



# PIPA HUB: Controller Accounts

## Sign Up

To sign up to a PIPA Controller account, visit our website and click on the “I want to” and “sign up to the PIPA hub” – found here: <https://www.pipa.org.uk/i-want-to/sign-up-to-the-pipa-hub/>

## Why should I sign up?

To ensure PIPA remains current with the ever-evolving world of compliance and governance, controllers are required to provide us with their information and also sign up to our website.

- ✓ Signing up to the PIPA Hub means you have all your devices and inspection reports in one location
- ✓ The system will remind you 1 month before your inspection report is due to expire
- ✓ You can use the API integration for use on other websites (such as booking websites)

## What are you doing with my data?

In line with [PIPA's privacy policy](#), PIPA will not use your data in any way other than the intended use. For the PIPA Hub, it is to provide you with an account, and so PIPA inspectors can link inspection reports to you.

The key details are:

- Only the PIPA office team can see your details. PIPA leadership group members cannot see your details on the hub
- Your details are only used for a controller account, and we will not use your details for any other information unless you tell us (e.g. you will only receive marketing and other updates if you signed up to this)
- Inspection reports will show who the ‘controller’ is and the general location of where the inspection took place (e.g. the town or city)

# Overview

Dashboard

100262: Test Craig Whitelock-Wainwright

## Welcome Craig

Test

### Devices

Not certified  Exclude in progress Expiring soon  Exclude in progress Under inspection

You have no devices that are not certified

You have no devices due to expire in the next 60 days.

You have no devices currently undergoing inspection.

Transfers to approve Requested transfers

You have no outstanding device transfer requests

You have no outstanding requested transfers

Your dashboard is an overview of what devices you have linked to your account.

## To link a device to your account

Click on the request transfer button

Dashboard » Devices

100262: Test Craig Whitelock-Wainwright

### Devices

Enter the Tag(s)... Advanced search Clear filters

**Request transfer**

Ref No.	Tag	Type	Name	Status	Result	Valid from	Valid to	In progress
No records to display								

Dashboard » Devices Close

### Request device transfer to my account

Tag number

Transfer note

Enter the details on the following drawer that appears and click request transfer at the bottom. The PIPA office will review the details and approve or reject the transfer.

Request transfer →

## My Details

The screenshot shows the PIPA user interface. At the top, there's a blue header with the PIPA logo, 'Devices Reports', and a user profile '100262; Test' with the name 'Craig Whitelock-Wainwright'. Below the header, there's a breadcrumb trail: 'Dashboard > Account > Details'. The main content area is divided into a sidebar and a main panel. The sidebar has 'My account' as a section header, followed by 'My details' (highlighted with a yellow circle), 'Change my password', 'Test', 'Details' (selected), 'Addresses', and 'Users'. The main panel shows the 'Details' form with fields for 'Id' (100262), 'Name', 'Contact first name', 'Contact last name', 'Contact email address' (test@test.com), and 'Contact telephone'. A 'Save' button is at the bottom right.

Click on your name in the top right of the header and click on My Account. Here you will find details of the user, change your password, and IB details.

**Controller ID Number** – you can find your controller ID within your controller body’s details page.

**Users** – if you want to add more users to your account, please click the user tab and the ‘add new user’ button. When you enter the details and click save, the system will send an email to the new user to invite them to the system.

‘Manager’ roles will allow the user to change details, request transfers, and change/add users.

Within this section, managers can also delete users if needed.

## I need help...

If you forget your password, or cannot access your account, please use the ‘reset your password’ function on the login page in the first instance.

Due to the volume of support we are providing for our new website, we ask people to email the PIPA office: [info@pipa.org.uk](mailto:info@pipa.org.uk), or WhatsApp the office using the office telephone number 0333 050 5327