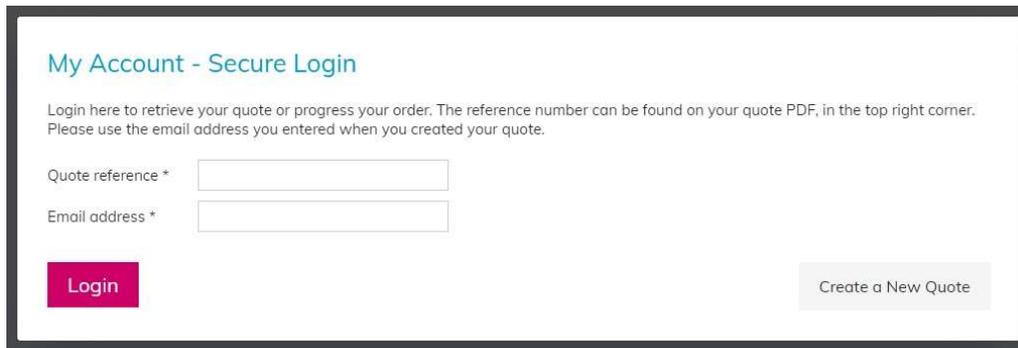
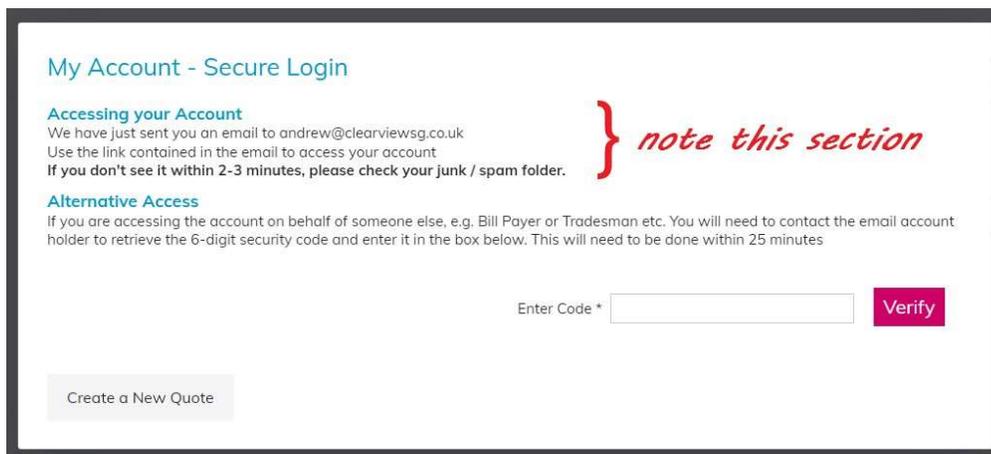


Accessing your online account

1. From the login page enter your quote reference and email address used to create the quote/order.



2. The login process will send you a security email to the email address entered.
 - a. Retrieve the email:
 - b. If you are accessing the quote on behalf of someone else, e.g. the bill payer or specifier, you will need to contact the email addressee to retrieve the 6-digit security code. Do not allow the login screen to close whilst accessing the code, if you close it you will need to reopen the page and request a new code.



3. When you retrieve the email, just click the big blue button as shown below, this will open your account.
 - a. If you are using the 6-digit code and have received this, just enter it in the verification box and verify to open the account. You must do this within 25mins of the code being activated.
 - b. If you find the code does not work, you may have closed the verification page, if this happens a new login will be required, and a new code will be issued. If a new code is sent the old one will not work.

