webill

● READ ● RATE ● RECOVER

REGISTER A NEW ORGANISATION

How to register a new organisation

WeBill Admin Web View

Step 1: You begin on the WeBill Login Screen. Select the "Click to sign up now" link to start the registration process.

Step 2: Here you will fill in all the details for your Organisation and Super User. All the fields on this page are required in order to register.

Step 3: Once the Super User and Organisation details have been provided, select the 'Register' button. This will register your Organisation on the System and send a 'WeBill Organisation Registration' email to the Super User email address provided.

Step 4: Before you can log in to your new Organisation it first needs to be activated.

To activate your Organisation you will need to confirm the Super User email address by following the link included in the 'WeBill Organisation Registration' email sent to the email address that you previously provided.

A valid email address is required to use the WeBill system which is why the email address provided must be confirmed before the new Organisation can be accessed.

Following the confirmation link in the email will activate your WeBill Organisation.
The link will be valid for 5 hours after the mail is sent.

Should the link expire without confirmation, another email with a new confirmation link will automatically be sent to the email address.

Once five links have been left to expire without confirmation the Organisation Registration will be cancelled and you will have to begin the registration process from the start.
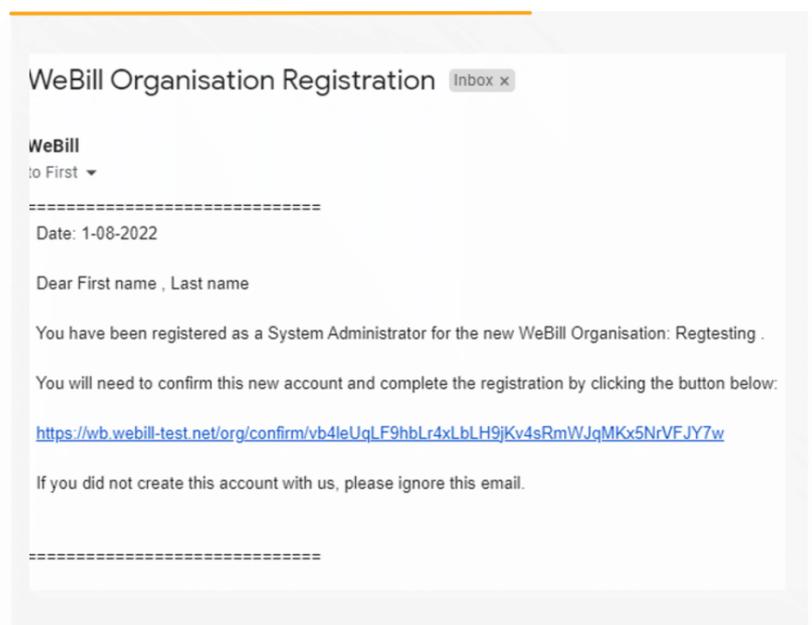
Step 5: Once your email address has been confirmed your new Organisation will be activated and you can sign in from the WeBill login page using the email address and password that you set.

Upon your first time logging in you will need to read and accept the Subscription Terms Agreement and the End User License Agreement before you can access your Organisation.