User Guide

How to Register with Reach Trustee Services

Registering

Username: No specific limits apply here as a guide use minimum of 6 letter or numbers, no gaps are accepted

Company: Please provide exact company name

Password: please ensure sufficient security we recommend minimum of 8 letters/ numbers and it is case sensitive. Please **keep it safe** as it is your responsibility if others use your account.

Email Address: Please provide email address accurately as this is where all communications will be sent.
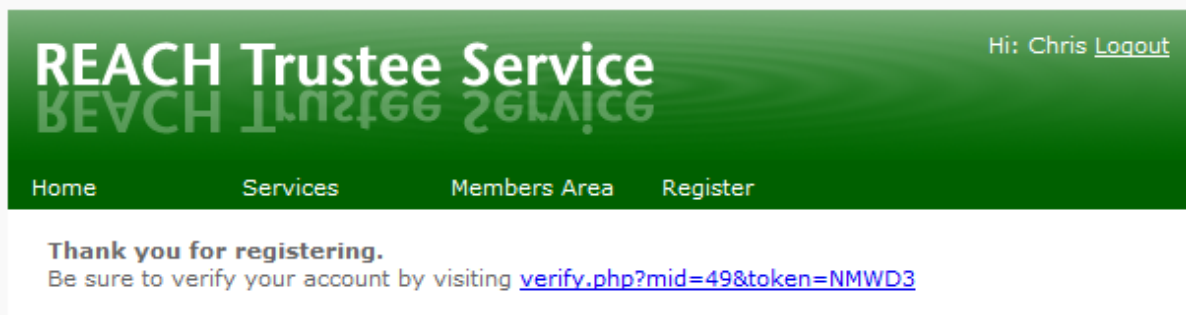
Location: for all countries in the European Economic Area please select EU. For all other countries please select Non EU. One of these must be selected to completion of the registration.

Verify: By entering the text seen in the blue box in the box below.

Please then check that you agree with the terms and conditions of the site and select the box when you are happy to do so, and then click on the Sign Up box.

Important next action**

If the form is completed correctly a new page appears as below:

To complete the registration process it is vital that the link is selected. Please ensure this is done!

After this first step all other **User Guides** are found under the Help Tab, please be sure to select the one appropriate to your role within the supply chain.