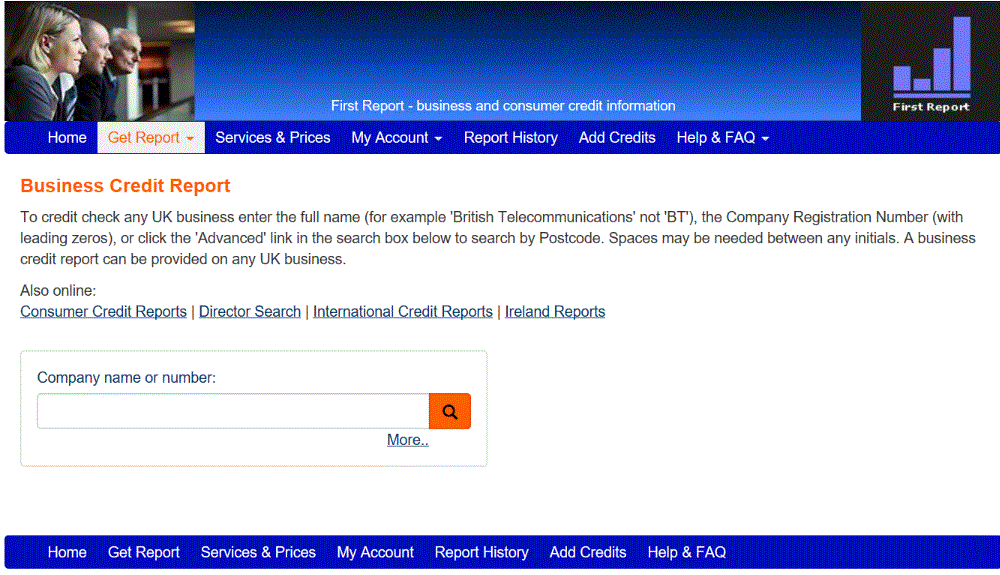
**Credit Checking Service**

Welcome to our free credit checking service. To use this service simply enter the current generic username and password below (NB this changes regularly so don't save on your system). Then press Connect. This will take you through to the BWF service provided by First Report.

Once accepted simply enter the details of the company you would like a credit report on, under the menu option Get Report. We have arranged a unique Freephone number 0800 970 2485 with the provider should you need assistance getting the report or any other aspect of the credit checking service.

*PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE LOGGING IN TO THE SERVICE:*

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Getting started is really easy, just visit the Get Report section in the main menu and you are away.  Remember it is really important that you cross check address and precise name as it is easy to credit check the wrong company if you don't have the details spot on.

**THE BWF MEMBERS CREDIT CHECKING ACCOUNT**  
Please DO NOT change or UPDATE any of the login details on the Members Account. By doing so you will stop all other members using the account and your details will be lost together with any reports drawn when the account is re-set to the members general login.

**COMPANY MONITORING**  
Please DO NOT put companies you get reports for onto the MONITOR service, this is not included in the free service and charges may be levied.

**CURRENT CUSTOMERS AND INDIVIDUAL REPORTS**  
Please note that any search you do will be saved in the 'customer list' or in 'recent reports'. However, this information will be deleted every 24 hours, so should you need to check a company or individual again, you will need to search again. If you wish to keep you regular customers saved you will need open your own account (see above point).

**LOGGING IN AND PASSWORD**  
You will need to come through the BWF website each time you wish to use the service as the log on details, namely the password, will be changed on a regular basis. The new login details will be posted below.

**YOU ARE REMINDED THAT YOU ARE NOT PERMITTED TO CHANGE ANY OF THE LOGIN DETAILS YOURSELF ONCE YOU HAVE LOGGED INTO THE SERVICE.**

Go to: **https://www.firstreport.co.uk/**

**Username: membership@bwf.org.uk**

**Password: 15thJune2017 (Effective 13/08/17)**

If you want to look at how best to incorporate this service into a wider credit management process, we have [some great guidance available here](http://www.bwf.org.uk/toolkit/business-support/credit-control).

**Client Monitoring Service**

In addition, you will be presented with the opportunity to set up your own user account to monitor your clients trading position and their continuing credit worthiness, as well as a debt recovery facility. This can be set up in a very straightforward manner, with the discounted price of £149 +VAT transacted on-line via the portal.

With the monitor service you can list as many limited companies as you want for a constant surveillance alert system.  When this is set up, you will get an e-mail alert when any key event happens that causes deterioration in the trading capability of their client. This could be a CCJ, a set of accounts filed with Companies House which indicate a worsening trading position, or a marked depletion in working capital.

Part of this service includes a debt recovery letter should the worst happen. This service, normally costing £250 + VAT per annum is available through the BWF for £149 + VAT for an unlimited number of companies. This is a substantial discount for a first rate service.