

# Email Account set up Help Guide



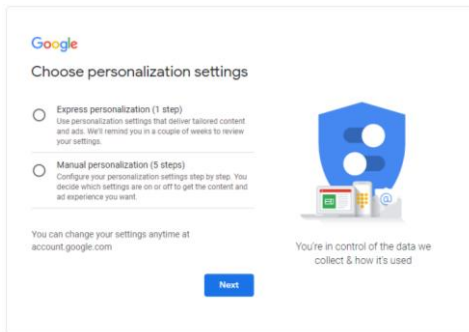
1. Once you have clicked the link on the previous page you will come to the page below. Enter the details asked for in the boxes below to progress

2. Once you have entered the details asked for click on the 'Next' button.
3. Once you have clicked next the next step is to enter your contact details and date of birth. If you have another email account or that of a family member, please enter this in the box below in case you forget your log in details

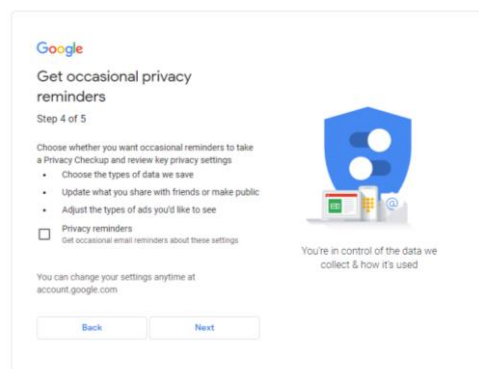
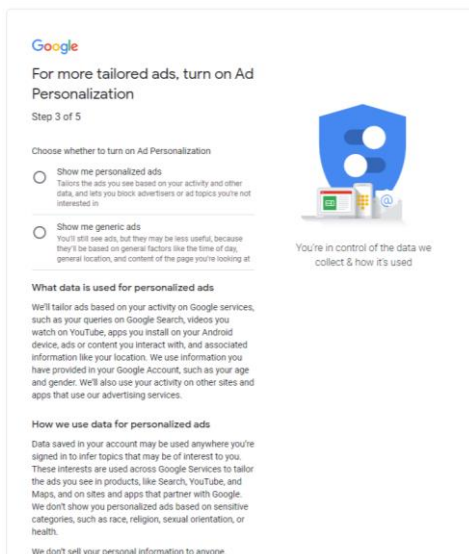
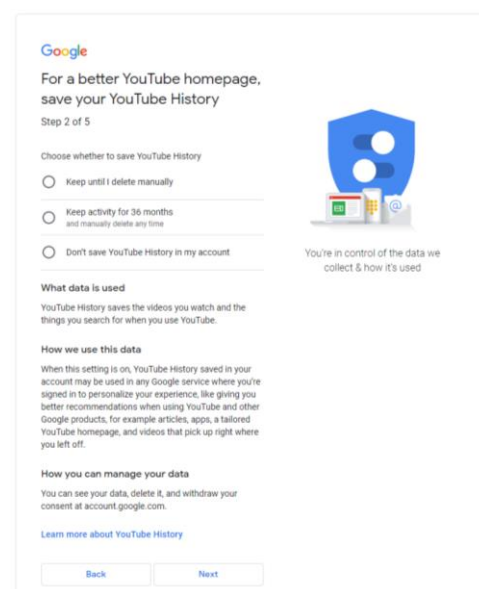
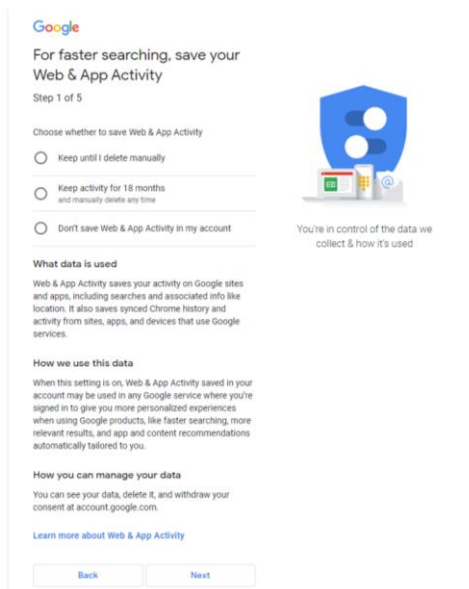
4. When completed please click on the 'Next' button
5. The system will then ask you to verify your phone number, via a code they will send. To have the code sent to you click on 'Send', and you will receive a text with a verification code to enter.

6. If you wish to verify your phone number at a later stage then select the 'Not now' option on the screen

7. The system will then ask how you would like to personalise your settings. There are 2 options available, select the option that you wish to use to set up your account settings.



8. If you select the 5 Step option, then you will need to work through the 5 screens below choosing the settings you wish to have from the options. Once you have completed each stage, click on 'Next', if you wish to change any of the setting before submitting you can click on 'Back' to change them.





9. If you choose the 1 step option, then you will be presented with the information below. If you are happy with what it says, then you can click on 'Confirm' to take you to the next stage of your application.



10. Once you have personalised, you're setting you will be asked to agree to the terms and conditions. Once you have clicked on 'I agree' then your email will be set up and ready to use.

