

Customer Registration on Web Site

User guides are available for download or printing on the website. For any other queries, e-mail networksupport@totalaccman.co.uk

STEP 1

Franchisee e-mails you a weblink so that you can register for the free accident management service

Your Franchisee may be able to register you for the free accident management service, please contact them for further information.

STEP 2

Open the Weblink

Click on **REGISTER** tab

- Company Name
- E-mail address
- Password

Complete security box

Accept Website Terms & Conditions

Click on register

Text on screen will say
REGISTRATION SUCCESSFUL

STEP 3

You will receive an e-mail

E-mail content

Thank you for registering, before you can log on and use your account you must validate your account. To validate simply go to the address below (weblink contained in e-mail)

Click the weblink to validate your account

Accept Terms & Conditions and press **VALIDATE**

Your account has been successfully validated. You can now login using the username and password when creating your account
***username is always your e-mail address**

You can login now or at a later date to follow **STEP 4**

STEP 4

Register Your Profile

- Co, Reg No
- Vat Status & Vat reg No.
- Address
- Email
- Fleet Contact
- Tel/Mobile

Register Insurance Policy

- Motor Insurer
- Policy No
- Level of cover
- Start/End date
- Vehicle classes covered
- Policy Excess
- Fire & Theft Excess
- Age restrictions/excess

Add Vehicles

- Registration
- Make
- Model
- Owned or Leased
- Leasing Company

Add Drivers

- Name
- Mobile number