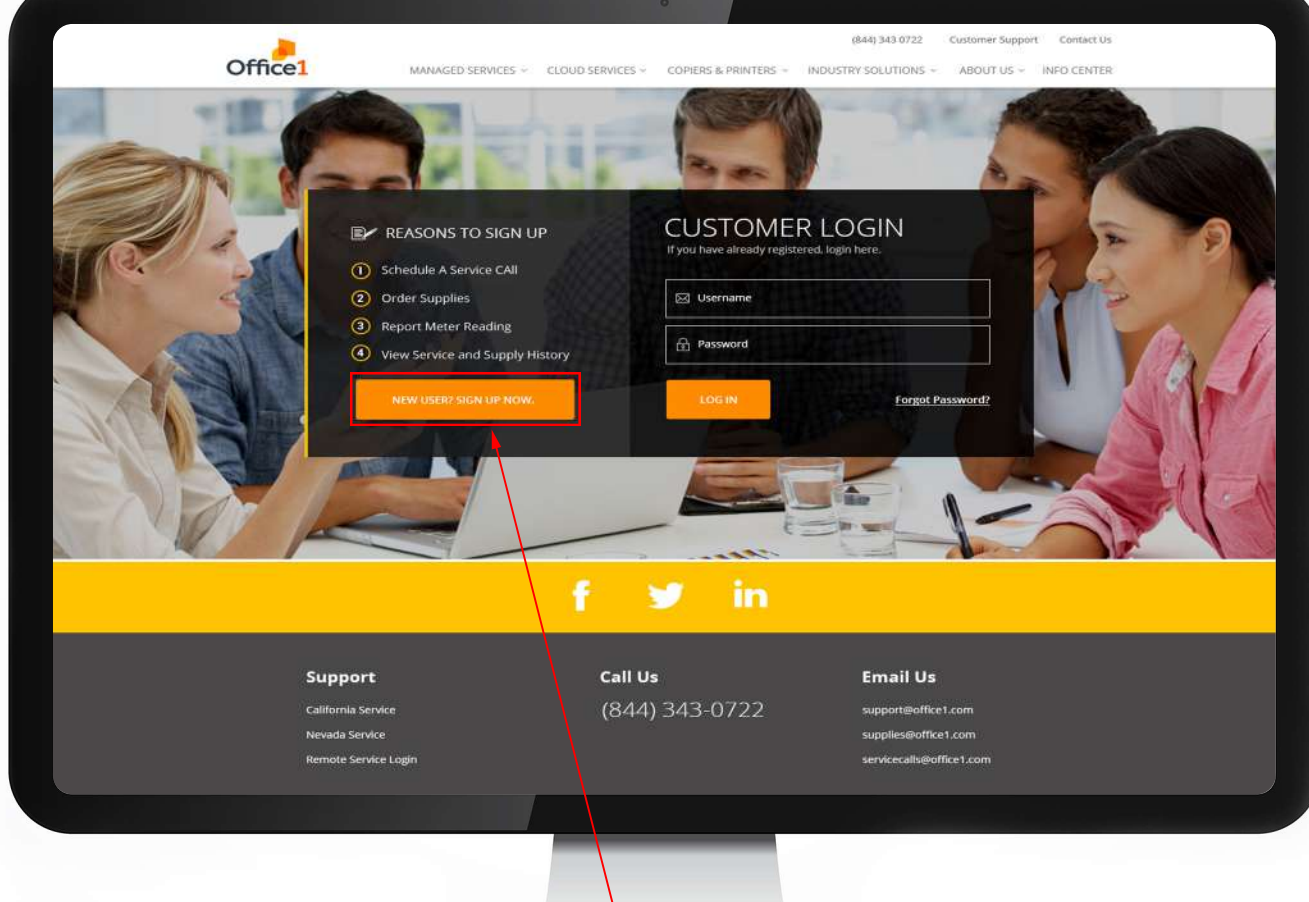


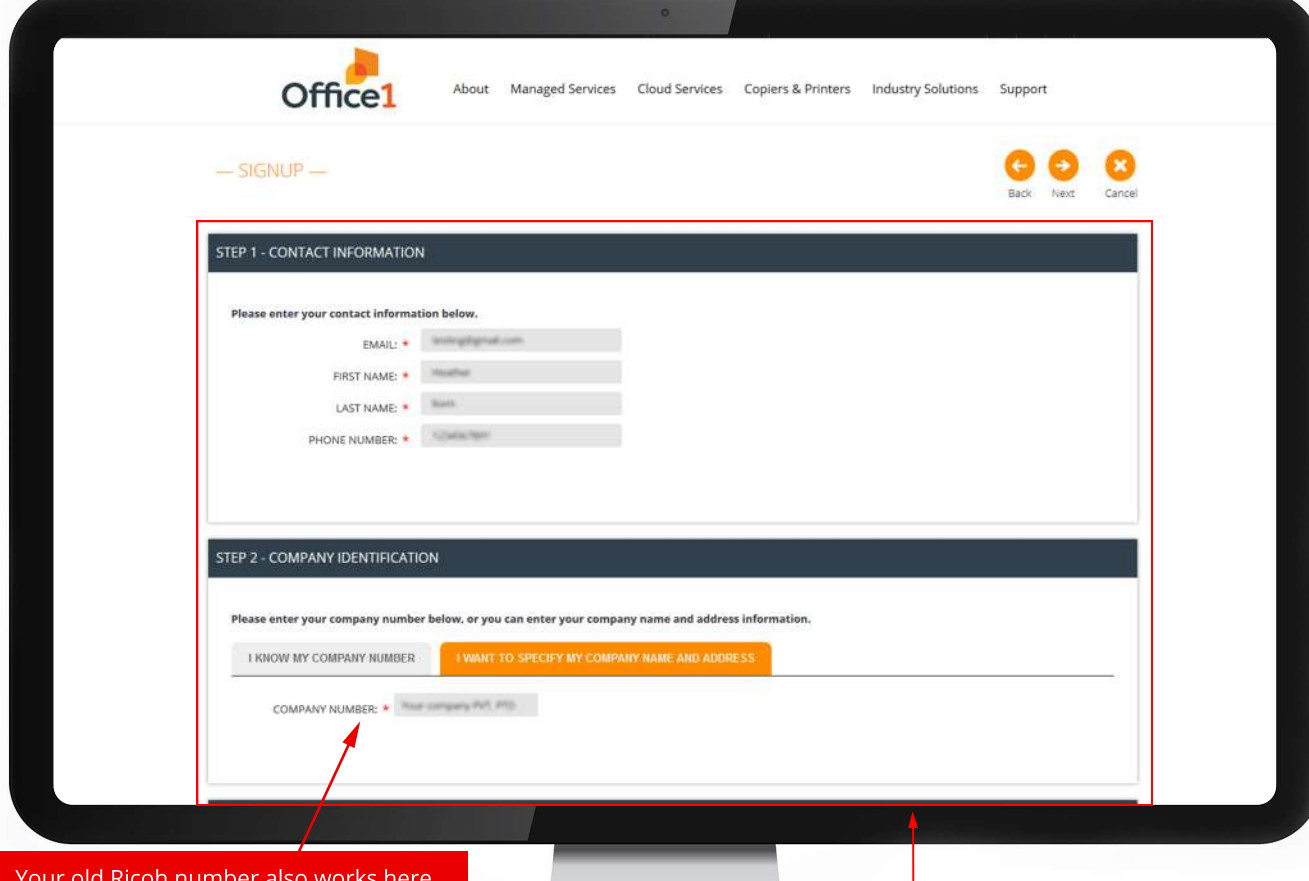
## 1. How to Create a New Account

→ **1.1) Login :-** On the Login screen, click on "Sign up now" link to go to the signup page



Sign up link

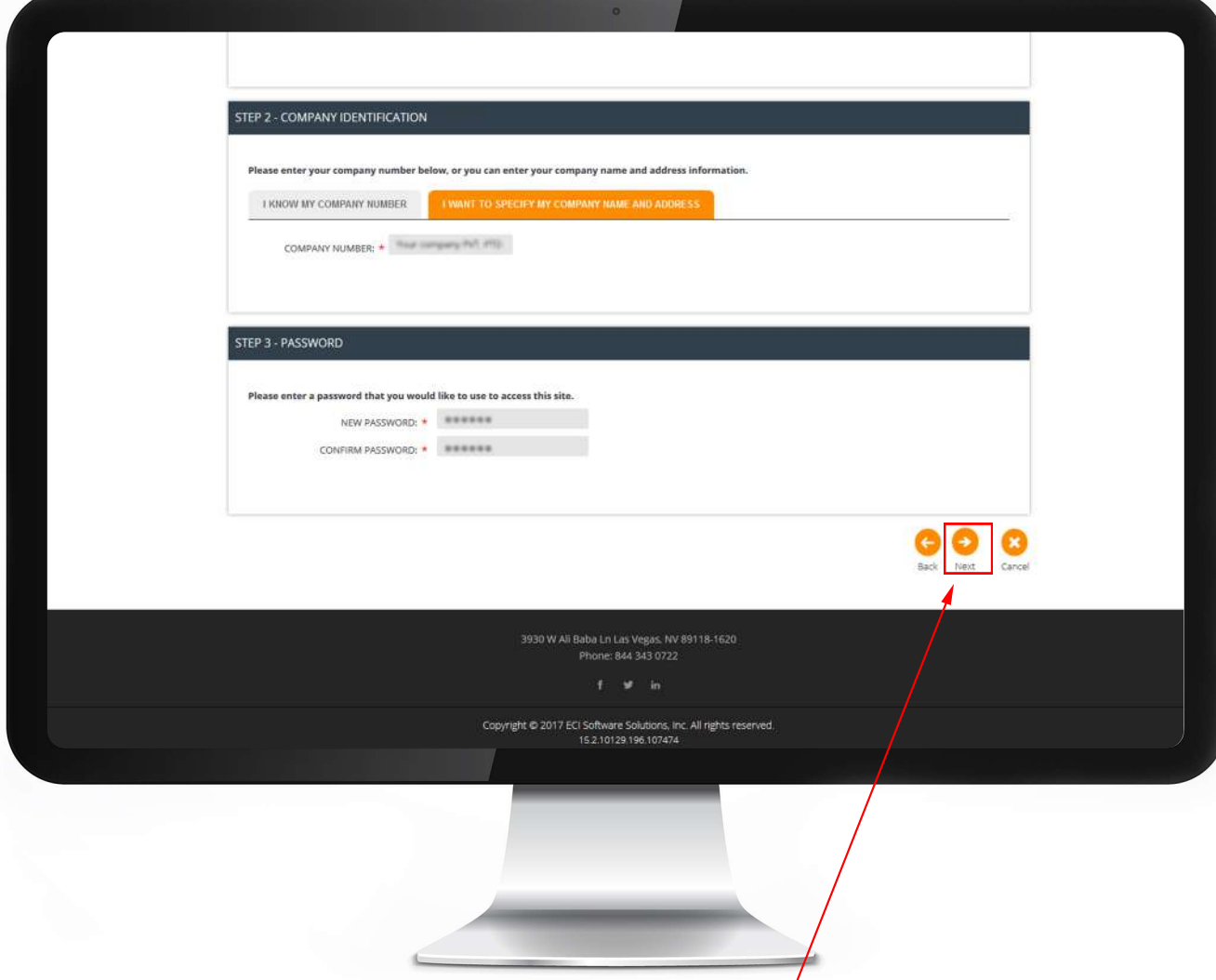
→ **1.2) Signup Page :-** On the Sign Up page, fill in the required details.



Your old Ricoh number also works here

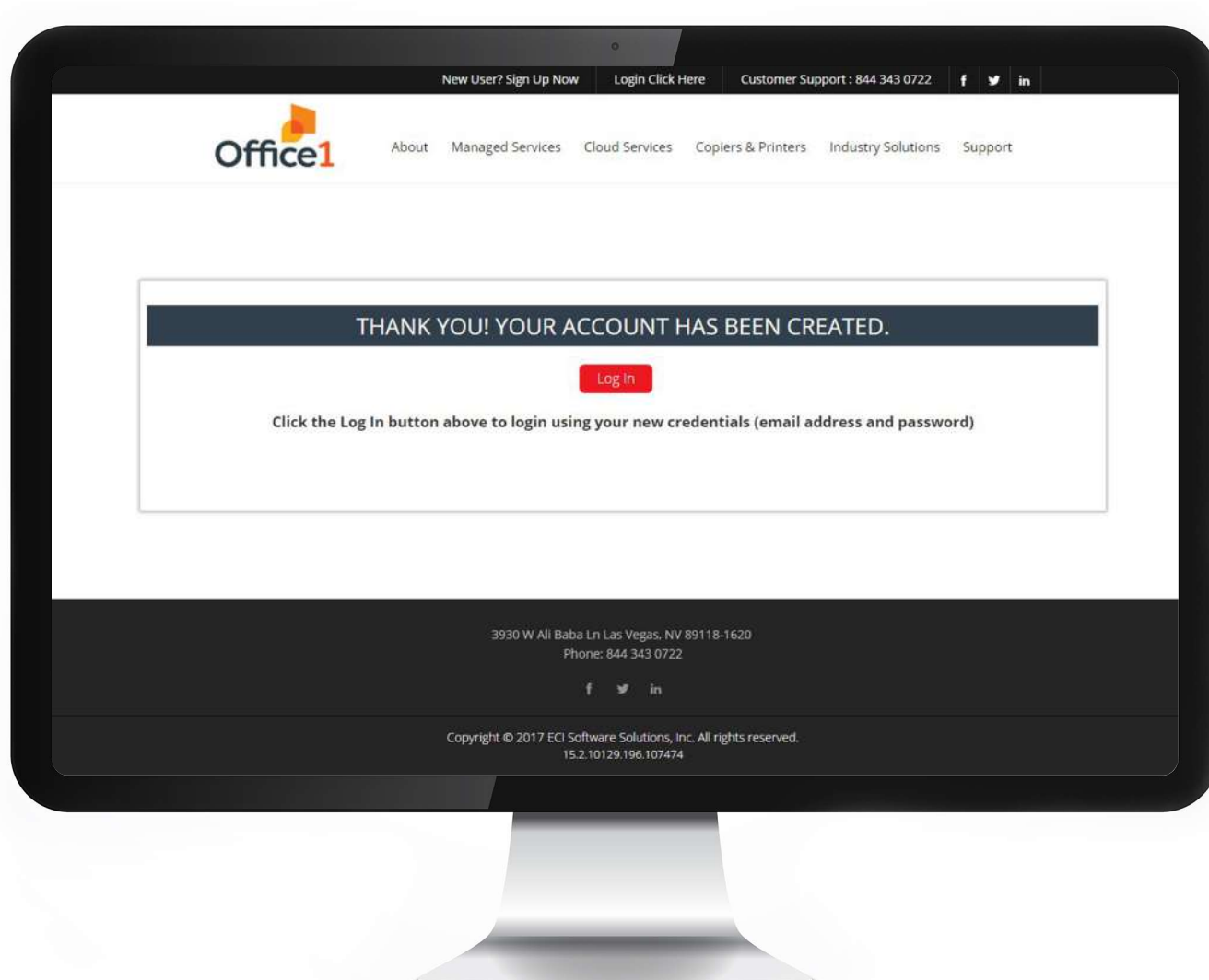
If you do not have your customer number or Ricoh number please contact support@office1.com or 844 343 0722.

Fill in all the fields on the Sign Up page.



Click on next button

→ **1.3) Signup complete :-** Your registration has been completed. You will be redirected to the Sign Up Complete page



Signup Complete