

# User Registration

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Creating a Confirmation.com account only takes a few of minutes.

## Click 'Sign Up'

- Go to [www.confirmation.com](http://www.confirmation.com).



- Click 'Sign Up.'



## Enter your email address

- Use your work email address.
- If your company is already registered with Confirmation.com, we will recognize your email.

### Email Address

Enter your email address: \*

✓

Please re-enter your email address: \*

✓

## Choose your user type

- If your email address does not match a registered company in our system, select your user type as 'Requestor.'

### Requestor

Users are typically requesting financial information from a third-party on behalf of a mutual client.

- Select 'Creditor' as your new organization type.

### Creditor

Users typically work for a credit issuer submitting commercial credit inquiries to financial institutions on behalf of their mutual client.

- Enter your company and office details.

### Company Profile

Please enter the appropriate company information below

Company Name \* [Clear Form](#)

Office Name \*

Address 1 \*

## User Registration

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### Select office

- Select your office from the list.
- If you cannot see your office in the list, you can 'Add New Office'.



Office Name \*

-- Select Office --

-- Add New Office --

Aarhus, Denmark

Aberdeen, United Kingdom

Abidjan, Ivory Coast

Abu Dhabi, United Arab Emirates

### Create user profile

- Enter your user details.
- Create a user ID – you will use this each time you login to Confirmation.com.



User Profile

Please enter your information below

Job Title

Manager

First Name \* Last Name \*

John Doe

### Accept user agreement

- Read and accept the user agreement.

### Verify your email address

- You will receive an email from systems.administrator@confirmation.com.
- Click the verification link in the email.
- Complete registration by creating your password.