

Move with the Future

Note Sheets - Module 1

How Do I Register To Use Free2Convey?



Enter your notes here

Sign in

Email

Password

Remember me

Sign in Register

Forgot password?

Free2Convey © 2015

To register to use Free2Convey, click the 'Register' button

Select the registration type

+ New company + New user

Email

Password

Remember me

Sign in Register

Forgot password?

Free2Convey © 2015

This will allow you to register as a company or user.

Select the registration type

+ New company + New user

Email

Password

Remember me

Sign in Register

Forgot password?

Free2Convey © 2015

Register as a Company if your firm does not currently use Free2Convey.



Enter your notes here

Select the registration type

+ New company + New user

Email
Password
 Remember me
Sign in

Forgot password?

Free2Convey © 2015

Select 'New User' if your firm already uses Free2Convey, but you do not have a Free2Convey login.

Select the registration type

+ New company + New user

Email
Password
 Remember me
Sign in Register

Forgot password?

Free2Convey © 2015

We will now register as a new company.

Company details

Name
Address 1
Address 2
Address 3
Town
County
Post code
Phone number
Fax number
Email address

Your details

Title Select
First name
Last name
Email address
Mobile number
Phone number
Fax number

Save Cancel

You will be asked to complete your company details and your own login information. You will become an Admin user, which allows you to manage Free2Convey users for your firm.



Enter your notes here

Company details

Name: Wood & Associates
Address 1: 216 Straight Mile Road
Address 2: Thorn Business Park
Address 3: Rotherwas
Town: Hereford
County: Herefordshire
Post code: HR2 7XD
Phone number: 03300604940
Fax number: 01432321654
Email address: woodassociates.hereford@hotmail.co.uk

Your details

Title: Ms
First name: Rebecca
Last name: Lancaster
Email address: beckylancaster@woodassociateshereford.biz
Mobile number:
Phone number: 03300604940
Fax number:

Click 'Save' to add your firm to Free2Convey. You will receive an email with a username and temporary password.

Select the registration type

+ New company + New user

Email:
Password:
 Remember me
sign in register
forgot password?

We will now register as a new user.

Free2Convey © 2015

User details

Company: CBS
Title: Select
First name:
Last name:
Email address:
Mobile number:
Phone number:
Fax number:

When selecting 'New User', you will be asked to select your company from the drop-down list and then complete your login information.



Enter your notes here

User details

Company: Wood & Associates

Title: Mr

First name: Richard

Last name: Wood

Email address: free2conveydemo@outlook.com

Mobile number:

Phone number: 03300604940

Fax number:

Save Cancel

Please note that your account will not become active until it is activated by your firm's Admin user.

User details

Company: Wood & Associates

Title: Mr

First name: Richard

Last name: Wood

Email address: free2conveydemo@outlook.com

Mobile number:

Phone number: 03300604940

Fax number:

Save Cancel

Select 'Save' to complete registration and send a temporary password to the email address entered.

Outlook.com

Free2Convey Account Activated

Dear Richard Wood,
The Free2Convey account was activated for the company Wood & Associates.
Your credentials are:
username: free2conveydemo@outlook.com
password: X13*j47P\$dG9

Enter the details into the 'Sign In' screen, then click 'Sign In'.

Sign in

f2cdemonstration@outlook.com

Remember me

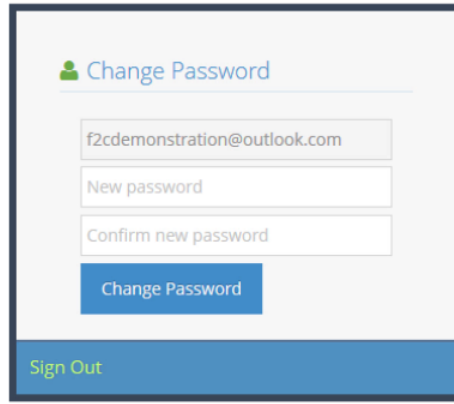
Sign in Register

Forgot password?

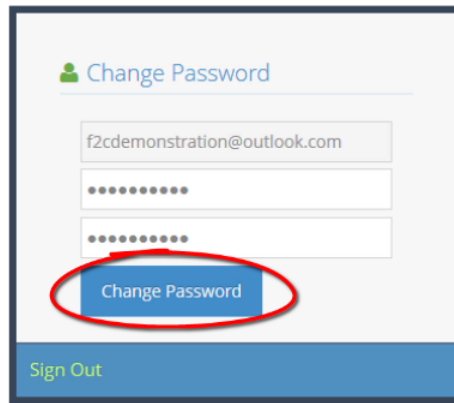
Free2Convey © 2015



Enter your notes here



You will now be prompted to change your password. Your new password must be at least 8 characters long and contain a combination of upper and lowercase letters, numbers and special characters.



Select the 'Change Password' button to change your password and sign in to Free2Convey.

www.free2convey.co.uk

