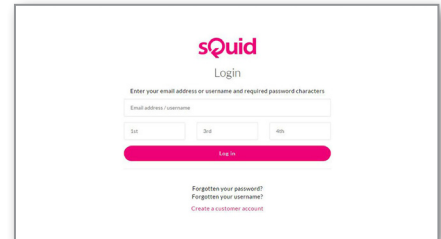


# How to register a sQuid account

## Create an account and top up online

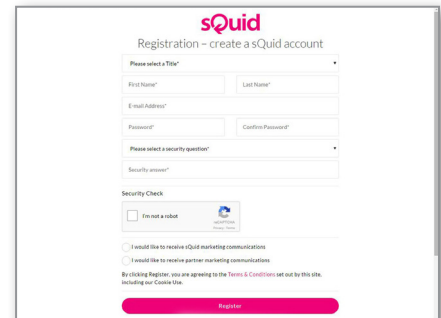
### 01 Getting started

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

The image shows the sQuid Login page. It has a white background with the sQuid logo at the top. Below the logo is the word "Login". A text input field is labeled "Enter your email address or username and required password characters". Below this are three input fields for "3rd", "5th", and "4th" characters. A red "Log In" button is at the bottom. Below the button, there is a link for "Forgotten your password? Forgotten your username? Create a customer account".

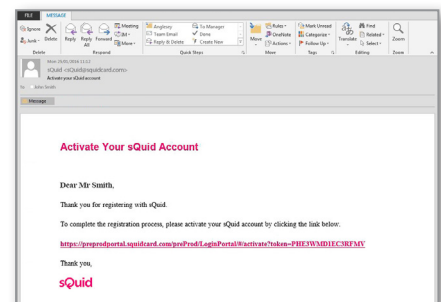
### 02 Create a sQuid account

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 image shows the sQuid Registration form. It has a white background with the sQuid logo at the top. Below the logo is the text "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 a CAPTCHA image. Below this are 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 link to the Terms & Conditions.

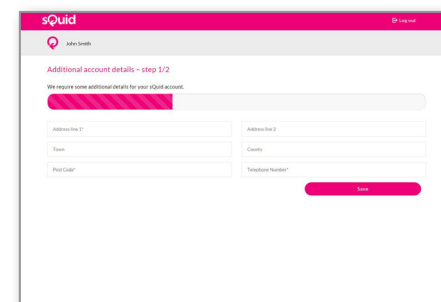
### 03 Activate your sQuid account

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)

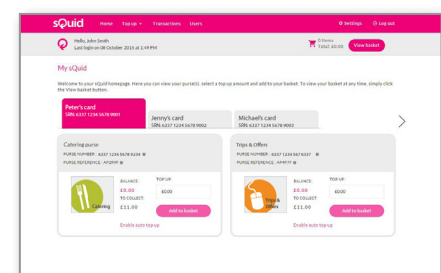
Having created your sQuid account, you will be prompted to register your unique sQuid Registration Number. This is the **16 digit number** shown on the front of your registration letter, together with your **3 digit security code**. You'll also be able to assign an easy to remember display name on this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

The image shows the sQuid "Additional account details - step 1/2" form. It has a white background with the sQuid logo at the top. Below the logo is the text "Additional account details - step 1/2". The form includes fields for "Address line 1\*", "Address line 2", "Town", "County", "Post Code\*", and "Telephone Number\*". There is a red "Next" button 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 image shows the sQuid "My sQuid" page. It has a white background with the sQuid logo at the top. Below the logo is the text "My sQuid". There is a section for "My sQuid" with a "Top up" button. Below this are two sections for "Credit transfer" and "Credit or debit card". Each section has a "Top up" button and a "Details" link. The "Credit or debit card" section also has a "Details" link.