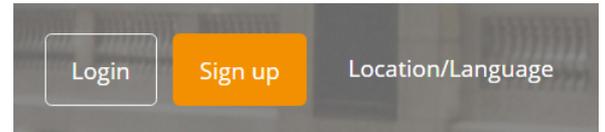![Confirmation.com]

How to register

Whether you're a new firm or a new user of an existing firm, creating a Confirmation.com account is easy and takes only a few minutes to complete.

To start go to www.confirmation.com, and click the Sign Up button at the top of the page.

① Enter Email Address

Enter your work email address and click next.

Confirmation.com validates all audit firms, along with their email domains. If your firm is already registered, your email address will be recognised as associated with your firm.

② Create Profile

User Type - Select Requester as Type of User and click next.

Firm Profile - Type and search for your Firm Name and click next.

Select your Office from the dropdown list. The Firm Profile details will auto populate with office details.

If you are unable to locate your Firm or Office, this means you are the first user to register on behalf of your Firm or Office and you will need to add your Firm's details. When a new Firm is added to Confirmation.com, validation is required to be performed by Confirmation.com. This validation takes +/-2 days.

User Profile - Enter User Profile details.

User ID - Create User ID. Your User ID must be between 6 to 15 characters and may contain numbers and letters.

This ID will represent your Confirmation.com login. Once set, this ID cannot be changed.
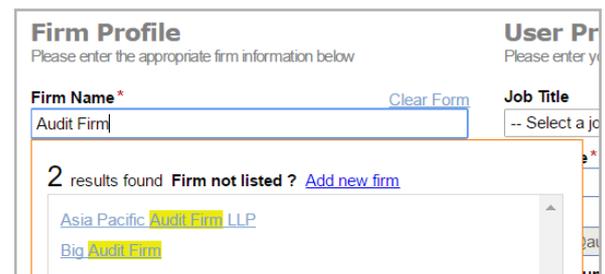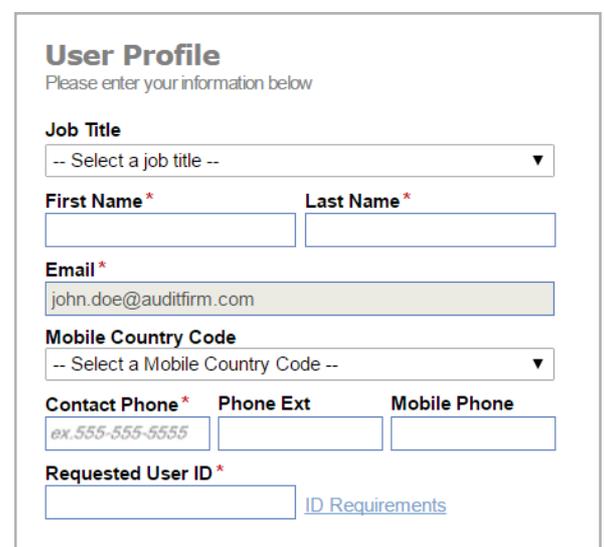
3 Add Billing Information

As part of the registration process, if you are the first person to register from your firm or office, you will be requested to provide credit card information.

These are used for validation purposes – your card will **not** be charged at the time of registration and will be linked to only this individual's profile and can be deleted or amended at any point.

Credit card details are only requested for the first person to register, and users who subsequently register from your firm or office, will not be required to provide this information at the time of registration.

When entering credit card information you will be asked to select your billing currency. Confirmation.com supports 22 different local currencies.

4 Accept User Agreement

Read and accept the online User Agreement and click finish.

5 Verify your email address

An email from **system.administrator@confirmation.com** will be sent to your registered email address. Click on verification link and follow instructions to set up your password.

If you do not receive your verification email shortly after registering, please check your Junk / Spam folder and add systems.administrator@confirmation.com as a safe sender for future communications.

Important Note for New Firms:

If you are the first person registering from your firm, we will start our verification process to add your Firm to our network of validated audit firms. We may contact you to assist us complete this process. During the validation process you can log into Confirmation.com, setup a client profile however any initiated confirmations will be held until your Firm or Office profile is activated.