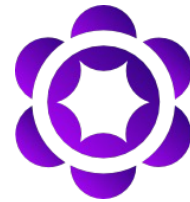


Diligence Hub

Powered by FCSA

Account Owner – next
steps



DILIGENCE
HUB

About Diligence Hub

Welcome to the **UK's leading matching service for due diligence requirements between recruiters and umbrella companies.**

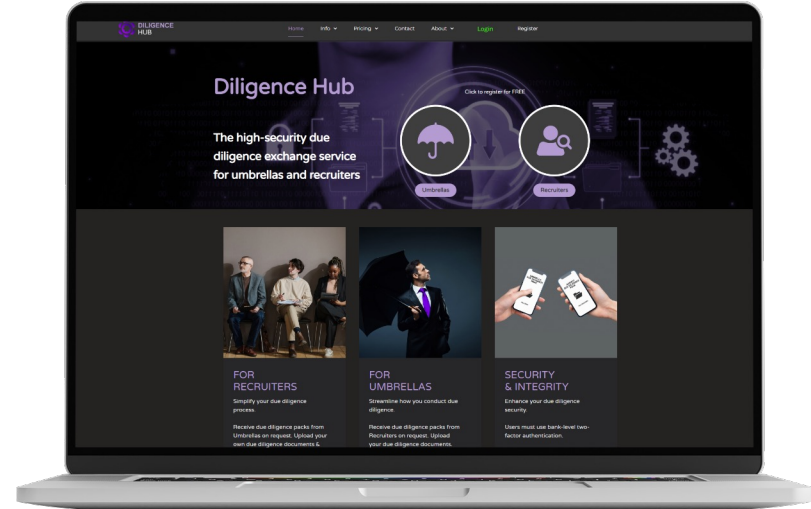
The due diligence process can be complex and time-consuming, especially when dealing with multiple payment intermediaries. All the questions (sometimes hundreds of them!) cover the same principles, resulting in duplication of work, especially when you get a variance of answers from payment intermediaries, or even some missing information.

That's why we've created Diligence Hub, a platform that makes it easy for both employment businesses and payment intermediaries to securely exchange due diligence information when considering commercial agreements.



Welcome to Diligence Hub

Next Steps

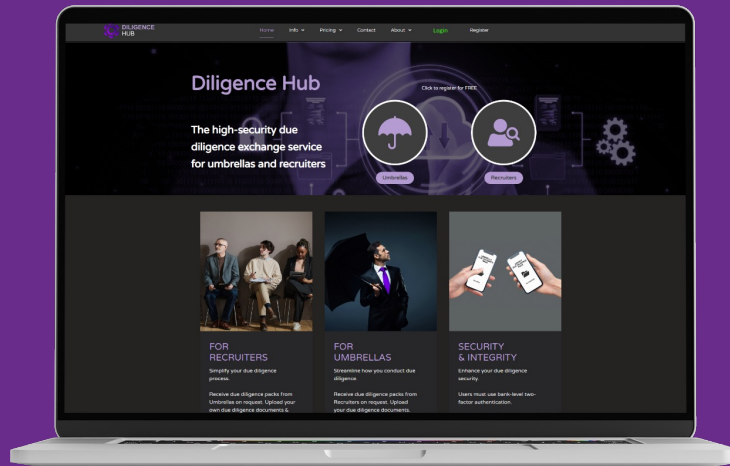


1

Welcome

You've already signed-up as your organisation's **ONE** main **Account Owner** on Diligence Hub. This means that you are now authorised to subscribe to a Diligence Hub plan.

- Once subscribed, you will be able to
 - Create a Company Information pack
 - Add and edit multiple Diligence Packs for your offered services
 - Add and manage sub-accounts for your team members



2

Select a Plan

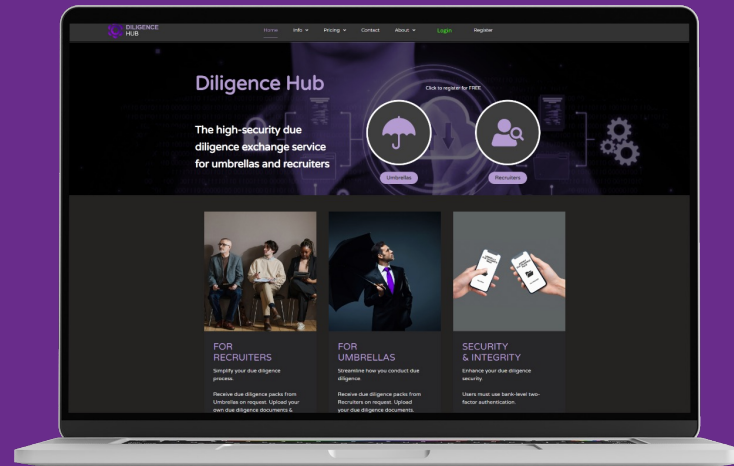
Login to your Account Owner account and select the plan you need – we offer 2, 5 and 10 licence (users) packages. You can choose to make your monthly payments via credit card or BACS Direct Debit.

Plans for Employment Businesses start from as little as £49 per month

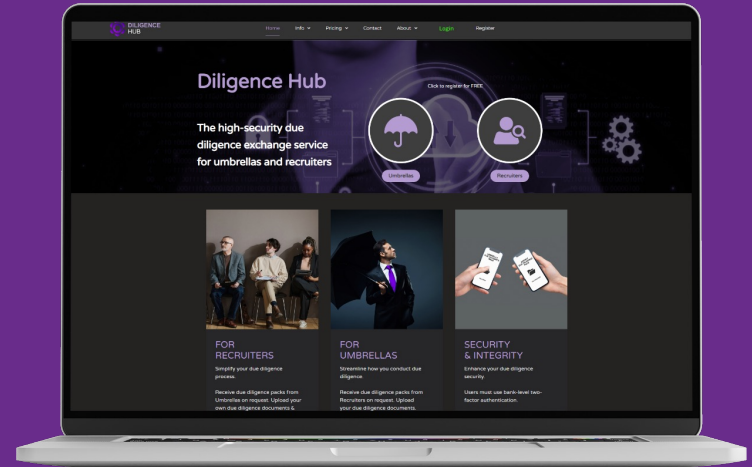
FCSA Recruiter Partners will be able to subscribe **free** for 12 months then £20 per month.

Plans for Payment Intermediaries start from as little as £99 per month

FCSA Members subscriptions are **free**



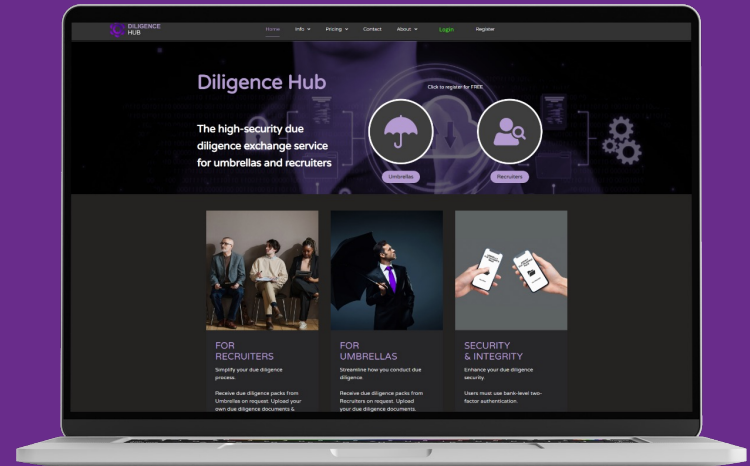
3



You'll have access!

You'll now be able to add your own sub-accounts (users). They must work for your company and their email addresses must be from the same domain as the admin email address. They will also be required to verify their email address and be subject to manual authentication.

4

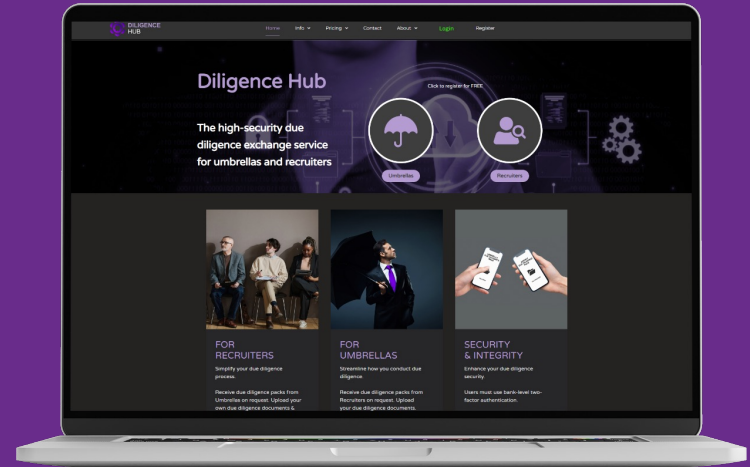


Create your Company Details page

You'll need to create one Company Details entry for your organisation by selecting the **Manage Packs->Add/Edit Diligence Info** menu item you now have access to.

This isn't a lengthy process and there's a guide to what you'll need to prepare in terms of information we require available to download on the **Diligence Info** page

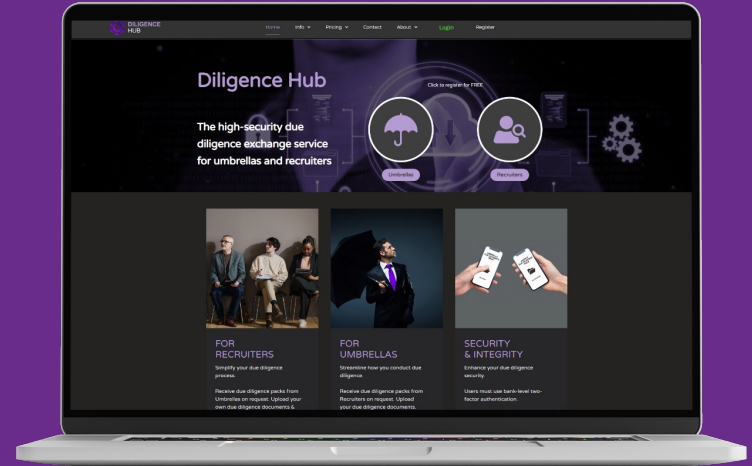
5



Create your own due diligence packs

You'll need to create at least one due Diligence Pack for your organisation by selecting the **Manage Packs->Add/Edit Diligence Info** menu item you now have access to.

This isn't a lengthy process and there's a guide to what you'll need to prepare in terms of information we require available to download on the **Diligence Info** page



6

Add/manage sub-accounts

You can add, remove or manage the capabilities for sub-accounts. You'll see the link to add/remove accounts on the **Diligence Info** page.

Sub-accounts cannot manage Company Info, but they can add/edit Diligence Packs

Brought to you by FCSA

FCSA is the only not-for-profit accreditation body in the payroll intermediary sector.

We're also the most experienced, we know all about compliance and we've designed Diligence Hub for all umbrellas and recruiters, not just FCSA Members.

You'll have the reassurance that we're working hard to protect your business.

fcsa.org.uk

