterix.

The **Save** button at the top of the page needs to be clicked once the first three fields have been completed. The bottom **Save** button needs to be clicked when the logo and social media links have been completed.

The company logo can be uploaded by either dragging and dropping a file or by clicking within the box to open the find file dialog box.



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Main details

Please enter the main company details, website address and any social media profile names.

Company Details

Company name *

Company website URL

Company type *

Save

Company Logo

Click here and select a logo or drag and drop your logo here.

Image size: 552x300px
File size: Maximum 300Kb
File types: jpg, jpeg, png

Social Media

Facebook URL

Twitter URL

Instagram URL

LinkedIn URL

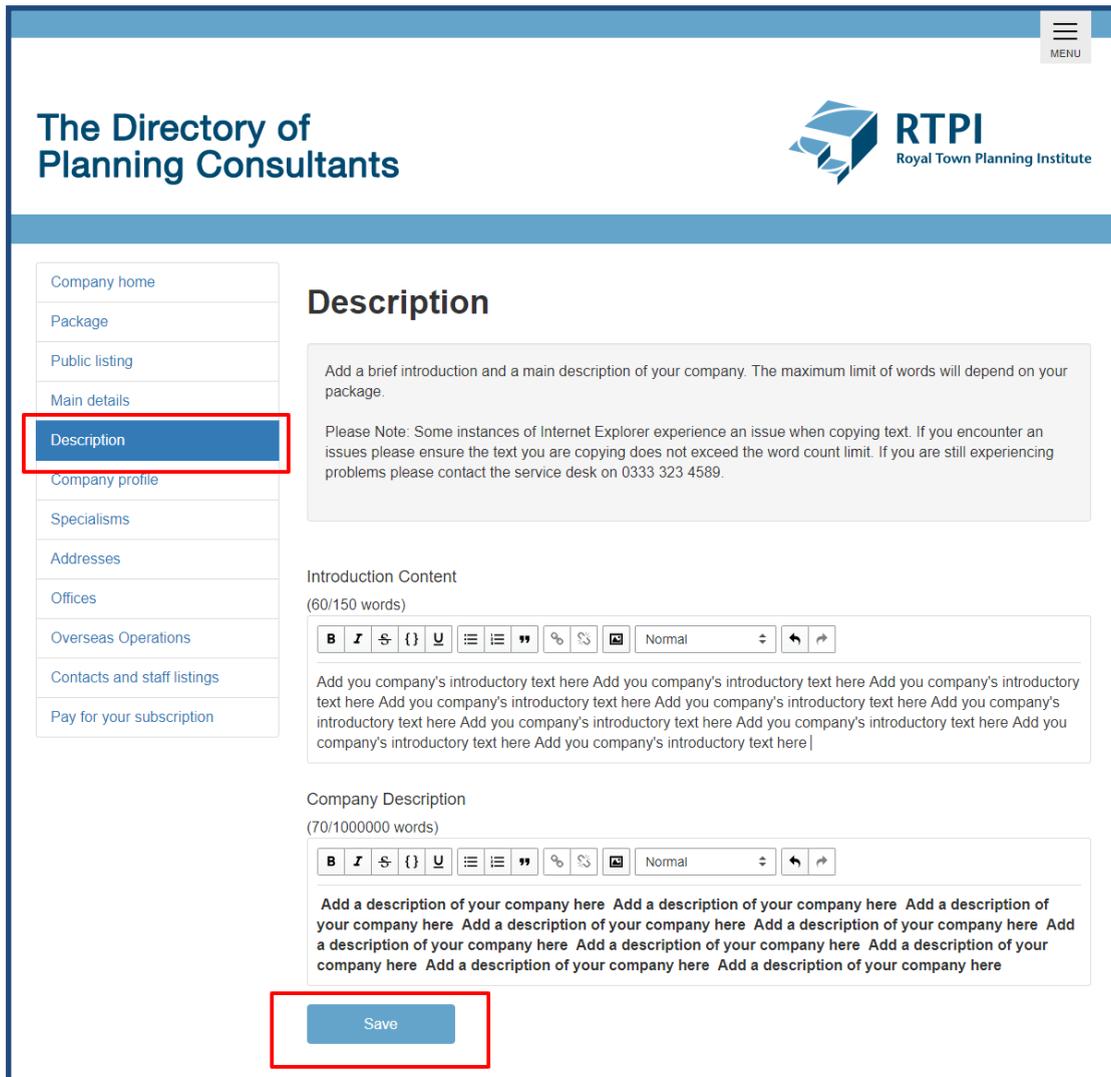
Save

Description

In the **Description** section you can enter text for the introduction. This feature is in development and will be surfaced in the search results, so ensure you check the search result and Company Description (featured in the company's public listing).

You have the ability to add or edit your description and a text editor is available to help with the formatting of the text you include, as displayed in the screen below.

Save must be clicked to retain information.



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Description

Add a brief introduction and a main description of your company. The maximum limit of words will depend on your package.

Please Note: Some instances of Internet Explorer experience an issue when copying text. If you encounter an issues please ensure the text you are copying does not exceed the word count limit. If you are still experiencing problems please contact the service desk on 0333 323 4589.

Introduction Content
(60/150 words)

B I  Normal 

Add you company's introductory text here Add you company's introductory text here

Company Description
(70/1000000 words)

B I  Normal 

Add a description of your company here Add a description of your company here

Save

Company profile

On the **Company Profile** screen you can list your staff details, annual turnover, enter the quality assurance accreditations and select whether the company is a legal firm. These are optional details.

Save must be clicked to retain information.

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Company profile

Please enter details of the numbers of staff in your company

Total staff		<input type="text" value="3"/>
Total professional staff		<input type="text" value="1"/>
Chartered town planners		<input type="text" value="0"/>
Architect		<input type="text" value="0"/>
Chartered surveyors		<input type="text" value="0"/>
Chartered and professional engineers		<input type="text" value="1"/>
Chartered and professional builders		<input type="text" value="0"/>
Landscape and environment professionals		<input type="text" value="0"/>
Conservation professionals		<input type="text" value="1"/>
Chartered housing professionals		<input type="text" value="0"/>
Transport professionals		<input type="text" value="0"/>
Economic development professionals		<input type="text" value="0"/>
Management professionals		<input type="text" value="0"/>
Amenity and leisure professionals		<input type="text" value="0"/>
Overseas staff		<input type="text" value="0"/>

Please enter additional information about your company

Annual turnover

Please enter quality assurance accreditations

The company is a legal firm

Specialisms

On the **Specialisms** screen you can add or remove specialisms from your public listing.

On the left is a list of all available specialisms and on the right is a list of the specialisms the admin has selected. Highlighting a specialism from the left hand list and clicking **Add** will add that to the company's list. Highlighting a specialism in the company's list and clicking **Remove** will delete it from their public facing list.

You can filter the available specialisms by category using the drop down list above the available specialisms.

Transforming Planning and Building
www.planningportal.co.uk

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Specialisms

Choose a category and specialism from the list to add to your company profile. There is no limit on the number of specialisms a company can have. Highlight your choice and add or remove from each list by using the buttons.

Filter specialisms by category

Please select...

Available specialisms

Hospices
Hospital
Nursing Homes
Affordable Housing
Appeals
Applications
Boundaries / Curtilage
Car Parking
Housing Needs Studies
House Extensions
Light Issues
Objections
Residential Developments

My specialisms

Ancient Monuments
Archaeology
Tall Buildings
Travel Plans

Add

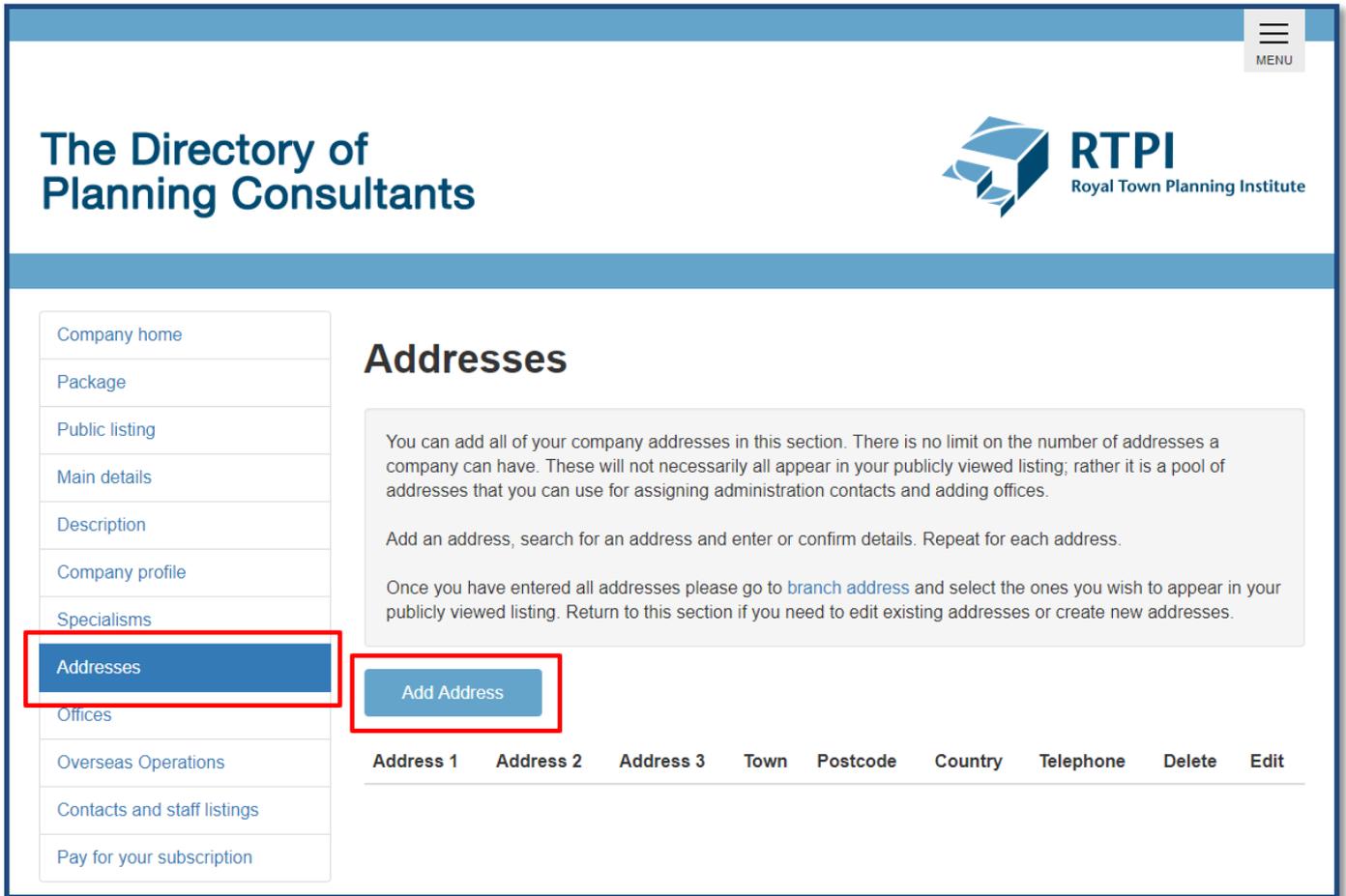
Remove

Addresses

In this section you can add to your 'pool' or group of addresses (like an address book). These addresses are not public facing but can be used to manage staff profiles and offices.

Use **Delete** or **Edit** in the address table to remove or edit an address (although you cannot remove them all, there must be at least one).

Addresses are added using the **Add Address** button which will open the pop-up editor.



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Addresses

You can add all of your company addresses in this section. There is no limit on the number of addresses a company can have. These will not necessarily all appear in your publicly viewed listing; rather it is a pool of addresses that you can use for assigning administration contacts and adding offices.

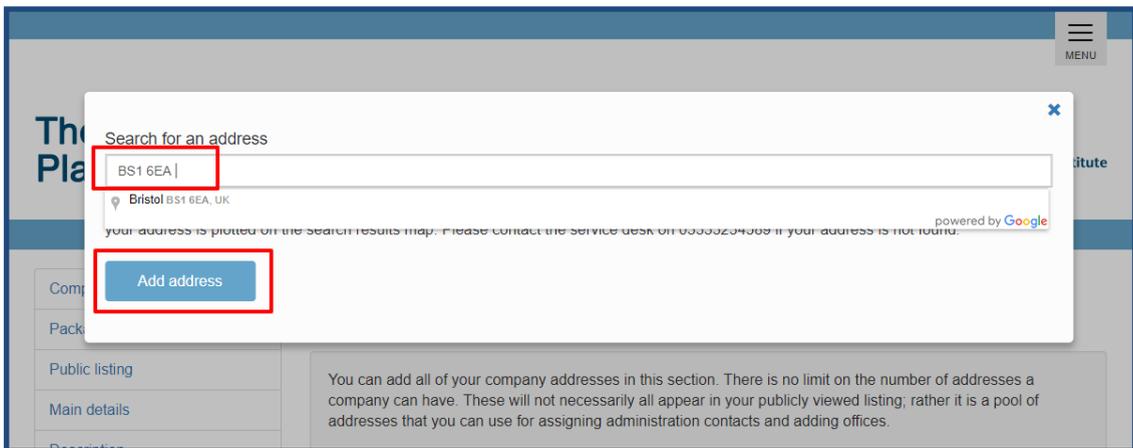
Add an address, search for an address and enter or confirm details. Repeat for each address.

Once you have entered all addresses please go to [branch address](#) and select the ones you wish to appear in your publicly viewed listing. Return to this section if you need to edit existing addresses or create new addresses.

Add Address

Address 1	Address 2	Address 3	Town	Postcode	Country	Telephone	Delete	Edit
-----------	-----------	-----------	------	----------	---------	-----------	--------	------

When adding an address please initially search for the location and click **Add address**.



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Search for an address

BS1 6EA |

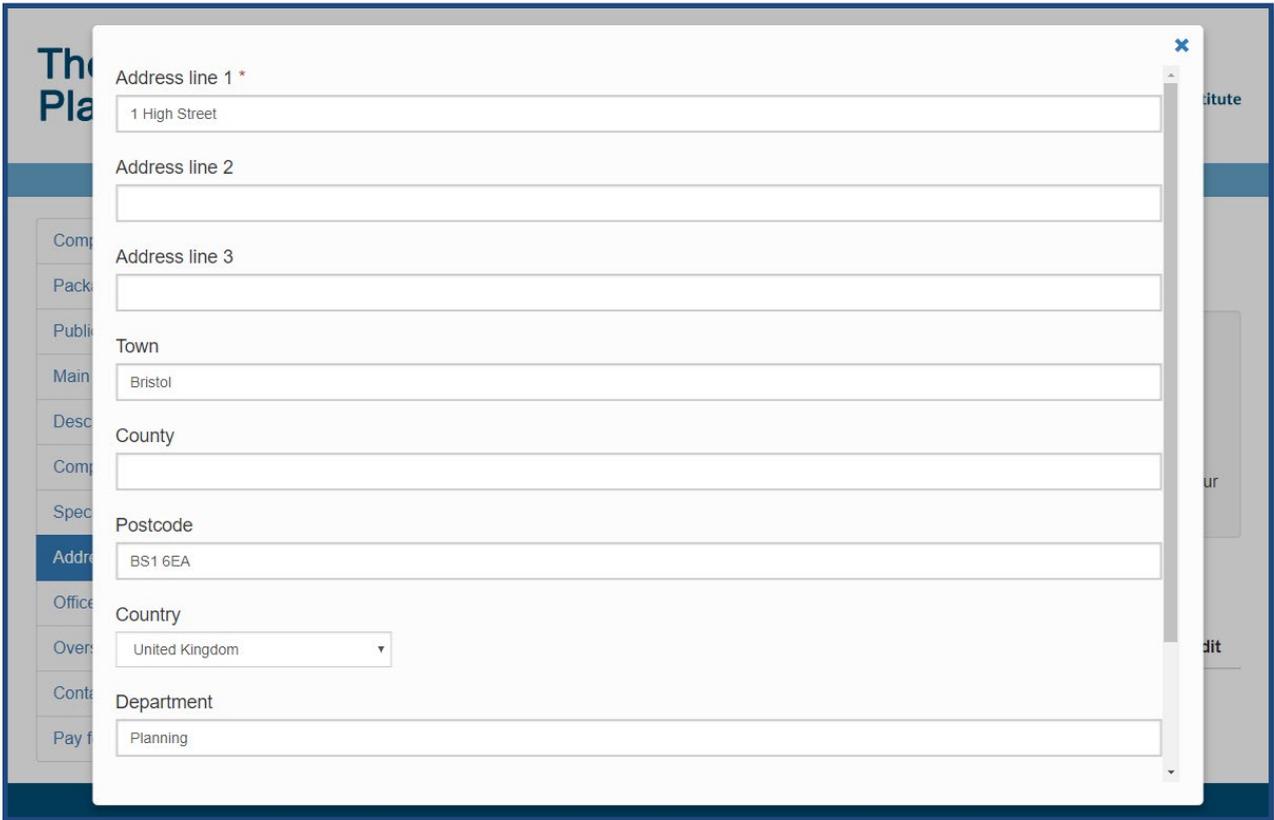
Bristol BS1 6EA, UK

your address is plotted on the search results map. Please contact the service desk on 03000204009 if your address is not found.

Add address

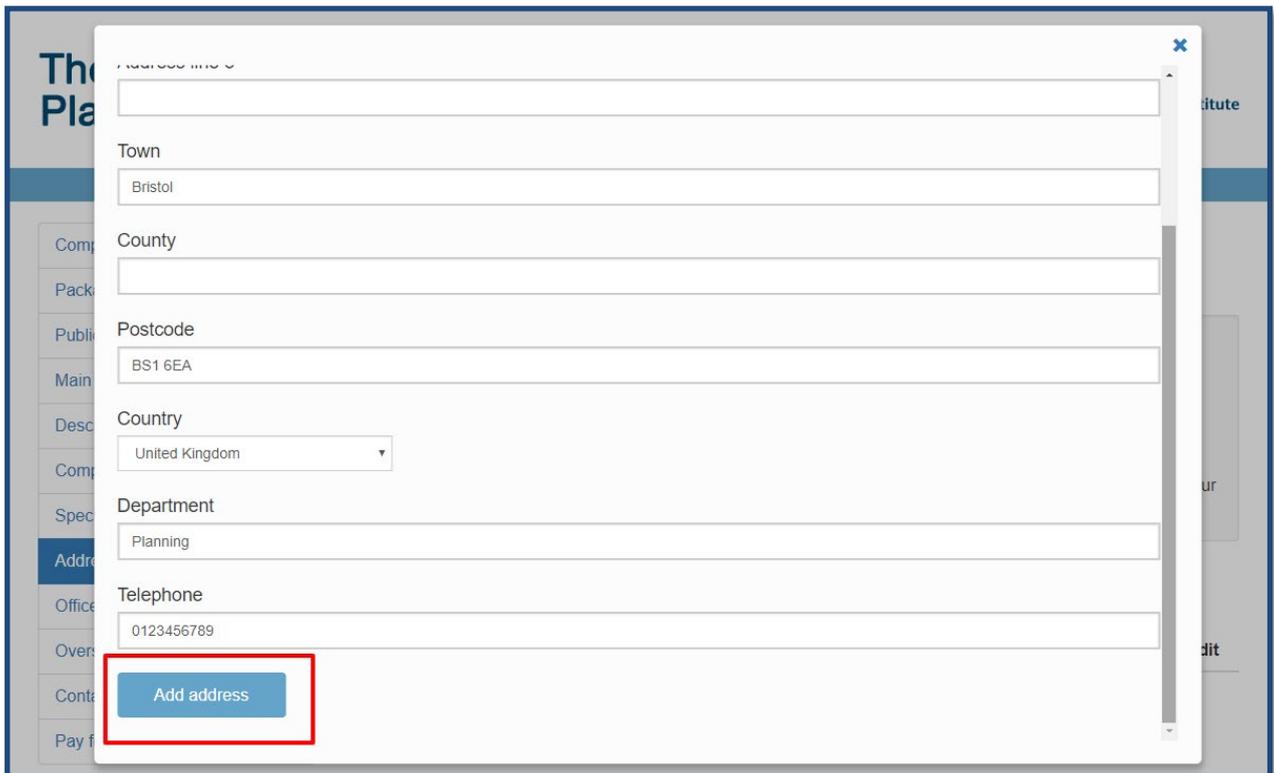
You can add all of your company addresses in this section. There is no limit on the number of addresses a company can have. These will not necessarily all appear in your publicly viewed listing; rather it is a pool of addresses that you can use for assigning administration contacts and adding offices.

Once selected fill in the relevant details for the address and click **Add address**.



The screenshot shows a modal form for adding an address. The fields are filled with the following information:

- Address line 1 *: 1 High Street
- Address line 2: (empty)
- Address line 3: (empty)
- Town: Bristol
- County: (empty)
- Postcode: BS1 6EA
- Country: United Kingdom (dropdown menu)
- Department: Planning



The screenshot shows the same address form as above, but with the 'Add address' button highlighted by a red rectangle. The 'Telephone' field is now visible and contains the number 0123456789.

- Address line 1: (empty)
- Town: Bristol
- County: (empty)
- Postcode: BS1 6EA
- Country: United Kingdom (dropdown menu)
- Department: Planning
- Telephone: 0123456789

Add address

This will add the address to your address pool.



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Addresses

You can add all of your company addresses in this section. There is no limit on the number of addresses a company can have. These will not necessarily all appear in your publicly viewed listing; rather it is a pool of addresses that you can use for assigning administration contacts and adding offices.

Add an address, search for an address and enter or confirm details. Repeat for each address.

Once you have entered all addresses please go to [branch address](#) and select the ones you wish to appear in your publicly viewed listing. Return to this section if you need to edit existing addresses or create new addresses.

[Add Address](#)

Address 1	Address 2	Address 3	Town	Postcode	Country	Telephone	Delete	Edit
1 High Street			Bristol	BS1 6EA	United Kingdom	0123456789		

Offices

On this screen you can add, remove or edit the office that is listed on your public profile. You can choose from the locations added in the **Addresses** section to be shown as offices to the public.

Offices are added using the **Add office** button which will open the pop-up editor.

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Offices

You can add office information and add the office to a regional leaflet. The number of offices and leaflets you can add, depends on your package.

You need to add the [address](#) and [contact](#) before you can add an office.

Add an office, select an address, select a contact and enter any additional information. Tick any regional leaflets you wish the office to appear in.

To add a particular office to a leaflet, choose *edit* and select the relevant regions.

Add office

Address	Email	Region	County	Area	Delete	Edit
---------	-------	--------	--------	------	--------	------

The address (added in the address pool) can be selected from the address drop down list.

Add must be clicked to retain information.

Order
1
Enter a number from 1, the number defines the order in which the offices are displayed in the listing

Email
office@example.com

Telephone
0123456789

Address
1 High Street, Bristol, BS1 6EA

Contact
John Smith
Please select from the list of contacts that you have previously entered.

Select region
South West
Select the region in which your office resides.

Select county
Avon
Select the county in which your office resides.

Address
1 High Street, Bristol, BS1 6EA

Contact
John Smith
Please select from the list of contacts that you have previously entered.

Select region
South West
Select the region in which your office resides.

Select county
Avon
Select the county in which your office resides.

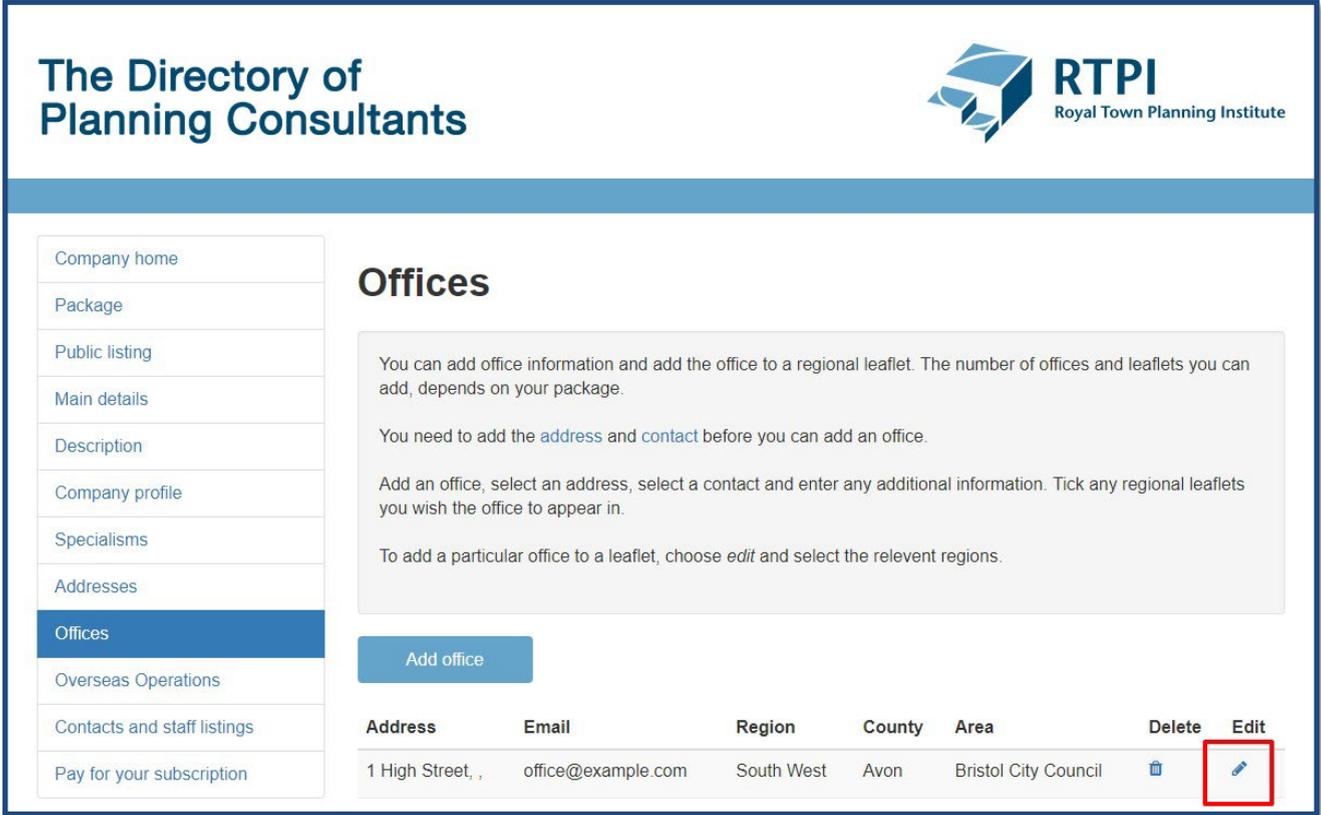
Select local authority
Bristol City Council
Select the local authority (if applicable).

You will be able to add this office to a leaflet once it has been created. To add an office to a leaflet you will need to create the office then edit and add leaflets.

Add

Adding an Office to a leaflet

You can add one of your offices to one of the RTPI's printed leaflets by clicking the **Edit** button for your required office.



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Offices

You can add office information and add the office to a regional leaflet. The number of offices and leaflets you can add, depends on your package.

You need to add the [address](#) and [contact](#) before you can add an office.

Add an office, select an address, select a contact and enter any additional information. Tick any regional leaflets you wish the office to appear in.

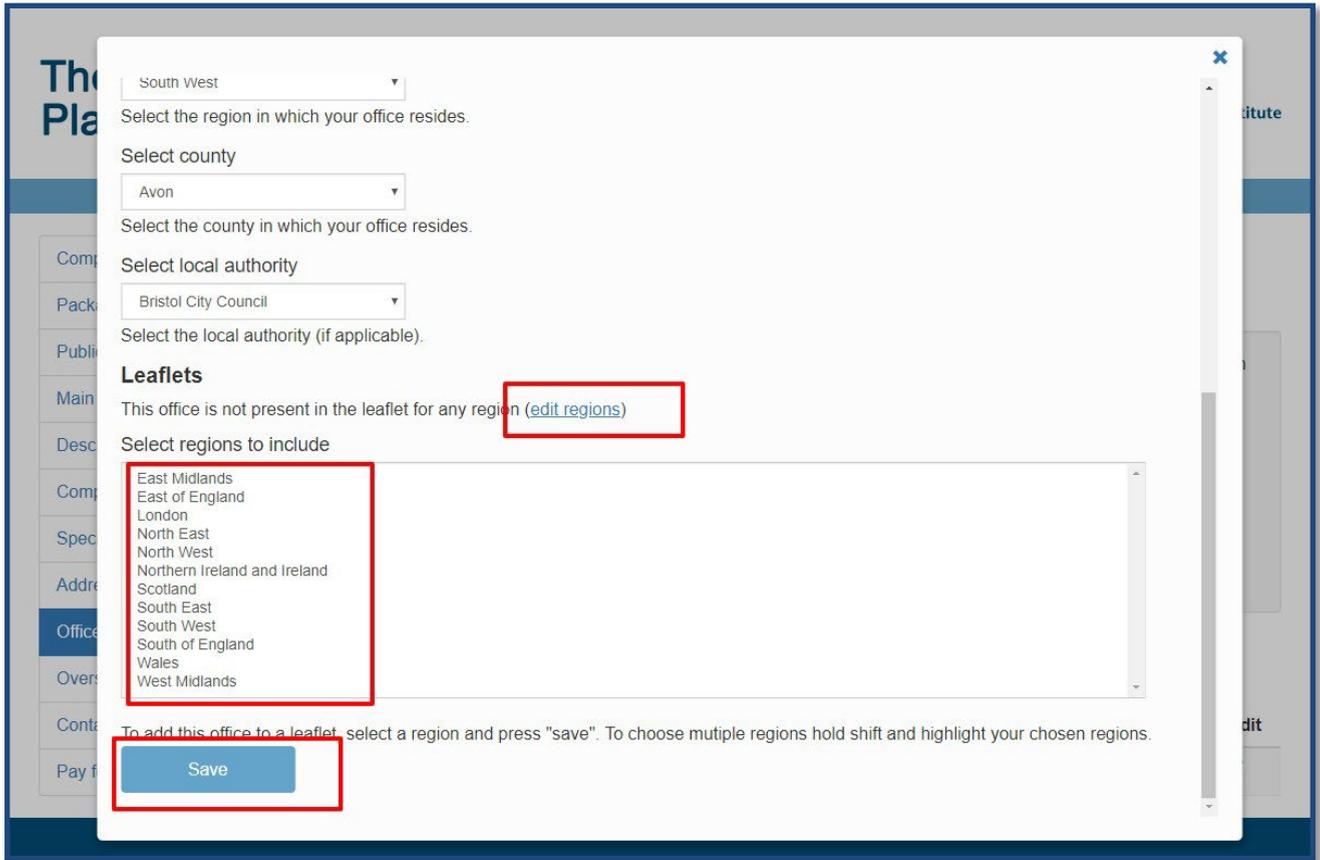
To add a particular office to a leaflet, choose *edit* and select the relevant regions.

[Add office](#)

Address	Email	Region	County	Area	Delete	Edit
1 High Street, ,	office@example.com	South West	Avon	Bristol City Council		

Once an office had been added, the office information screen shows leaflet information at the bottom. Here you can select which regional leaflet you wish the office to appear on.

Click **edit regions**, select your leaflet and then click **Save** to retain your choices.



South West
Select the region in which your office resides.

Select county
Avon
Select the county in which your office resides.

Select local authority
Bristol City Council
Select the local authority (if applicable).

Leaflets
This office is not present in the leaflet for any region ([edit regions](#))

Select regions to include

- East Midlands
- East of England
- London
- North East
- North West
- Northern Ireland and Ireland
- Scotland
- South East
- South West
- South of England
- Wales
- West Midlands

To add this office to a leaflet, select a region and press "save". To choose multiple regions hold shift and highlight your chosen regions.

Save

Overseas operations

In the **Overseas Operations** section you can list the countries the the company operates in.

On the left is a list of all available countries and on the right is a list of the countries you have selected. To add to the company list, highlight a country from the left hand list and click **Add**.

To delete a country from the company's public facing list, highlight a country in the company's list and click **Remove**. You can highlight multiple countries in one go.

To make finding a country easier you can use the drop-down menu to filter the country list by continent.

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Overseas operations

Choose a continent and country from the list to add to your company profile. There is no limit on the number of countries a company can have. Highlight your choice and add or remove from each list by using the buttons.

Filter countries by continent

Please select...

Available countries

Indonesia
Iran
Iraq
Israel
Jordan
Kazakhstan
Kuwait
Kyrgyzstan
Laos
Lebanon
Macau
Malaysia

My countries

Japan

Add

Remove

Contacts and staff listings

In this section you can add to your contact pool (your non-public facing list of contacts), administer your public professional staff listings and indicate your contact (admin) members of staff (i.e who RTPI would contact if needed).

Contacts and staff listings

Display as professional

Professional Profile

Order Number

Professional Qualifications

RTPI Member Number

LinkedIn URL

Biography

Click here and select a photograph or drag and drop

The Directory of Planning Consultants



- Company home
- Package
- Public listing
- Main details
- Description
- Company profile
- Specialisms
- Addresses
- Offices
- Overseas Operations
- Contacts and staff listings
- Pay for your subscription

Contacts and staff listings

You can add all of your contacts in this section (include professional staff and administration contacts). There is no limit on the number of contacts a company can have.

If you would like to include them in your public listing, when you add a person, tick the display as professional option and enter the additional details. Repeat for each contact. You can add photographs for professional staff by editing the contact.

Company administrators are responsible for the creation and upkeep of the company's listing. You can add more than one administrator to manage your company's profile. All administrators will have full access to the company's listing and can add and remove other administrators.

To add other administrators, add them as a contact and then tick them as an administrator in the table. The new administrator will receive an email with instructions.

[Add Person](#)

Name	Email	Job title	Professional	Admin	Delete	Edit
Mr John Smith	c.livedlewis@gmail.com		Yes	<input checked="" type="checkbox"/>		

Contacts

Please select the primary account admin for your company.

Admin contact John Smith ▼

Please select the invoice contact for your company.

Invoice contact John Smith ▼

[Save](#)

Contacts and professional staff members are both listed in the same table. Professional staff members (those listed on the company's public profile) are indicated in the **Professional** column.

Those accounts that have the permission to log into these company admin pages are indicated with the **Admin** tick box.

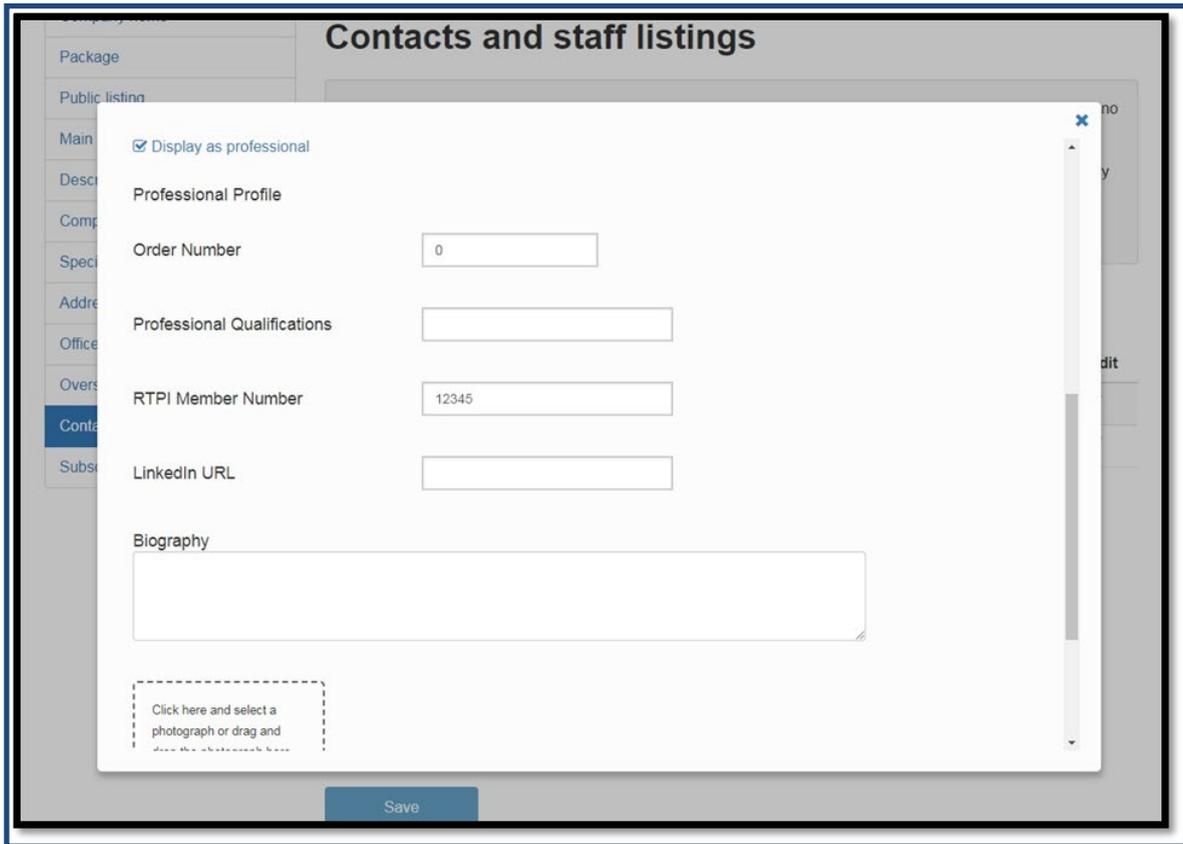
To remove or edit a contact's details, choose **Delete** or **Edit** from the menu options.

Contacts are added using the **Add person** button which will open the pop-up editor.

Here an administrator can enter the contacts details and select if they are to be displayed as a professional on the company profile.

If **Display as professional** is ticked then additional details are required, including an RTPI number and an optional photo file.

To upload an image file, drag and drop or click to open file uploader dialog box as shown on the following screen.



Save must be clicked to retain the updated information.

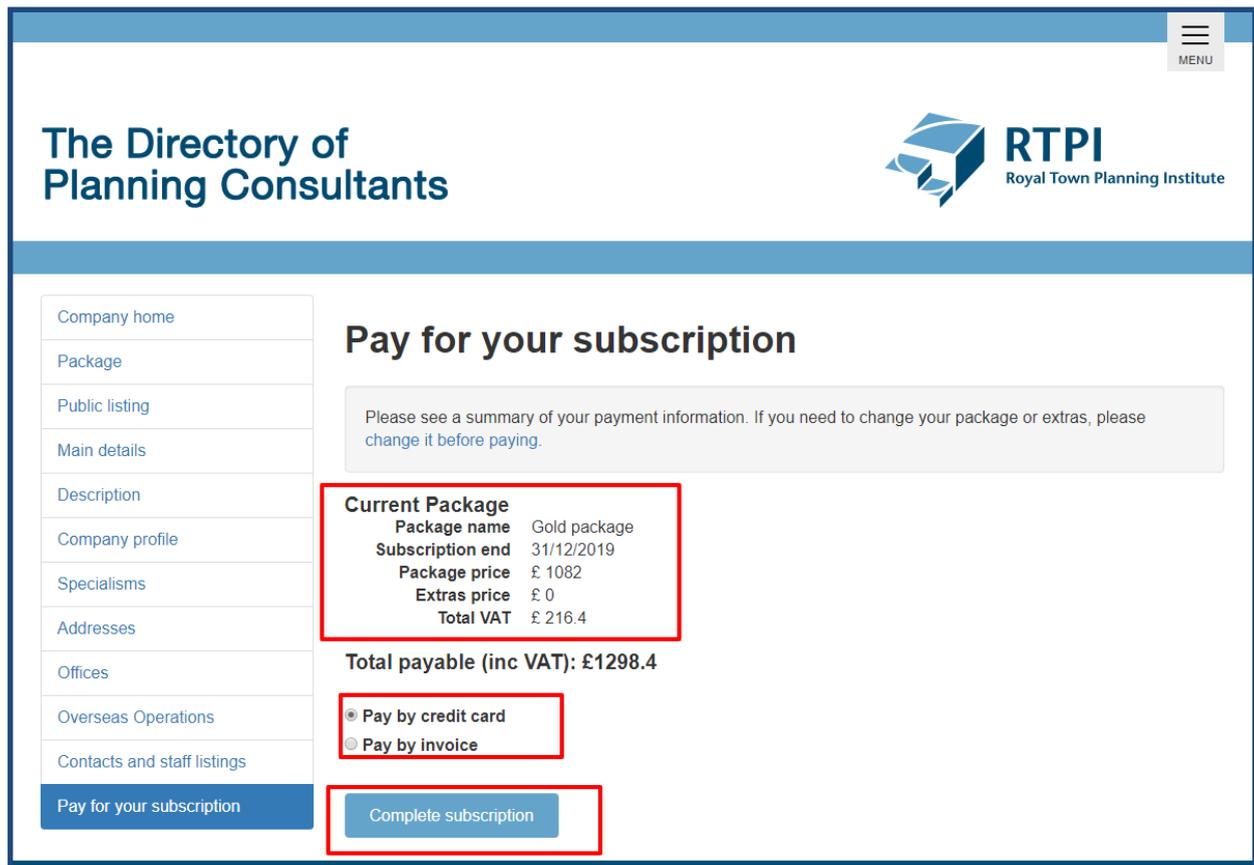
Subscription payment

The final screen in the company admin section is **Subscription payment**. You can choose to change the package before paying (the **change it before paying** link taking you back to the **Package** section).

Select from Credit card or Invoice as a payment method (Invoice is only available for payments over £1,000). To make payment, click **Complete subscription**. The credit card option will direct you to the payment page, which will present a confirmation page when payment is successful.

You can review your existing details in the **Current Package** section. If you are a *new subscriber*, this will show the package and end date you have selected, if you are *renewing a subscription* this will show your existing package and end date (before renewal).

Selecting the invoice button will generate an email which is sent to the PPQ finance team at Creditcontrol@planningportal.co.uk and to the company admin. The following on-screen confirmation will also be presented to the company admin.



The Directory of Planning Consultants

RTPI
Royal Town Planning Institute

Pay for your subscription

Please see a summary of your payment information. If you need to change your package or extras, please [change it before paying](#).

Current Package	
Package name	Gold package
Subscription end	31/12/2019
Package price	£ 1082
Extras price	£ 0
Total VAT	£ 216.4

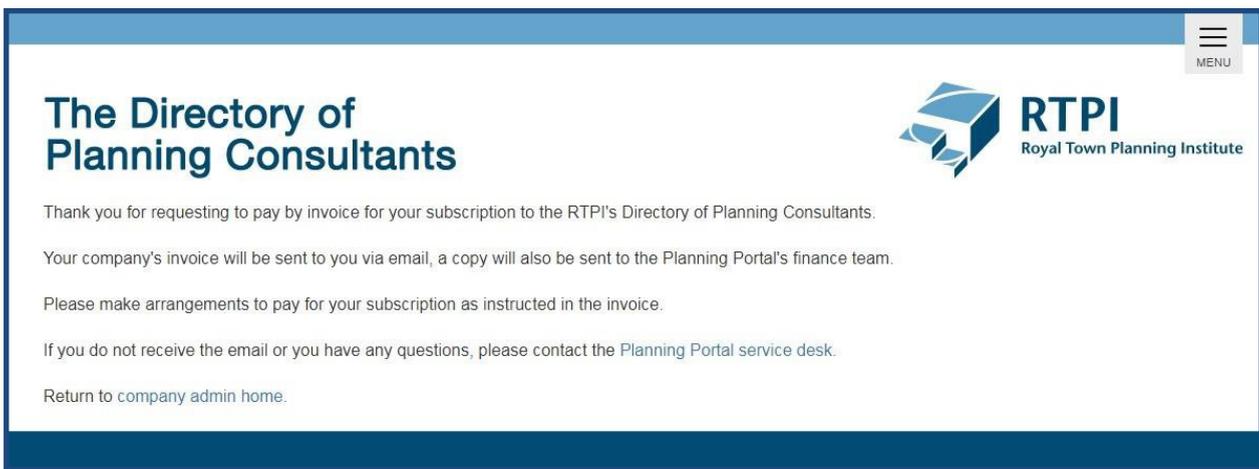
Total payable (inc VAT): £1298.4

Pay by credit card

Pay by invoice

[Complete subscription](#)

Clicking **Complete subscription** with *Pay by Invoice* selected will email you an invoice and present the following confirmation screen.



The Directory of Planning Consultants

RTPI
Royal Town Planning Institute

Thank you for requesting to pay by invoice for your subscription to the RTPI's Directory of Planning Consultants.

Your company's invoice will be sent to you via email, a copy will also be sent to the Planning Portal's finance team.

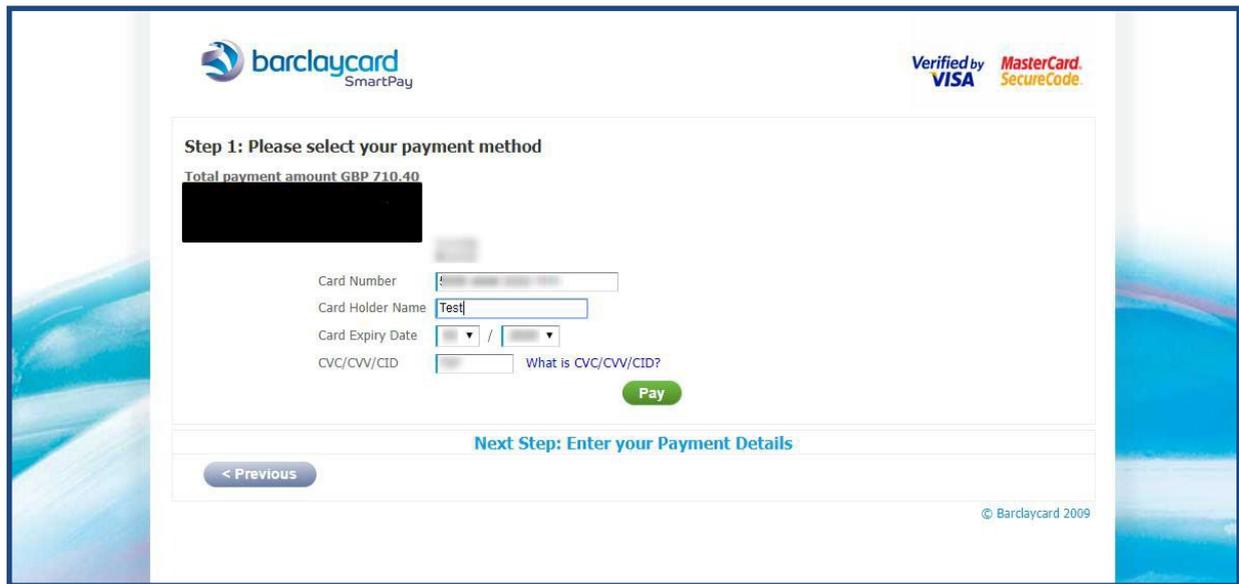
Please make arrangements to pay for your subscription as instructed in the invoice.

If you do not receive the email or you have any questions, please contact the Planning Portal service desk.

[Return to company admin home.](#)

Your listing should now be live. Please contact our service desk on 0333 323 4589 or rtpi.support@planningportal.co.uk if your listing is not showing.

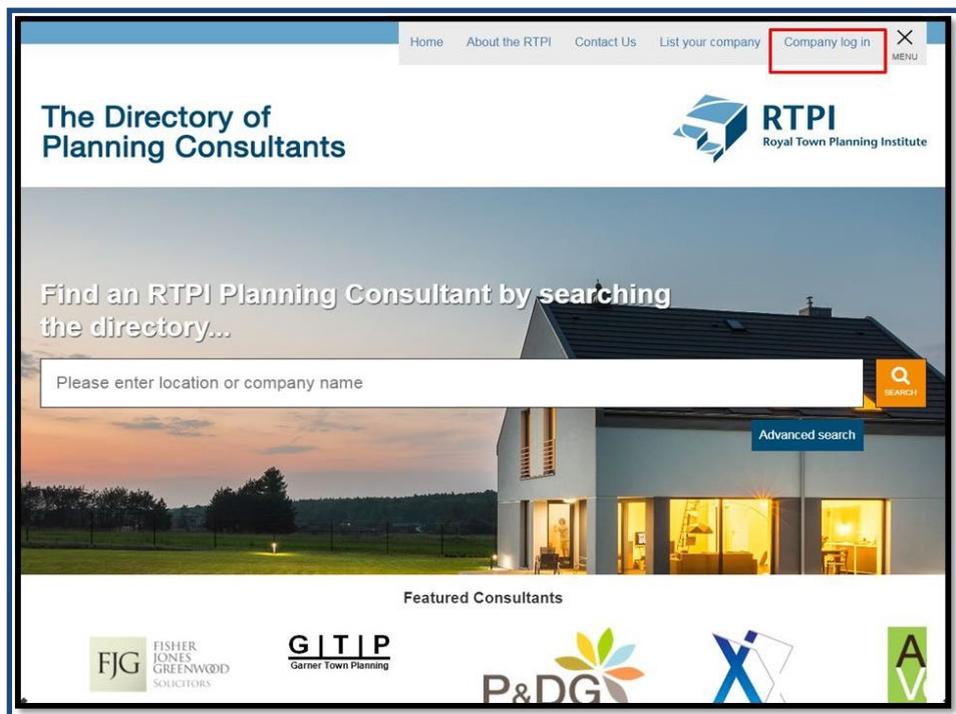
Clicking **Complete subscription** with *Pay by credit card* selected will take you to our Barclaycard payment facilities.



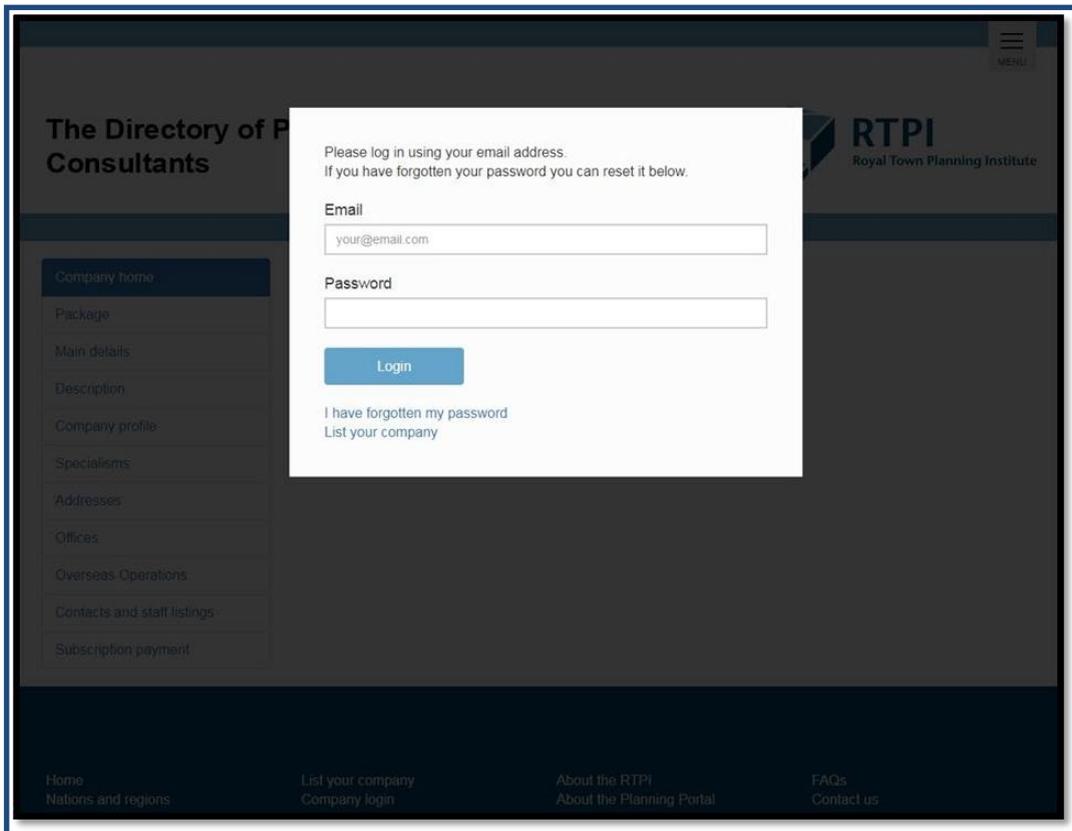
Once payment has been made, you will be returned to your **Company home** page. Your listing should now be live. Please contact our service desk on 0333 323 4589 or rtpi.support@planningportal.co.uk if your listing is not showing.

Logging back into your account

If you want to log into your account to access your **Company home** pages or edit your listing, please visit the home page at <https://subscription.rtpiconsultants.co.uk/> and click **Company log in** from the expandable menu at the top of the page.



You can log in with your **email address** and **password**.



The screenshot shows a login modal on the RTPI website. The modal contains the following text and fields:

Please log in using your email address.
If you have forgotten your password you can reset it below.

Email

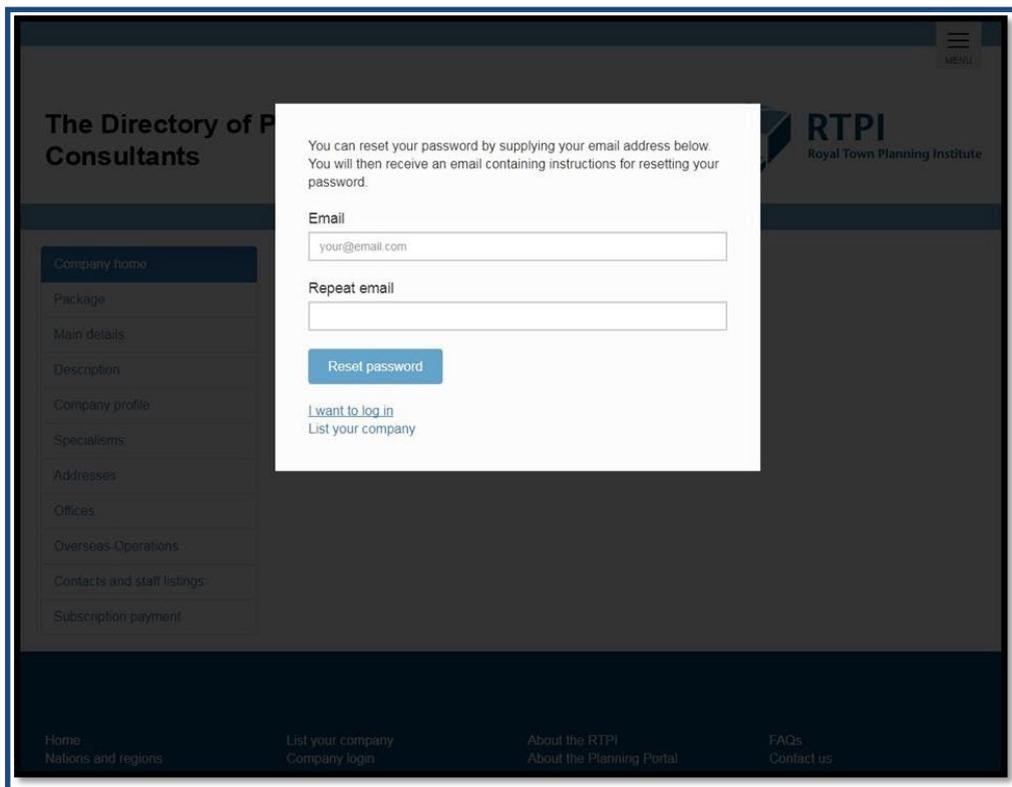
Password

[Login](#)

[I have forgotten my password](#)
[List your company](#)

The background shows a sidebar with navigation links: Company home, Package, Main details, Description, Company profile, Specialisms, Addresses, Offices, Overseas Operations, Contacts and staff listings, and Subscription payment. The footer contains: Home, Nations and regions, List your company, Company login, About the RTPI, About the Planning Portal, FAQs, and Contact us.

You can perform a password reset by using the **I have forgotten my password** hyperlink, below the login button.



The screenshot shows a password reset modal on the RTPI website. The modal contains the following text and fields:

You can reset your password by supplying your email address below.
You will then receive an email containing instructions for resetting your password.

Email

Repeat email

[Reset password](#)

[I want to log in](#)
[List your company](#)

The background shows the same sidebar and footer as the previous screenshot.

Renewing your subscription

If you have an existing RTPI directory listing and subscription and want to renew your listing for another year, please see our **Renewing your RTPI Subscription** here:

https://www.rtpiconsultants.co.uk/media/1793/rtpi_directory_guidance_note.pdf

Help and Support

If you need any assistance, please contact our service desk on 0333 323 4589 or email rtpi.support@planningportal.co.uk.

The telephone help line is open 09:00 - 17:00 weekdays (excluding public holidays).