Getting started with the Site Access Application

You can access the site access application from any web browser by going to siteaccess.baicommunications.com.
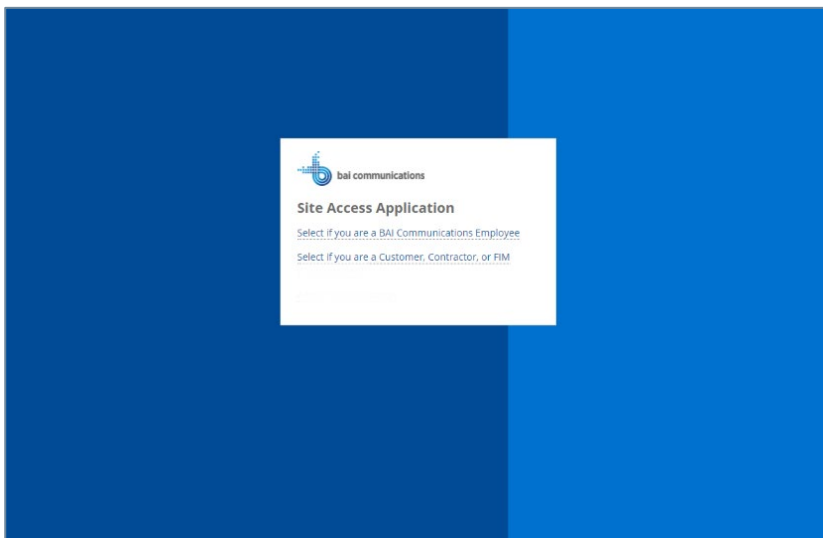
- Please note Internet Explorer is not a supported web browser as it is due for retirement shortly. Please use Chrome, Safari, Edge, or Firefox.
- It is recommended that you complete your registration and prequalification from a desktop or laptop rather than a mobile device.

Step 1 – Are you an internal or external person?
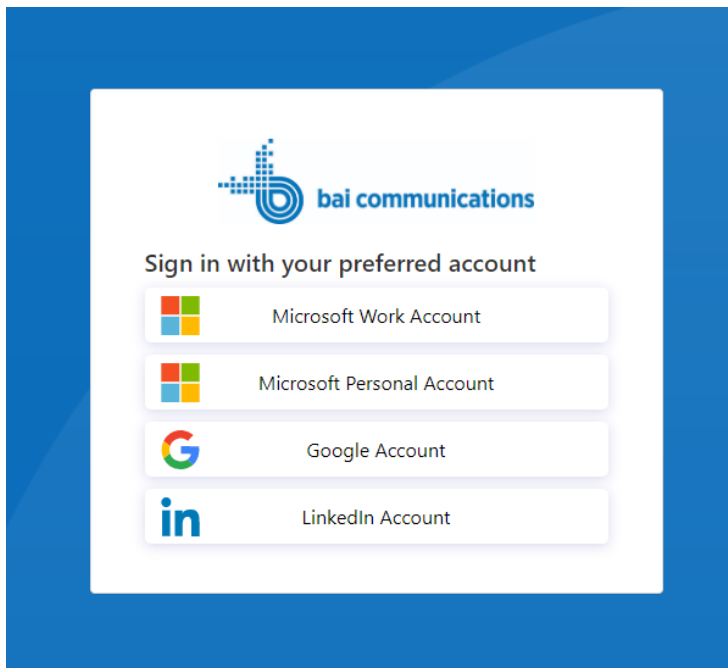
Choose from the options:

- Select if you are a BAI Communications Employee
- Select if you are a Customer, Contractor or FIM.

If you are a BAI Communications Employee, you will be signed in using Single Sign-On and you will not be required to register.

Step 2 – Choose an account type

To register you will need either a Microsoft Work Account, a Microsoft Personal Account, a Google Account, or a LinkedIn Account.

Registering and logging in with one of these major 3rd party providers ensures:

- You do not have yet another account to manage.
- Your account is protected and managed by the 3rd party and comes with services such as online password reset and 2 factor authentication for additional security.
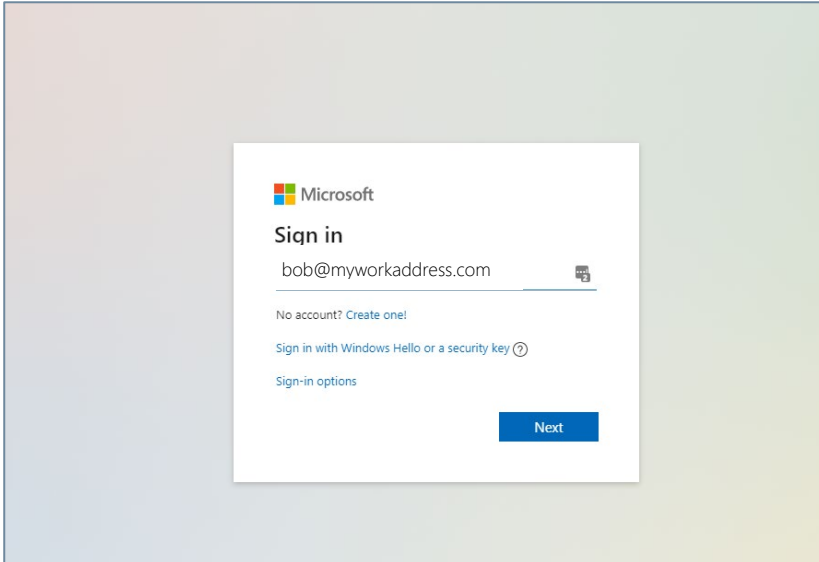
Please choose an account which uses your work email address as any email notifications associated with site access requests will be sent to this address.

If you do not have any of these accounts, choose an account type and you will have an option to create a new one.
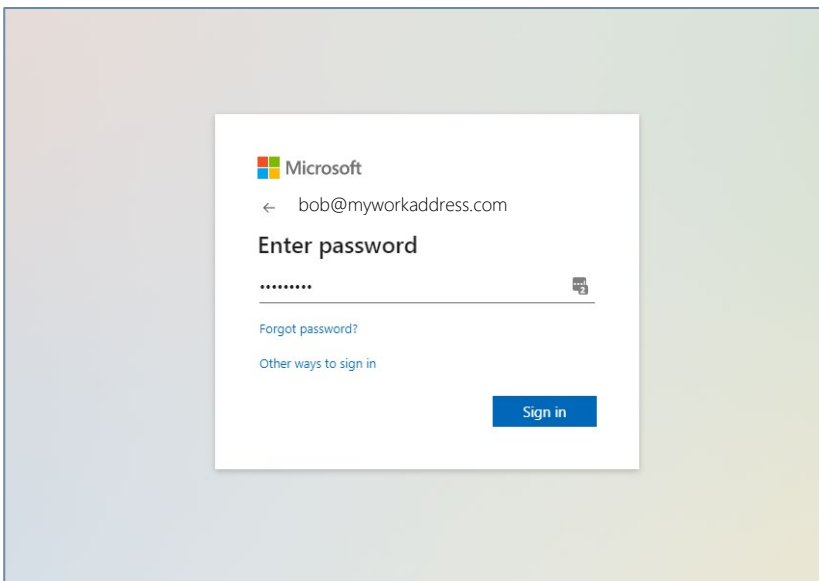
Step 3 – Log in with your account

In this example, we will be using a Microsoft Personal account. The steps will be similar for each account type.

You will be prompted to enter the email address for your account. (If you do not have an account, select **Create account** and enter your work email address to create one)
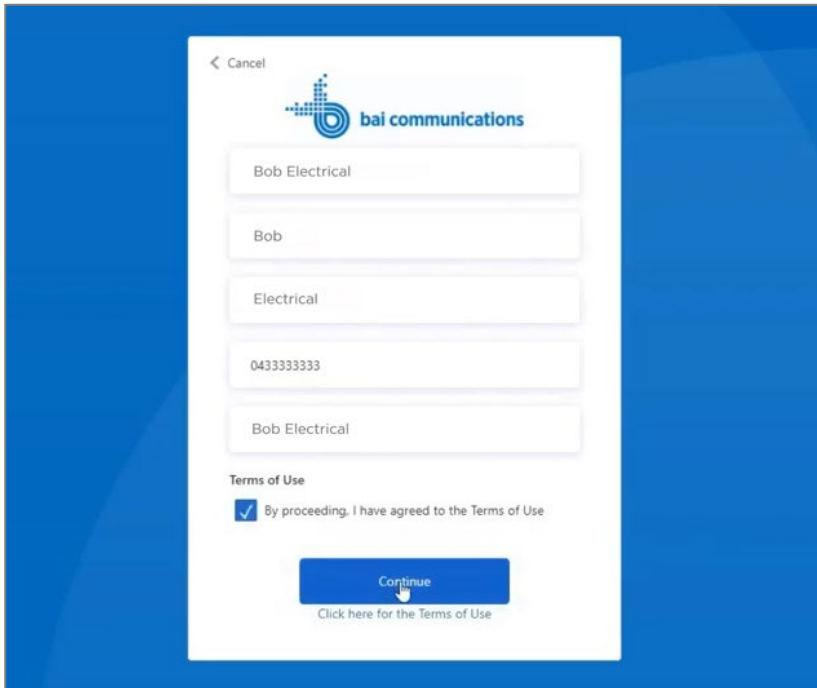

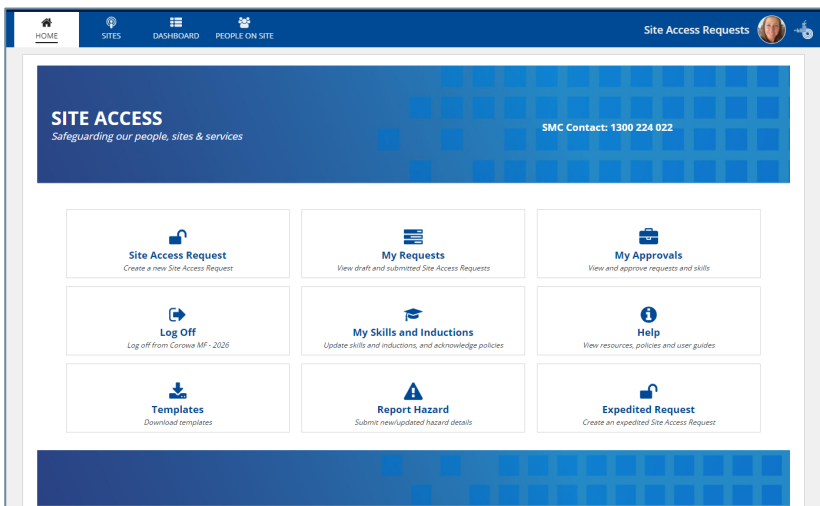Enter your password for that account and select **Next.**

Step 4 – Register your details

On the registration page:

- Type in your details.
- If you wish to review the **Terms of Use**, select the link at the bottom of the page.
- Once you are comfortable, tick **'By proceeding I have agreed to the Terms of Use'** and select **Continue**.

Your account will be created, and you will be logged into the Site Access Application.

You are now registered and signed in. The next time you sign in, the application will remember the account you registered.

Tips and Additional Information

- BAI Communications does not store or maintain your password for your account. If you have forgotten your password or wish to change it, visit the website of the 3rd party provider of the account. E.g. Google, Microsoft, LinkedIn.

- A note on Microsoft Work vs Microsoft Personal accounts.
  - If you work for a company that uses Microsoft Office 365 or Microsoft Azure, you will have a **Microsoft Work** account.
  - If you are not sure if your work account is a **Microsoft Work** account, you can try choosing **Microsoft Work** account and registering with your work email address. If the log in page cannot find your account, you do not have a **Microsoft Work** account.
  - Either select **Get a new Microsoft Account** to create a Personal Microsoft Account or select back on your web browser and choose one of the other options to register.
- You cannot be included as a visitor on a Site Access Request until you have complete Prequalification. Please review the **Completing prequalification** guide which is available from the **Help** tile on the home page.