

# **ACCEO TRANSPHERE**

**OPEN AN ACCOUNT**

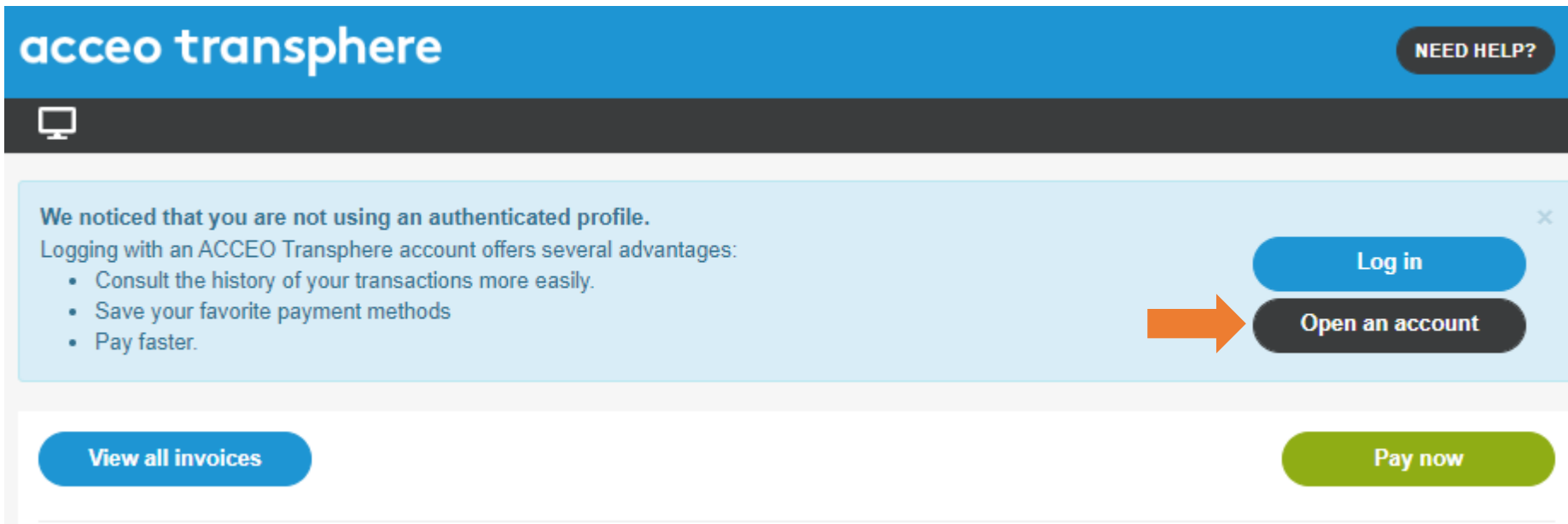


From a link received in your email, you have the option to view your invoices on the Acceo Transphere platform, pay them and register your payment information. There is no obligation to open an account, unless you wish to save your bank account or a credit card.

We highly suggest that you proceed via a computer.


Here is the procedure for opening an account on the ACCEO TRANSPHERE website.

1. After clicking on the link in the email, click on "Open an account".



2. Select "Open an account" in the Personal section.


Select the type of account you want to open.



Organization

I am an organization that pays organizations

Open an account



Personal

I am an individual who pays organizations

Open an account

3. You are now ready to type in your information.

We suggest that you use your email address as your login, it is easy to remember.

### Create your personal account

Enter your personal information

- Email
- Confirm email
- First name
- Last name
- Email/SMS language

Enter your username and password

- Username
- Password
- Confirm password

Select your security questions

- Security question 1
- Answer
- Security question 2
- Answer

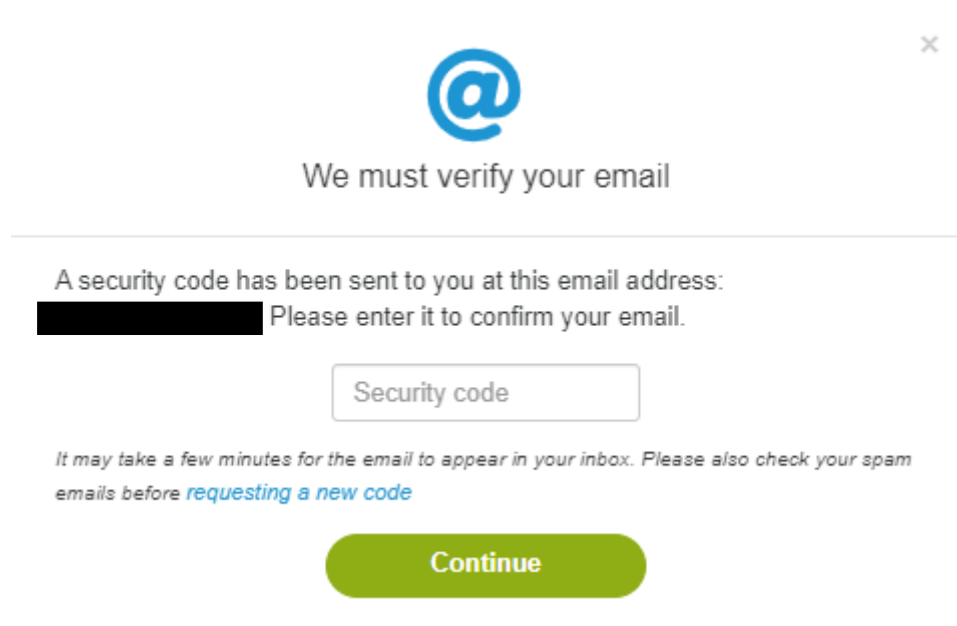
☐ I have read and I accept the [terms and conditions of use](#)

Save

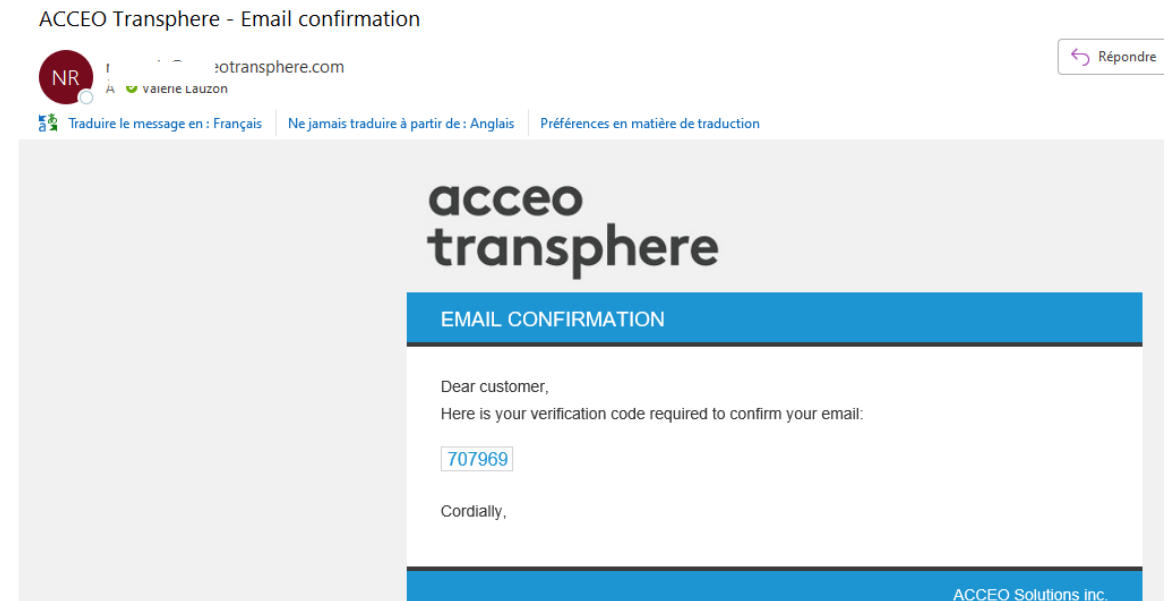
The password requires a minimum of 8 characters, including a capital letter, a number and a special character.

After saving your information, the platform will send you an email that includes a security code. This code is used to authenticate your identity.

5. Log in to your email to retrieve the security code and enter it on the ACCEO page.



The image shows a web interface for email verification. At the top, there is a blue '@' icon and the text 'We must verify your email'. Below this, a message states: 'A security code has been sent to you at this email address: [redacted] Please enter it to confirm your email.' There is a text input field labeled 'Security code'. Below the input field, a note says: 'It may take a few minutes for the email to appear in your inbox. Please also check your spam emails before [requesting a new code](#)'. At the bottom, there is a green 'Continue' button.



The image shows an email confirmation page from ACCEO Transphere. The header includes the text 'ACCEO Transphere - Email confirmation' and a 'Répondre' button. Below the header, there is a red circular icon with 'NR' and the text 'varene Lauzon' and 'otransphere.com'. There are links for 'Traduire le message en : Français', 'Ne jamais traduire à partir de : Anglais', and 'Préférences en matière de traduction'. The main content area has the 'acceo transphere' logo and a blue bar with 'EMAIL CONFIRMATION'. The body of the email says: 'Dear customer, Here is your verification code required to confirm your email: 707969'. It ends with 'Cordially,' and a blue bar at the bottom with 'ACCEO Solutions Inc.'

Your account opening is now completed.