

PCG Members Guide



**How to get the Best
from your
PCG Membership**

www.pcgroup.org.uk/members_guide.pdf

✓ *Quick links are available on the PCG Homepage*

Admin Section

1. ✓ **Edit Details** - To update your details go to:
<http://www.pcggroup.org.uk/scripts/members/profile/editme.cgi>
2. ✓ **Receipt** - We do not send VAT receipts - you must print it yourself, please see: <http://www.pcggroup.org.uk/scripts/members/profile/invoice.pl>
3. ✓ **Membership Renewal** - PCG membership is an annual subscription. We will notify you 1 month before your renewal date by post.
4. **Newsletters** - Please keep your email address up to date by editing your details with any changes. Email is our main method of communication, please ensure that your address is up to date.- See 1
5. ✓ **PCG Brochures** - Encourage others to join the PCG. Contact <mailto:joanne@pcgroup.org.uk> for the PCG brochures.

Discussion Boards

6. ✓ **The Discussion Forum** - The heart of the PCG! Our boards enable members to gain information and help, share ideas, develop concepts and discuss strategies. A big part of your membership benefit is that you are part of this and that your voice CAN be heard. To use the Forum:
 1. Login to the PCG site and use the Discussion Forum Quick Link on the Homepage. You need to log into the Forum separately.
 2. The Fora login is a second button in the top right hand corner of the page. Enter your Forum username and password and you will have access to all boards open to PCG members.
7. **The Daily Digests** - If you cannot keep up with the Fora use the Daily Digest to get a brief summary of a particular board. We recommend that all members are at least registered for the Notice Board digest. To subscribe to a digest click Edit Profile and "Subscribe" to your chosen boards.

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Info & Analysis

8. ✓ **The IR35 Manual** - This comprehensive manual, which is updated regularly, will help you to understand IR35. Download a copy of the manual from: http://www.pcgroup.org.uk/resources/ir35_state.html
9. ✓ **Press News** - The latest PCG press releases are posted on the homepage or follow the Press Discussion Board:
<http://www.pcgroup.org.uk/threads/wwwthreads.pl?a=l&f=press>
10. **How to find out the latest Lobbying information** - Follow the latest information in the Lobbying discussion forum.
To get started read: <http://www.pcgroup.org.uk/lobbying.html>
Remember your efforts do make a difference!
11. ✓ **The Legal Challenge** - For all of the latest information, see:
<http://www.pcgroup.org.uk/members/legal/index.html>.
To pledge a donation to support the fund, see:
<http://www.pcgroup.org.uk/members/legalpledge.html>.
Help us to Help You! Pledge Receipt:
<http://www.pcgroup.org.uk/scripts/members/profile/receipt.pl>

Member Services

All of the benefits listed below, are provided for you as part of your membership. Get the most of your membership by using the services provided you will soon earn back more than the cost of your membership.

12. ✓ **The Portal** – Clients & Agents will be searching the PCG Portal for the cream of the contracting community. Make sure you have set up a profile - To build a profile go to: <http://www.pcgroup.org.uk/portal> and then click My Profile. Use your profile to promote your skills and experience.
13. ✓ **PCG Draft Contracts** - Download our IR35 friendly draft contracts from: http://www.pcgroup.org.uk/resources/ir35_contracts.html, these are recommended to be used as a skeleton for a contract.

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14. **Contract Review Service** - A number of retained legal advisers will review contracts at a discounted rate for PCG Members, as well as Qdos the Tax Advisers. For more information:
http://www.pcggroup.org.uk/members/contract_queries.html
15. **Online Contract Review Service** - In addition, our online status questionnaire that will help you assess your IR35 status and contract status. For more information: <http://www.pcggroup.org.uk/cr/index.html>
16. ✓ **FREE Tax Investigation Insurance** - As a member of the PCG you are entitled to 1 years Tax Investigation Insurance. A certificate of insurance is sent to you soon after joining/renewing. For more information on the cover please see: http://www.pcggroup.org.uk/tax_invest_insurance.html
17. ✓ **Legal Helpline**
The purpose of this service is to answer short questions about IR35 and other business related issues. Questions regarding contract terms relevant to the issue can be answered but this service is not to carry out audit of contracts or redrafting of them. For more information, please see:
http://www.pcggroup.org.uk/members/legal_helpline.html
18. ✓ **Private Medical Insurance** - Discounted scheme for PCG members offering savings up to 25%, from Medibroker/Royal Sun Alliance. For more information: http://www.pcggroup.org.uk/medical_insurance.html
19. ✓ **Discounted PI Insurance** - PCG offers Members the opportunity to purchase discounted Professional Indemnity insurance which also includes Public Liability and Employers Liability. For more information see:
http://www.pcggroup.org.uk/pi_insurance.html
20. **PCG Logo** - If you would like to use a PCG Logo on your stationary, you can download it from the site at :
http://www.pcggroup.org.uk/members/member_logo.html
21. **Contacting the PCG** - If you have any questions please use the Feedback Forms at:
<http://www.pcggroup.org.uk/scripts/public/contact/form.pl>

Thank you for your support and we look forward to working with you over the next 12 months.