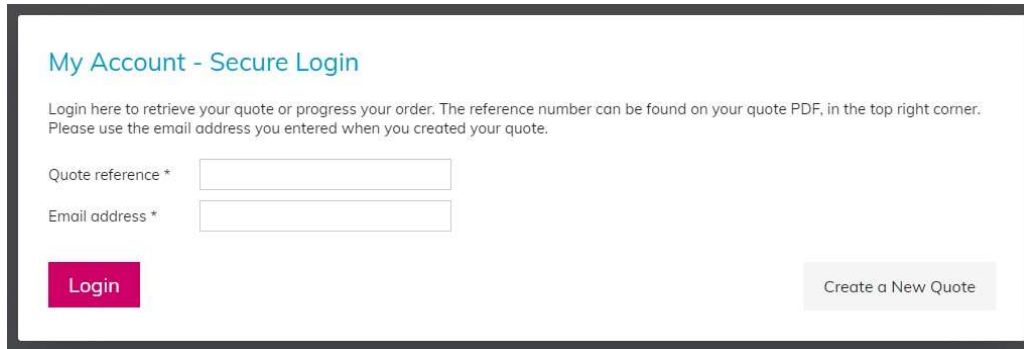


Accessing your online account

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



My Account - Secure Login

Login here to retrieve your quote or progress your order. The reference number can be found on your quote PDF, in the top right corner. Please use the email address you entered when you created your quote.

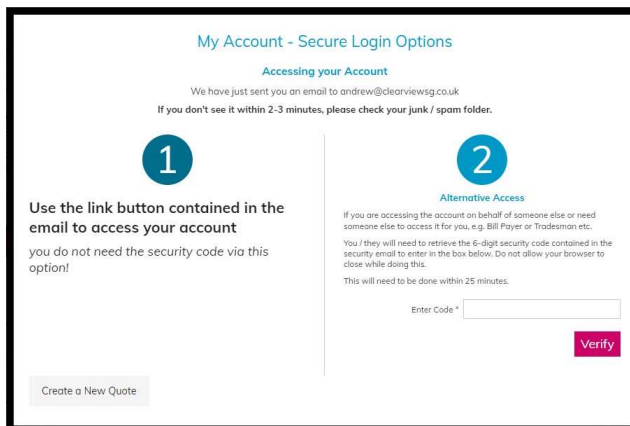
Quote reference *

Email address *

[Login](#) [Create a New Quote](#)

- B. The login process will send you a security email:

1. Retrieve the email, note option 1.
2. If you are accessing the quote on behalf of someone else note option 2, 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.



My Account - Secure Login Options

Accessing your Account

We have just sent you an email to andrew@clearviewsg.co.uk
If you don't see it within 2-3 minutes, please check your junk / spam folder.

1

Use the link button contained in the email to access your account

you do not need the security code via this option!

2

Alternative Access

If you are accessing the account on behalf of someone else or need someone else to access it for you, e.g. Bill Payer or Tradesman etc. You / they will need to retrieve the 6-digit security code contained in the security email to enter in the box below. Do not allow your browser to close while doing this.

This will need to be done within 25 minutes.

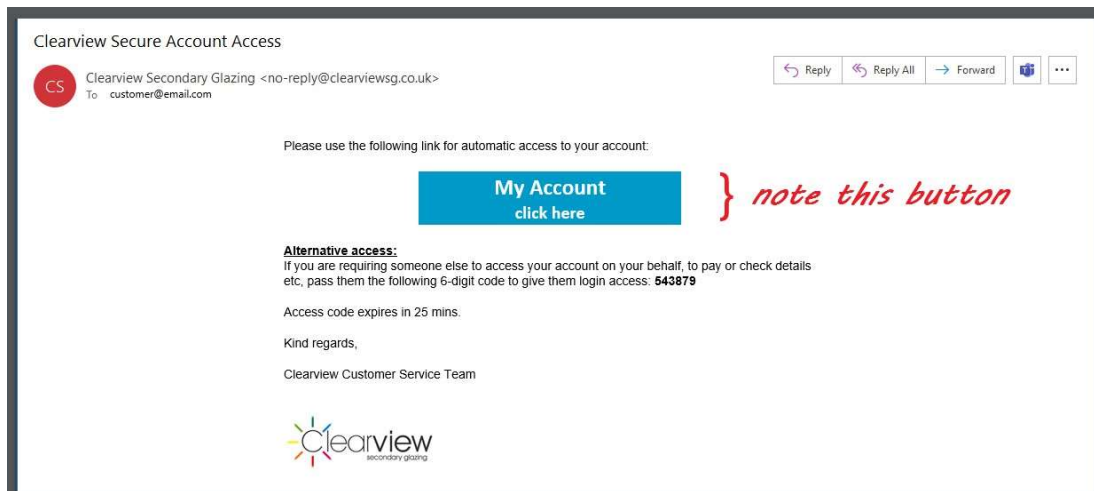
Enter Code *

[Verify](#)


[Create a New Quote](#)

- C. When you retrieve the email, just click the big blue button as shown below, this will open your account.

1. 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.
2. 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.



Clearview Secure Account Access

 Clearview Secondary Glazing <no-reply@clearviewsg.co.uk>
To: customer@email.com

Please use the following link for automatic access to your account:

[My Account click here](#) } *note this button*

Alternative access:
If you are requiring someone else to access your account on your behalf, to pay or check details etc, pass them the following 6-digit code to give them login access: **543879**

Access code expires in 25 mins.

Kind regards,
Clearview Customer Service Team

