# **Registration process**

### 1. Create an account

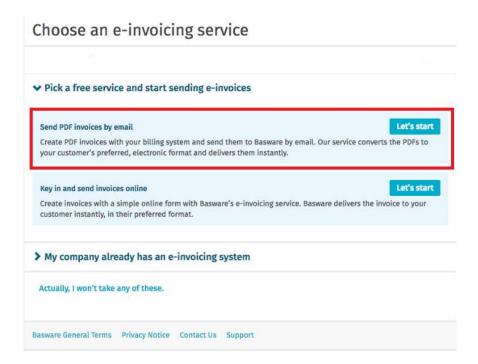
Open the registration link that you received from COLOPLAST:

https://www.coloplast.com/about-coloplast/einvoice/

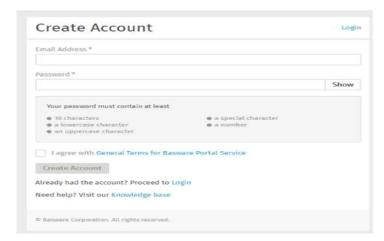
On the service landing page, click **Get started**. On the next page, choose Send PDF invoices by email option and click **Let's start**.



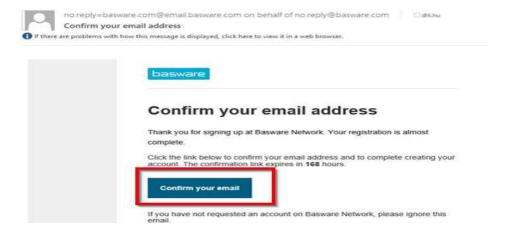
You can change language option here (right corner).



### Create an Account page opens:

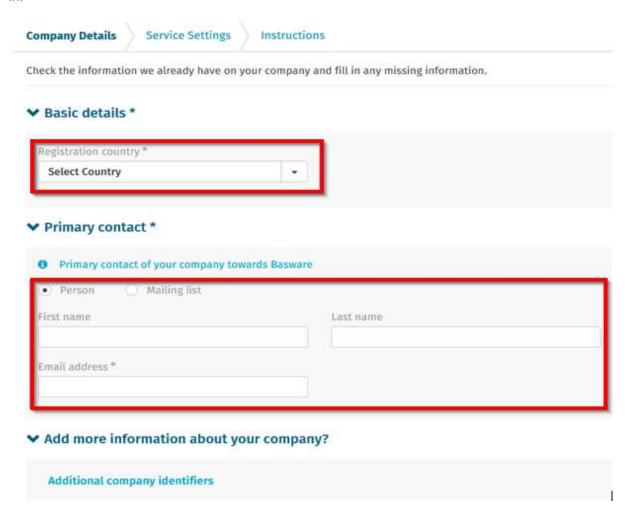


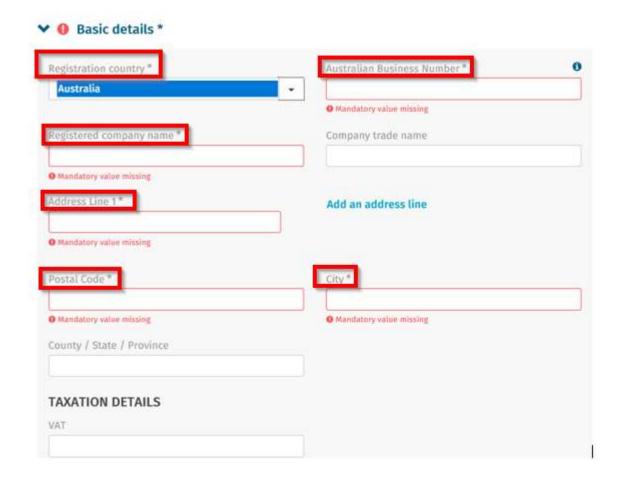
Enter your email address, choose a secure password and create the account. The service sends a confirmation message to your email address. The confirmation message is sent from <no.reply@basware.com> and **could end up in your spam filter**. Open the confirmation message to activate your account.



# 2. Fill in your company details

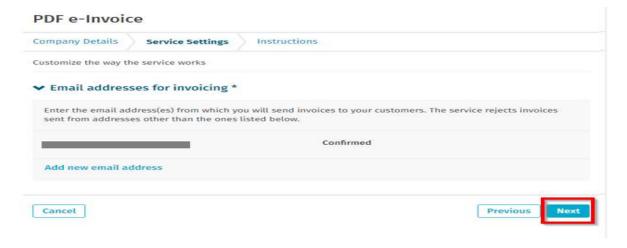
Now, you must fill in some details about your organization to activate the Basware PDF e-Invoice for Receiving - service. In the Company Details section, fill in your basic organization's details – company identifier, company name and address. Also, the primary contact of your company have to be filled in.



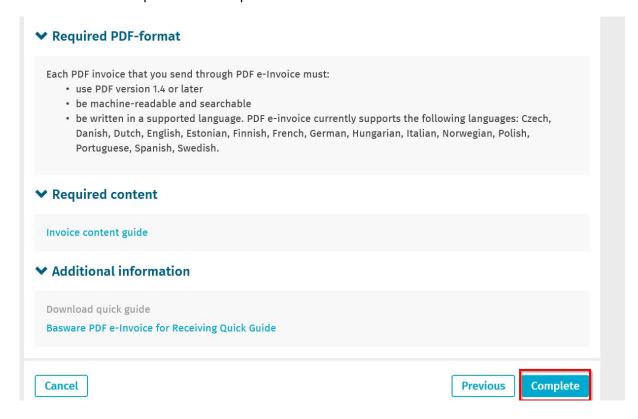


All fields with "\*" are mandatory.

Next tab "Service Settings" you just need to click next button



# In "Instructions" tab please click complete button



## Once it is done you will receive a confirmation email:

