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

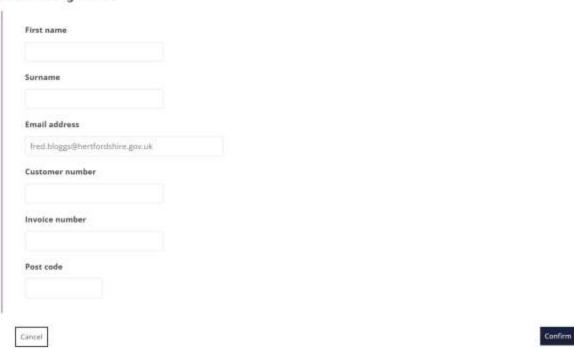


Invoice Payments

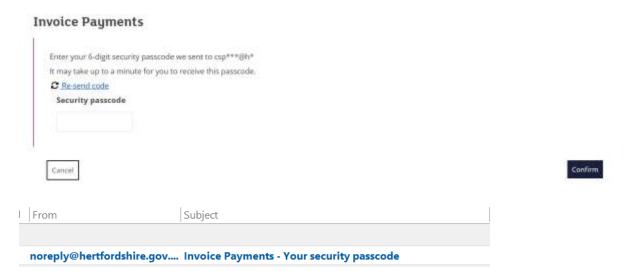
Enter your user credentials below to log	and the second s
Email address or customer numb	per
Password	
_	
in	

- 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

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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.



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.

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** At least 12 characters in length. At least one lowercase character e.g. a-2 At least one number e.g. 0-9 At least one special character e.g. (ES%^&*+@#- Password Confirm Password	
At least one uppercase character e.g. 4-2 At least one number e.g. 0-9 At least one special character e.g. 1£3%^&*+@# Password	
At least one uppercase character e.g. 4-2 At least one number e.g. 0-9 At least one special character e.g. 1£3%^&*+@# Password	
At least one cumber e.g. 0-9 At least one special character e.g. E\$%^&*+世帝 Password	
At least one number e.g. 0-9 At least one special character e.g. IE\$%^&*+母帝 Password	
• At least one special character e.g. IES%^&*+世帝 Password	
Password	
Confirm Password	
Cancel	