

## Getting a company or service provider signed up to the getProgramme

The Cerebral Palsy Society welcomes new companies and service providers to be part of the getProgramme so members can use their e-Card with them.

The onboarding of a company or service provider is not a given:

- They need to meet the programme criteria
- They need to agree to being onboarded.



If you would like a company or service provider to join our e-card programme as a supplier, there are a few steps that we need to go through – and the process has a greater chance of success if we have your help.

- Please have a conversation with the company/service provider to briefly explain the programme and how being part of it will benefit you.  
This information sheet may be helpful:
  - o [Information for potential suppliers about the e-Card programme.](#)
- If the company/service provider is interested in hearing more:
  - o They can contact us directly on 0800 503 603 ext 2 or email [accounts@cpsociety.org.nz](mailto:accounts@cpsociety.org.nz)
  - o Or you can get their contact details (name, phone number/email address), fill in [this form](#) and email it to [accounts@cpsociety.org.nz](mailto:accounts@cpsociety.org.nz). Let the company/service provider know that we will be in touch with them.
- We'll check to make sure they meet the e-card programme criteria.
- If the company/service provider agrees to be onboarded they will pay a one-off \$20 fee which covers [eCard Solutions'](#) administration costs, and access to their help desk.
- We'll send onboarding forms to them to fill in.
- Once the process is complete, we will let you and the company/service provider know the outcome.

The average onboarding turnaround time is approximately 4 weeks, however there can be delays that are out of our control.

For more information about adding new suppliers, please contact our finance team on 0800 503 603 ext 2 or email [accounts@cpsociety.org.nz](mailto:accounts@cpsociety.org.nz)