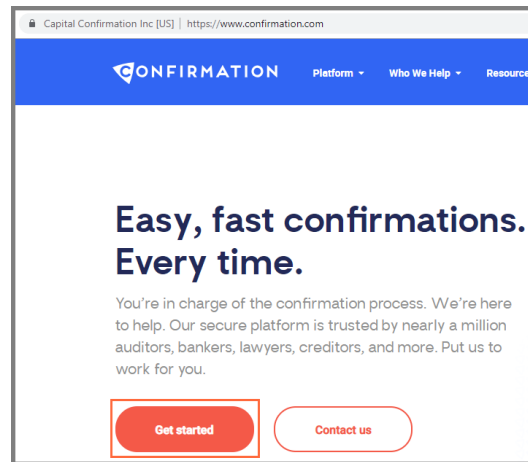


Accounting Firm User Registration

Creating a Confirmation account only takes a few minutes.



1 From www.confirmation.com, click **Get started**.



2 Enter your email address.

- Use your work email address.
- If your firm is already validated by Confirmation, we will recognize your email.

Email Address

Enter your email address: *

 ✓

Please re-enter your email address: *

 ✓

3 Select your user type.

- If your email address does not match a validated accounting firm in our system, select your user type as **Requestor**.
- Select **Accounting Firm** as your new organization type.
- Enter your firm and office details.
 - If you do not see your office in the dropdown, select **Add New Office**.

Requestor

Users are typically requesting financial information from a third-party on behalf of a mutual client.

Accounting Firm

Users typically work for a licensed CPA firm and are requesting confirmations on behalf of an audit client.

Firm Profile

Please enter the appropriate Firm information below

Firm Name * Clear Form

Office Name *

-- Select Office --

Address 1 *

Address 2

Country *

United States

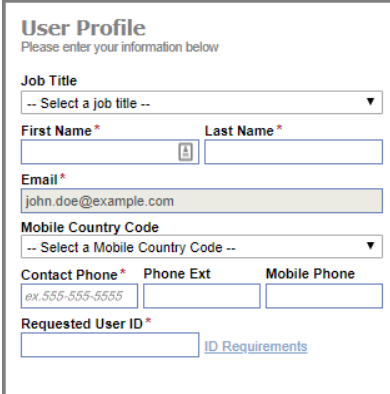
City * State * Zip *

Phone * Ext Fax

Accounting Firm User Registration

4 Create user profile.

- Enter your user details.
- Create a user ID – you will use this each time you login to Confirmation.



User Profile
Please enter your information below

Job Title
-- Select a job title --

First Name * **Last Name ***

Email *
john.doe@example.com

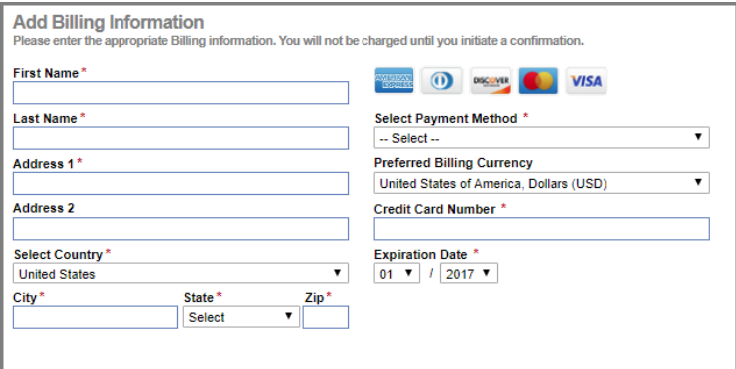
Mobile Country Code
-- Select a Mobile Country Code --

Contact Phone * **Phone Ext** **Mobile Phone**
ex. 555-555-5555

Requested User ID *
[ID Requirements](#)

5 Add billing info.

- *Currently only accepting credit card billing.*



Add Billing Information
Please enter the appropriate Billing information. You will not be charged until you initiate a confirmation.

First Name * **Last Name ***

Address 1 * **Address 2**

Select Country *
United States


City * **State *** **Zip ***
Select

Select Payment Method *
-- Select --

Preferred Billing Currency
United States of America, Dollars (USD)

Credit Card Number *

Expiration Date *
01 / 2017



6 Accept user agreement.

7 Verify your email address.

- You will receive an email from systems.administrator@confirmation.com.
- Click the verification link in the email.
- Complete registration by creating your password.

Need help? [Contact our customer support team.](#)