

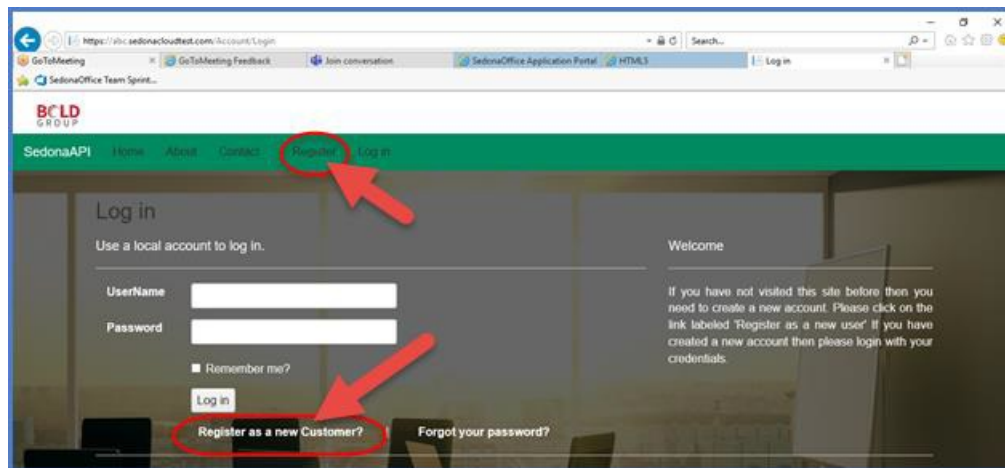
SedonaWeb New Customer Setup

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Register as a new customer

Once your customer clicks on the URL provided to your company, the main login page will be displayed. If the customer has not yet registered, they will click on the Register as a new customer link at the lower left of the page or click on the Register tab at the top of the page.

This main login page may be customized to display your company name, logo and other branding options.



Creating a new account

After clicking on the Register as a new Customer link or clicking on the Register tab from the main page, the Register data entry form will be displayed.

Tech Tip A customer must have their SedonaOffice customer number and the postal code of their primary billing address with your company to be able to setup a new SedonaWeb account.

All data entry fields on the form denoted with an asterisk at the end are required.

Passwords must be at least eight characters long and must contain at least one alpha character.

Once all required fields have been populated, click on the Register button at the upper right of the page.

Register.

Create a new account.

Register

Customer Number *	<input type="text"/>
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Billing Zip Code *	<input type="text"/>
Email *	<input type="text"/>
Confirm Email *	<input type="text"/>
Password *	<input type="password"/>
Confirm password *	<input type="password"/>
Phone	<input type="text"/>
Extension	<input type="text"/>
Mobile	<input type="text"/>
Fax	<input type="text"/>

Passwords must meet the following requirements. x

- ✘ Be at least 8 characters
- ✘ At least one letter

Completed registration form

Once all required fields have been populated, click on the Register button at the upper right of the page.

If the email address entered is valid, the customer will receive an email within a few seconds with a link to confirm the email address. When clicking on this link, the customer will be taken to the main SedonaWeb login page. An example email that will be sent to the customer is illustrated on the next page of this document.

BCLD GROUP
SedonaAPI Home About Contact Register Log in

Register.

Create a new account.

Customer Number *	1000
First Name *	Mary
Last Name *	Smith
Billing Zip Code *	48170
Email *	mary@abcalarm.com
Confirm Email *	mary@abcalarm.com
Password *	*****
Confirm password *	*****
Phone	201-555-1212
Extension	123
Mobile	201-555-1999
Fax	

Example confirmation email to the customer

If the email address entered on the registration form was valid, the customer will receive an email within a few seconds with a link to confirm the email address.

When clicking on the link within this email, the customer will be taken to the SedonaWeb login page.

