

# User Guide: How to Create an Account



## HOW TO CREATE AN ACCOUNT

If you are not already an Active Cosmetics Division customer, but you want to become one

On the login page, you will see the 'New Customers' section on the right-hand side. Click on the 'request account' button.

Choose the 'New Customer Registration' option

Complete the form with all of your details.

You can also upload documents in the provided field. Click on the 'Upload document' button to upload your document. Your file must not exceed 10Mb and only files in JPG, PNG or PDF formats are accepted.

Once the form is complete click on 'Complete Registration'. If you have forgotten any information an error message will appear to prompt you to complete the necessary fields.

If you have filled in all the fields, you will be redirected to the 'Thank you' page, your account request has been sent successfully to the Customer Care team and you will be contacted as soon as possible

If you have any questions about this user guide, do not hesitate to contact us by phone, by email or via your Business Development Manager.