

## How to add a Staff member

To add a Staff member, go to **Person > Add a person**, then check to make sure they haven't already been added. If they're not on the list, then click **Add**:

My office   Select all...   Company   Person   Filing   Documents   Companies Hse   Sign out

### ADD A PERSON

Check the person isn't already on Bright Cosec

Check...

Details

Add   Cancel

Fill in the relevant information the **Save**

What type of "Person" is this?

- Person
- Joint shareholder
- RLE (Relevant Legal Entity)
- Company on your Bright Cosec list of companies
- Non-RLE Company
- Trust
- Legal person (a special office holder under PSC legislation)

### DETAILS OF PERSON

Title

First forename

Other forenames

Surname

Salutation

Save   Cancel

Then go to **My office > Staff > Select staff** from people list:

The screenshot shows a navigation menu on the left with 'Staff' selected. A dropdown menu is open, listing options like 'My account', 'Registered Office list', 'Help', 'NEW! ECCTA Updates', 'Staff details', 'Staff-company allocation', and 'Staff activity report'. The 'Staff' option is highlighted. In the background, a table titled 'DETAILS, ACCESS RIGHTS AND DEADLINE EMAIL REMINDER SETTINGS' is visible. The table has columns for Email address, Position, Job title, Ref/Inits, Access level, and Deadline email reminders. An arrow points to the 'Staff' position in the first row.

Email address	Position	Job title	Ref/Inits	Access level	Deadline email reminders
andrew.prewett@gmail.com	Staff			6. (Administrator) All privileges of lower levels and can also configure staff and settings	Not sent deadline reminders by email.
	Manager	Developer	SamDev	5. (Default) (Recommended) Full access to all companies and exchange of 'staff responsibility'	Not sent deadline reminders by email.
				5. (Default) (Recommended) Full access to all companies and exchange of 'staff responsibility'	Not sent deadline reminders by email.
			TT	6. (Administrator) All privileges of lower levels and can also configure staff and settings	Not sent deadline reminders by email.
				1. View only access to all companies	Not sent deadline reminders by email.
alex.troy	Staff		AT	5. (Default) (Recommended) Full access to all companies and exchange of 'staff responsibility'	Not sent deadline reminders by email.
adam.williams@brightsg.com	Staff			6. (Administrator) All privileges of lower levels and can also configure staff and settings	Not sent deadline reminders by email.

The screenshot shows a section titled 'SELECT YOUR STAFF FROM YOUR PEOPLE LIST'. Below the title is a 'Print & export' link and a note: 'Staff members are included in your people list, so you can add in-house appointments/contacts etc to the companies you administer. If the person is not shown below, you can add them in the [people list](#).' Below this is a table with columns: Name, Type, Email, Position, Job title, Reference, Access rights, Phone, and Mobile.

Name	Type	Email	Position	Job title	Reference	Access rights	Phone	Mobile
MURPHY-PEERS, Rebecca								
Melissa								
PARKINSON, Andrew Adam								
POCOCK, Lisa (service for abc)								
QUATTRO, Suzi								
R M MURPHY								
RAJ, Nive								
RHODES, Elisebeth		bethrhodes2607@gmail.com	Ex-Staff		ER			
ROGERS, Robert								
SAMENGO, Bert		bertsamengo@gmail.com	Ex-Staff		BST			
SAMENGO-TURNER-SMITH, Abbie Bert		Abbie @Yahoo.co.uk	Ex-Staff					
SKETCHLEY, Jeremy Arthur								
SMITH, Ben								
SMITH, Bert								
SMITH, Bill		cosehosting@gmail.com	Ex-Staff					
SMITH, C								

Search the list to find the name of the staff member to be added:

The screenshot shows a list of staff members with columns for Name, Type, Email, Position, Job title, Reference, Access rights, Phone, and Mobile. The list includes names like MURPHY-PEERS, Rebecca, PARKINSON, Andrew Adam, POCOCK, Lisa, QUATTRO, Suzi, R M MURPHY, RAJ, Nive, RHODES, Elisebeth, ROGERS, Robert, SAMENGO, Bert, SAMENGO-TURNER-SMITH, Abbie Bert, SKETCHLEY, Jeremy Arthur, SMITH, Ben, SMITH, Bert, SMITH, Bill, and SMITH, C.

Name	Type	Email	Position	Job title	Reference	Access rights	Phone	Mobile
MURPHY-PEERS, Rebecca								
Melissa								
PARKINSON, Andrew Adam								
POCOCK, Lisa (service for abc)								
QUATTRO, Suzi								
R M MURPHY								
RAJ, Nive								
RHODES, Elisebeth		bethrhodes2607@gmail.com	Ex-Staff		ER			
ROGERS, Robert								
SAMENGO, Bert		bertsamengo@gmail.com	Ex-Staff		BST			
SAMENGO-TURNER-SMITH, Abbie Bert		Abbie @Yahoo.co.uk	Ex-Staff					
SKETCHLEY, Jeremy Arthur								
SMITH, Ben								
SMITH, Bert								
SMITH, Bill		cosehosting@gmail.com	Ex-Staff					
SMITH, C								

Select their name, and complete the relevant information:

The image shows two screenshots of a web application interface for adding a staff member. The first screenshot is titled "ADD STAFF MEMBER - STEP 1" and shows the registration details for "ELIZABETH RHODES". It includes input fields for "Sign in name" (bethrhodes) and "Email address" (bethrhodes2607@gmail.com), a "Security notes" section with a lightbulb icon, and buttons for "Check" and "Cancel". The second screenshot is titled "ADD STAFF MEMBER - STEP 2" and shows the password and role selection process. It includes fields for "Password:" and "Re-type password:" (both masked with dots), a note that passwords are case sensitive and must be at least 8 characters long with one number. It also has dropdown menus for "Role in staff structure" (Staff), "Job title", "Staff reference" (ER1), and "Access rights" (5. (Default) (Recommended) Full access to all companies and exchange of 'staff responsibility'). Buttons for "Add staff", "Back", and "Cancel" are at the bottom.

**ADD STAFF MEMBER - STEP 1**  
ELIZABETH RHODES

Sign in name: bethrhodes

Email address: bethrhodes2607@gmail.com

Security notes

Check Cancel

**ADD STAFF MEMBER - STEP 2**  
ELIZABETH RHODES as "bethrhodes"

Registering

Password: .....

Re-type password: .....

Passwords are case sensitive and should contain only letters A-z and numbers 0-9. Minimum length 8 characters including at least one number.

Role in staff structure: Staff

Job title:

Staff reference: ER1

Access rights: 5. (Default) (Recommended) Full access to all companies and exchange of 'staff responsibility'

Add staff Back Cancel

Then click **Add staff**.

You can now share the username and password you entered into the system with the staff member. To reset their password the staff member can utilise the **'Forgotten your password?'** Option prior to logging in:

**SIGN IN TO YOUR ACCOUNT**

Email address or user name

Password [Forgotten your password?](#)

Keep me signed in

Login