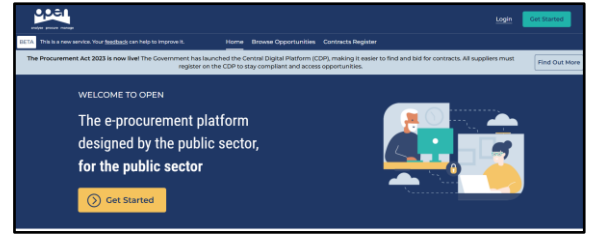


1

Go to the **Open homepage**:

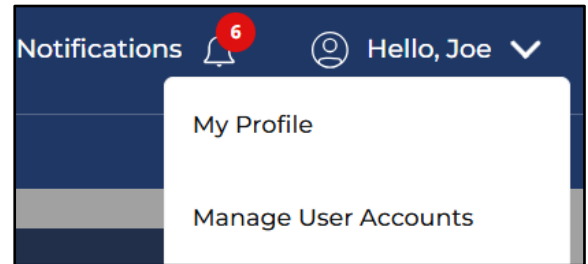
<https://www.open-uk.org>



2

Log into your account and click on your name in the top right of the page. Then click on **My Profile**.

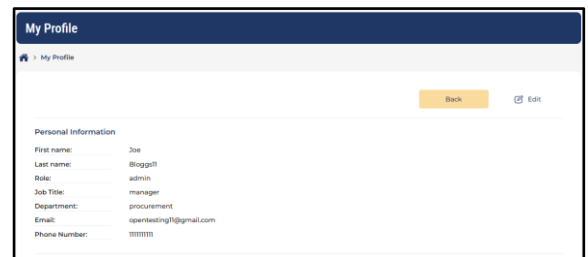
Click on **Edit** on the **My Profile** page.



3

To ensure you are notified about relevant opportunities in the correct delivery area, you need to assign **Codes and Categories** and select the geographical **Delivery Areas** that you can provide a service to.

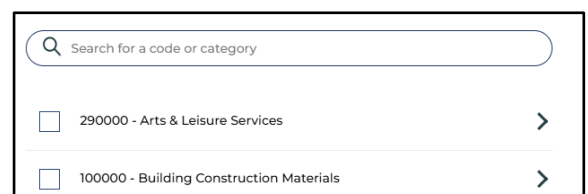
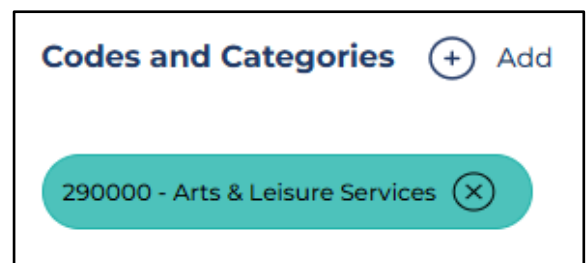
NB: After creating your account, you may wish to review your selection.



4

Scroll down the page to the **Codes and Categories** section and click on the Add button.

You can use the search bar to search for the key words or scroll down to see the categories. If you are manually searching, note the arrows at the right-hand side indicate that there are lower category levels available.



5

Select all categories that apply to goods or services that are relevant to your business.

Save your selection by clicking **Done** at the bottom right of the page.

6

If you need to remove **Codes and Categories**, click the **X** at the left- hand side of the green category box.

7

Once your selection is complete, click **Update**.

8

To ensure that you are notified of relevant opportunities within the geographical area that you can do business, you also need to choose the **Delivery Area**.

Click **+Add** to select the Delivery Area.

The first pop-up box provides the option of selecting regions.

Note the arrows at the right-hand side indicate that there are lower levels of delivery area available.



9

You can edit your choices manually or look for specific areas by using the search bar.

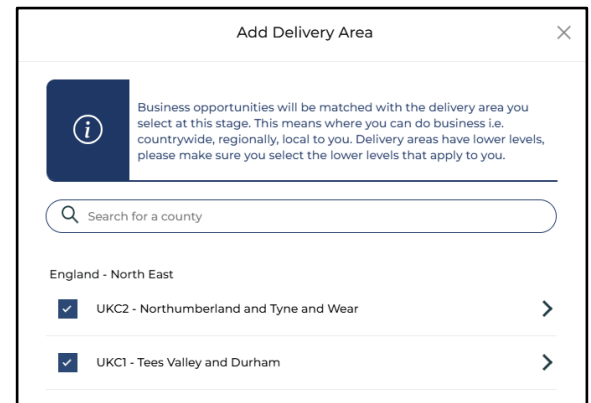
NB: The England- North East delivery area is broken in to north and south regions:

- Northumberland and Tyne and Wear
- Tees Valley and Durham

You can then select the specific area covered by a local authority.

To ensure that you do not miss any opportunities please make sure that you select all relevant lower- level codes.

Save your selection by clicking **Done** at the bottom right of the page.



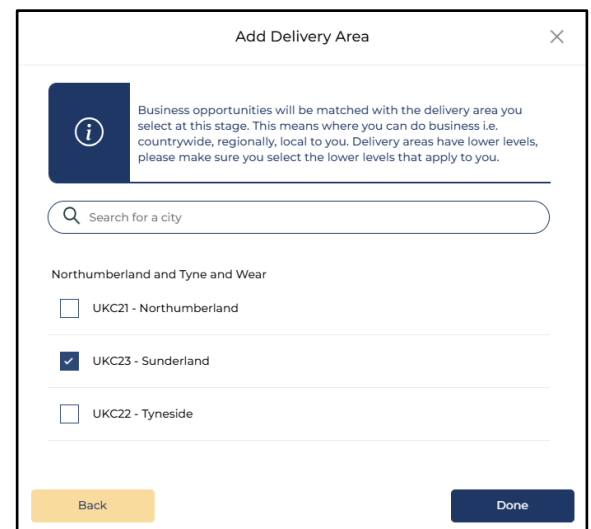
Add Delivery Area [X]

Business opportunities will be matched with the delivery area you select at this stage. This means where you can do business i.e. countrywide, regionally, local to you. Delivery areas have lower levels, please make sure you select the lower levels that apply to you.

Q Search for a county

England - North East

- UKC2 - Northumberland and Tyne and Wear >
- UKC1 - Tees Valley and Durham >



Add Delivery Area [X]

Business opportunities will be matched with the delivery area you select at this stage. This means where you can do business i.e. countrywide, regionally, local to you. Delivery areas have lower levels, please make sure you select the lower levels that apply to you.

Q Search for a city

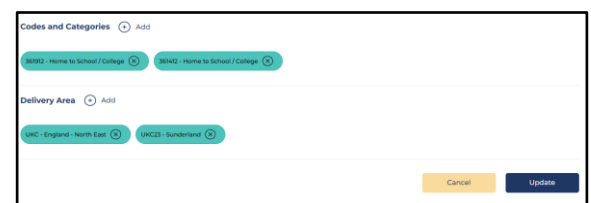
Northumberland and Tyne and Wear

- UKC21 - Northumberland
- UKC23 - Sunderland
- UKC22 - Tyneside

Back Done

10

Once your selection is complete, click **Update**.



Codes and Categories [Add]

SK02 - Home to School / College SK02 - Home to School / College

Delivery Area [Add]

UKC - England - North East UKC23 - Sunderland

Cancel Update

11

Check out our other guides on how to **manage correspondence** and how to **create a company account**.

Get Support

Once For more information and support about Open please visit the [Open Hub](#)

