

# Invoice payment application – How to create an account

If this is the first time you have used the application, then you will be required to create an account by following the steps below. Once your account is created you will simply need to log in when you re-visit the application.

1. Click on the 'Create account' button



## Invoice Payments

Enter your user credentials below to log in to the Invoice Payments System.

Email address or customer number

Password

Log In

Forgot password

Create account

2. Enter the necessary information:

- First name
- Surname
- Email address
- Customer number (this can be found on an outstanding invoice)
- Invoice number (please use an outstanding invoice)
- Post code

### Invoice Payments

First name

Surname

Email address

fred.bloggs@hertfordshire.gov.uk

Customer number

Invoice number

Post code

Cancel

Confirm

3. Once you have selected 'confirm' and your details have been validated, then you will be presented with a security passcode screen. Please note that this security passcode will have been sent to the email address supplied in step 2. The email subject will be "Invoice payments – your security passcode". You must access and use this security passcode within 30 minutes.

### Invoice Payments

Enter your 6-digit security passcode we sent to csp\*\*\*@h\*

It may take up to a minute for you to receive this passcode.

[Re-send code](#)

Security passcode

Cancel

Confirm

From	Subject
noreply@hertfordshire.gov.... Invoice Payments - Your security passcode	

4. This final stage of account creation requires you to set a password. You must ensure that you adhere to the password guidelines shown on screen.

### Invoice Payments

Your password must adhere to the following guidelines:

- At least 12 characters in length.
- At least one lowercase character e.g. a-z
- At least one uppercase character e.g. A-Z
- At least one number e.g. 0-9
- At least one special character e.g. !@#\$%^&\*+&#=-

Password

Confirm Password

Cancel

Confirm