

ACCEO TRANSPHERE

Open an account

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

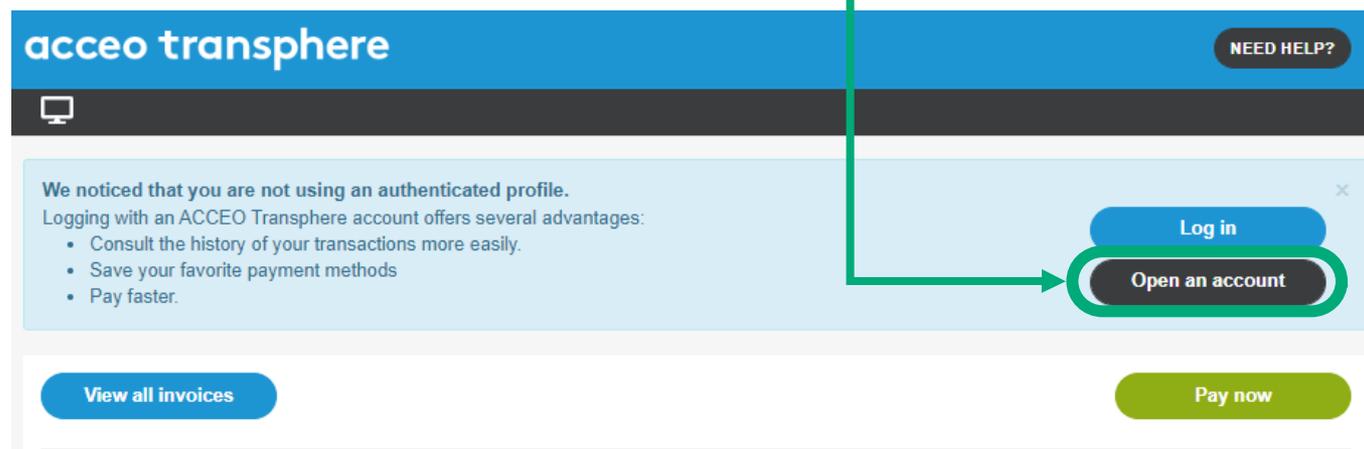
From a link received in your **email**, you have the option to view your invoices on the Acceo Transphere platform, **pay them** and register your payment information.

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.

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

1



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

You are now ready to type in your information

Create your personal account

Enter your personal information

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

Enter your username and password

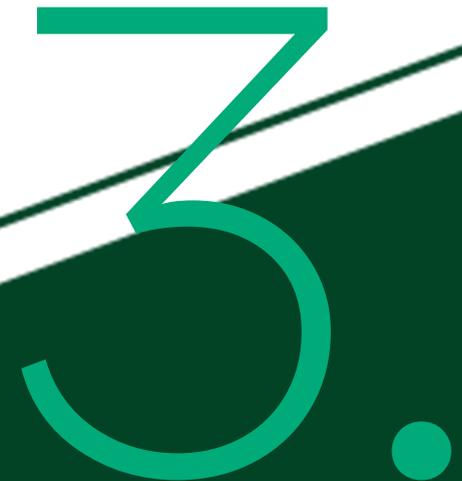
- Username
- Password
- Confirm password

Select your security questions

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

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

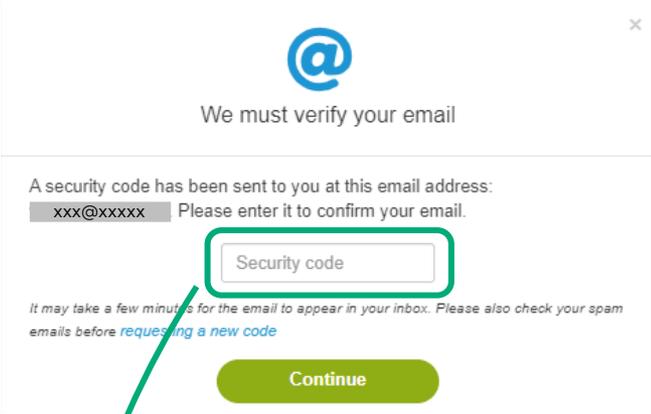
- We suggest that you use your email address **as your login**, it is easy to remember.
- The password requires a minimum of **8 characters**, including a capital letter, a number and a special character.



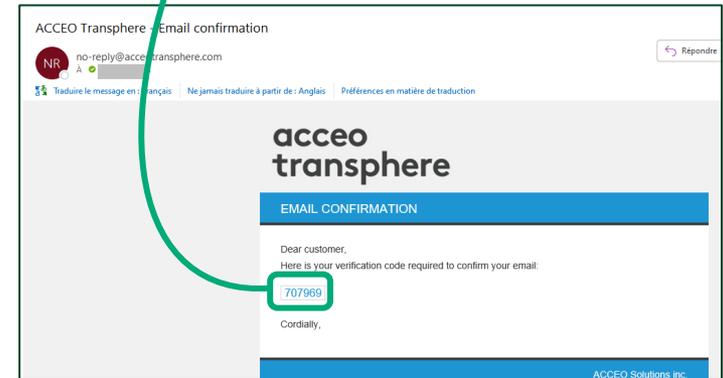
4.

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

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



A screenshot of a web page titled "We must verify your email" with a blue @ symbol icon. The text reads: "A security code has been sent to you at this email address: xxx@xxxxxx Please enter it to confirm your email." Below this is a text input field labeled "Security code" which is highlighted with a red box. A green arrow points from this box to the email confirmation screenshot below. At the bottom is a green "Continue" button. A note at the bottom 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".



Your account opening is now completed.