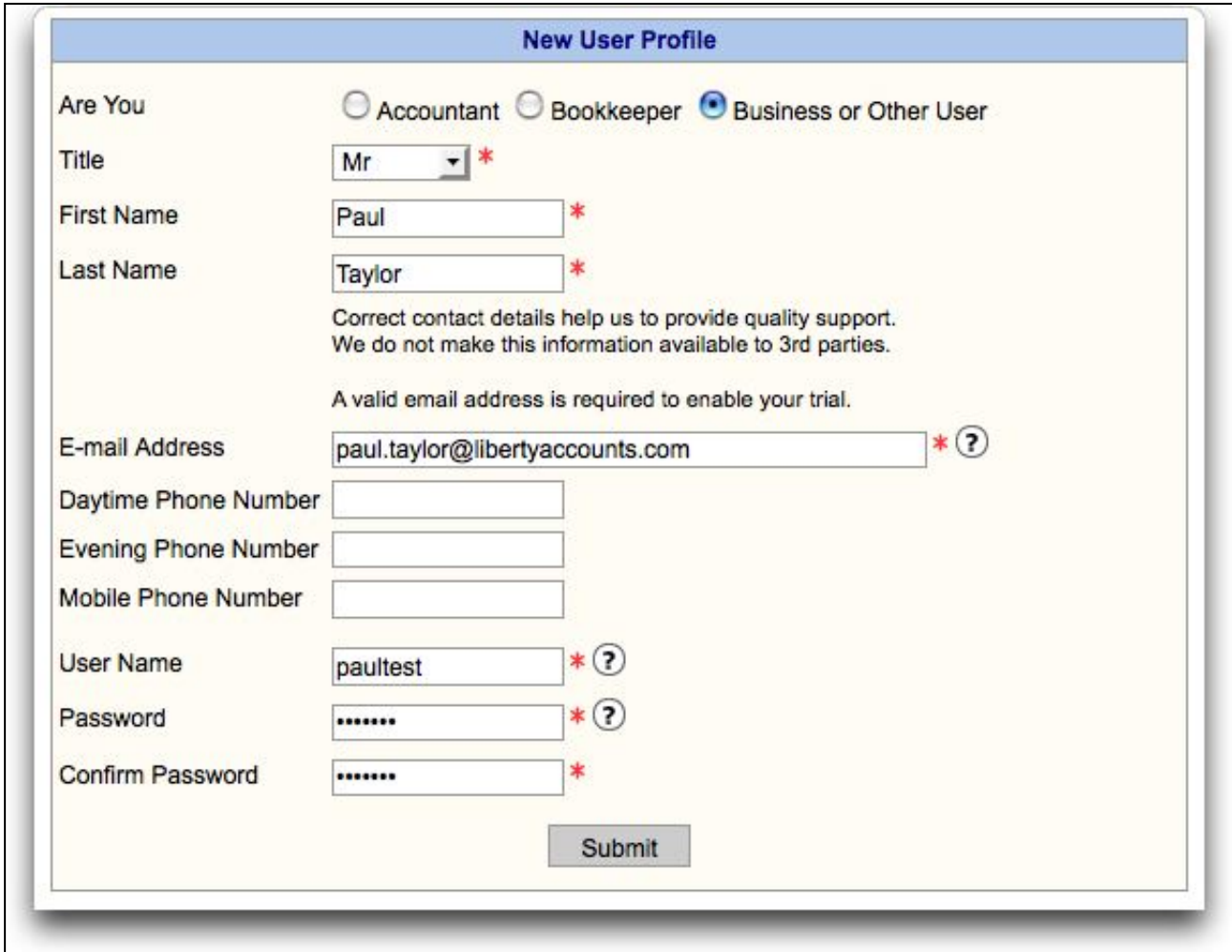


New User Registration / New User Registration inside an Entity

NEW USER REGISTRATION

In the home page of Liberty Accounts site, click on the **Sign Up** link.

You are presented with a User Profile Maintenance form that you complete by answering a few basic questions.



New User Profile

Are You Accountant Bookkeeper Business or Other User

Title *

First Name *

Last Name *

Correct contact details help us to provide quality support.
We do not make this information available to 3rd parties.

A valid email address is required to enable your trial.

E-mail Address * ?

Daytime Phone Number

Evening Phone Number

Mobile Phone Number

User Name * ?

Password * ?

Confirm Password *

E-mail Address, must be a valid address as it is required both for security and communication purposes.

User Name will be the name you use each time you log on to the system. You can use any name that you desire.

Select a **Password** of at least six characters long, it can be any combination of letters, symbols and numbers but note it is case sensitive. Ensure that you can recall it easily, but we recommend you do not use things that others may guess at easily, such as your real name, birthdays etc.

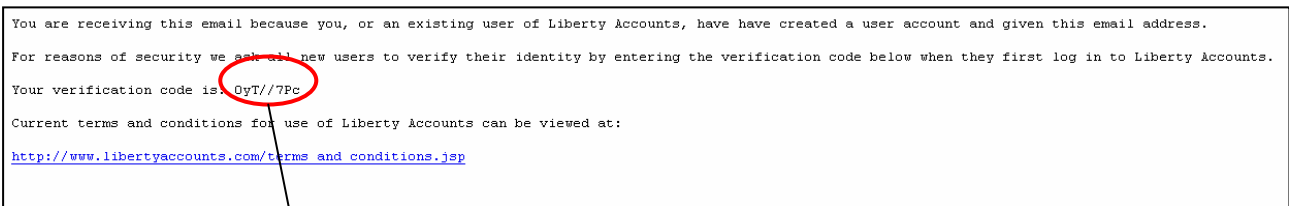
Keep your password secret at all times. Additional users can be set up with their own name and passwords.

On clicking **SUBMIT** two things now happen, the system will email a security code to the email address given above, a second screen now appears requesting the security code to complete the registration process.

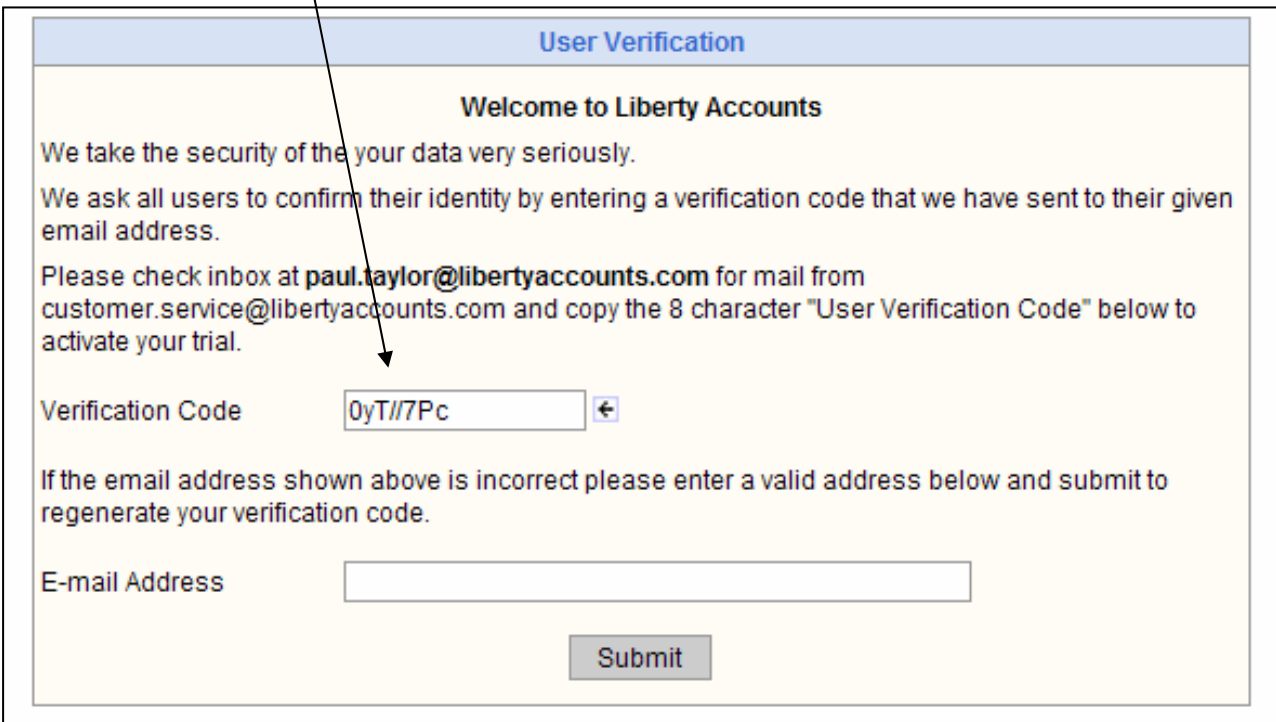
Note that these days email junk filters may prevent this email being visible. We recommend that you add the following address to your email address book:

@libertyaccounts.com

The email will look like this`



The security code is input into the screen as below:



The screenshot shows a web form titled "User Verification". It includes a welcome message, instructions to check email for a verification code, and a form with two input fields: "Verification Code" (containing "0yT//7Pc") and "E-mail Address". A "Submit" button is at the bottom. An arrow from the email screenshot points to the "Verification Code" input field.

If you need to correct or change the email address, input the new one and the system will regenerate a security code and send it to the new address.

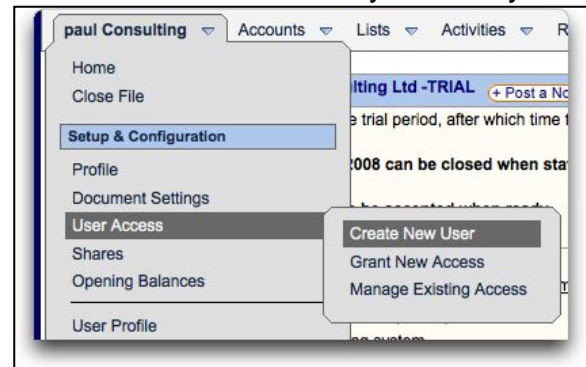
Note in many browsers you can use cut and paste to place the security code in the system screen we suggest you try **Ctrl V** to paste as mouse right click may not work.

NEW USER REGISTRATION INSIDE AN ENTITY

If you have Primary User Status for an entity you can create a new user for that entity from inside the entity, so that there is no requirement for your additional user to register on the system first.

Note Primary User Status is initially given to the user who creates the entity on the system in the first place. An existing primary user can hand over the status to another user.

To create new users for the entity go to the **ENTITY NAME** menu.



ENTITY NAME → USER ACCESS → CREATE NEW USER

Register User For Business

Title	<input type="text" value="Select..."/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Please help us to provide quality support by ensuring your contact details are correct. We do not make your details available to 3rd parties.	
E-mail Address	<input type="text"/>
User Name	<input type="text"/>
Password	<input type="password"/>
Confirm Password	<input type="password"/>
<input type="submit" value="Submit"/>	

A shortened form of the New User Registration (above) is presented.

Create the user name and allocate a password as appropriate. The user can change their password subsequently by going to **User Profile** from the **BUSINESS** menu.

Note a **Restrict End User Access** option will be available to Partner Accountants/Book-keepers but will not be visible to other users.