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.

BCLD GROUP	
SedonaAPI Home About Contact Register Log in	
Register. Create a new account. Customer Number* • First Name* Last Name* Billing Zip Code* Billing Zip Code* Billing Zip Code* Braail* Confirm Email* Password* Password* Phone Extension Mobile Fax	

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.		Register
Customer Number * O	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	
Fax	201-555-1999	
1.00		

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.

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File	Message								$^{\circ}$
From: To: Cc:	C OnlineSu Mary Smi	pport@SedonaOffice.com th					Sent: Tue 01/05	/2021 10	:00 A
CC Subject:	Account cre	eation verification email							
	dona you for settir		count. Please review the info	ormation submitted, a	nd activate your accour	t by clicking on the lir	nk at the bottom of this n	nessag	e.
Custor	mer Number	: 1000							
Billing	g Zip Code:	48170							
Email	Address:	mary@abcalarm.com							
First N	Name:	Mary							
Last N	Name:	Smith							
Phone	Number:	201-555-1212							
Phone	Extension:	123							
Fax N	umber:								
Mobile	e Number: 2	201-555-1999							
Click or	n the followi	ng link to activate your acc	ount or copy and paste into y	rour browser window	http://localhost:80/Em	ailVerify.aspx/?id=ec0	5d0che3f0cg00e04b0ba		