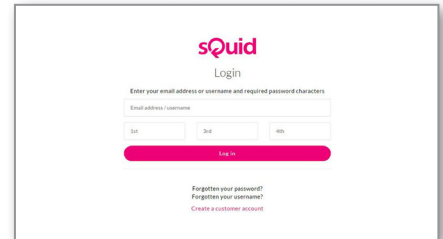


# How to register a sQuid account

## Create an account and top up online

### 01 Getting started

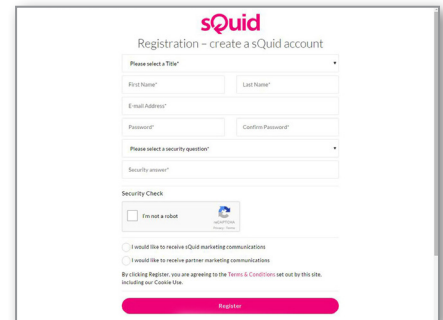
Go to [portal.squidcard.com](http://portal.squidcard.com) and click the **'Create a customer account'** link. You will then be directed through to the sQuid account registration form.



The screenshot shows the sQuid Login page. It features the sQuid logo at the top, followed by the word "Login". Below this is a prompt: "Enter your email address or username and required password characters". There are two input fields: "Email address / username" and "Password". A red "Log In" button is positioned below the fields. At the bottom, there are two links: "Forgotten your account?" and "Create a customer account".

### 02 Create a sQuid account

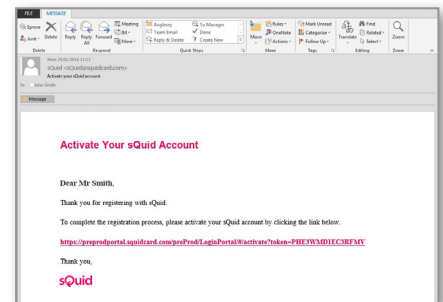
You will need to enter your personal details, create a **password** and select a **security question** from the list provided, and enter your answer. Click on the **'Register'** button to complete your registration.



The screenshot shows the sQuid Registration page. It has the sQuid logo and the heading "Registration - create a sQuid account". The form includes fields for "Please select a Title\*", "First Name\*", "Last Name\*", "Email Address\*", "Password\*", "Confirm Password\*", "Please select a security question\*", and "Security answer\*". There is a "Security Check" section with a checkbox for "I'm not a robot" and two radio buttons for "I would like to receive sQuid marketing communications" and "I would like to receive partner marketing communications". At the bottom, there is a red "Register" button and a note: "By clicking Register, you are agreeing to the Terms & Conditions set out by this site, including our Cookie Use."

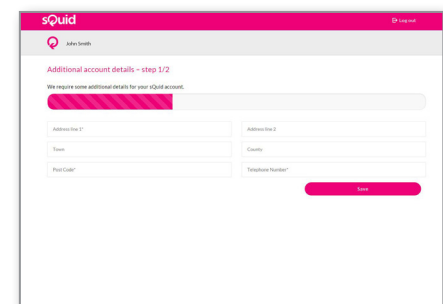
### 03 Activate your sQuid account

Once your sQuid account is registered, you will receive an email from sQuid containing an **activation link**. Click on the activation link to be brought back into the sQuid portal, where you will be asked to complete some additional details.



### 04 Add a sQuid Registration Number (SRN)

Having created your sQuid account, you will be prompted to register your unique sQuid Registration Number. This is the **16 digit number** shown on the front of your registration letter, together with your **3 digit security code**. You'll also be able to assign an easy to remember display name on this screen.

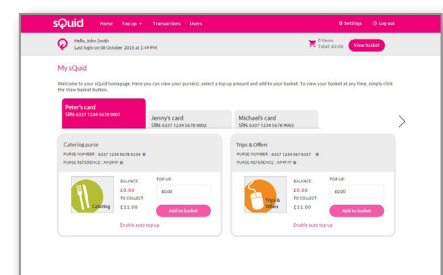


The screenshot shows the sQuid "Additional account details - step 1/2" form. It prompts the user to "We require some additional details for your sQuid account." There is a red bar for a display name. Below are input fields for "Address line 1\*", "Address line 2", "Town", "County", "Post Code\*", and "Telephone Number\*". A red "Save" button is at the bottom right.

To add any additional users to your account after this initial registration process, simply go to the 'Users' page and add the user's sQuid Registration Number and 3 digit security code.

### 05 Add funds to your sQuid account

You can add money to your account from a bank transfer or a credit or debit card. Click on the **'Top up'** link at the top of the page, select your preferred payment method and follow the online instructions.



The screenshot shows the sQuid "My sQuid" page. It has a navigation bar with "Home", "My sQuid", "Transactions", and "Users". Below the navigation bar, there is a "My sQuid" section with a "Top up" button. There are two cards for "Henry's Card" and "Michael's Card", each showing a balance and a "Top up" button. Below these are two "Add to basket" buttons for "Enable auto top up" and "Disable auto top up".