



SearchFlow
An MDA Business

Online registration guide

...the **best** way

Online Registration Guide

The online registration process is very straightforward and should take no longer than 5 minutes to complete.

What do I need to prepare in advance?

You will need to provide us with full contact details (including an e-mail address, username and password) for;

- Senior contact - This is the main contact for review meetings or notification of SearchFlow developments.
- Administrator contact – This is the person who will be responsible for adding new contacts onto the account and assigning passwords.
- Accounts contact - This is the person who will receive the e-mailed invoices and be able to view any invoices and direct debit statements via their user area.

Are there any technical requirements to use SearchFlow?

- To use SearchFlow effectively you will need a fully installed version of Internet Explorer version 6 or above. You are able to test whether your browser is compatible on the 'information' page of the website.
- You will need to have access to a printer in order to print a direct debit mandate and the electronic search results. We recommend that you use a colour printer as some of the results are colour coded.

Step 1. Basic details

This is the information which will be held on our system to enable us to contact your firm. You will need to enter the full postal address, contact numbers and DX details if applicable.

Note: If you have more than one branch you must register each one separately.

Step 2. Accept terms and conditions

These are simple and straightforward. They reflect the commercial process and the environment in which it takes place. Please read them carefully. You will be required to indicate that you have read the terms and conditions by completing your details in the specified boxes and adding a tick to the confirmation box. You should print a copy of the terms and conditions for your reference.

Step 3. Main contact details

You will then be asked to select the type of account you require. There are three ways of setting up your account. These are;

Generic user login: This is a single company username & password which is set-up as a 'Generic User'. Once you have logged in using the generic username and password you will then be able to select the specific user from the list, therefore enabling SearchFlow to distinguish easily between users.

Individual user login: Each user within a firm is allocated their own unique username and password, which they use to access SearchFlow.

Individual User login and generic password: Each user within a firm is allocated a unique username with a generic password.

You will then be asked to set up the three main contacts within your firm:

- ➔ Senior contact
- ➔ Administrator
- ➔ Accounts contact

When setting up each of the above users you will be asked to supply a 'unique' username for each user. This username will need to be unique to all SearchFlow users not only your company. If you do enter a username which is already in use an error message will appear on screen to notify you. To correct the error you will need to amend the username slightly.

If the person you are adding as the senior contact is the same as the administrator you will be asked to 'tick here if the senior contact is the administration contact. By adding a tick to this box it will automatically complete the information.

Step 4. Confirmation of registration

You will then be asked to confirm all of the details and print the direct debit mandate.

Step 5. What to do next

Please complete and return your completed direct debit mandate to us. As soon as we receive your completed form, we will notify you by email that your account is active and you will be able to start ordering searches.

Further help

If for any reason you have any difficulty with the above, call the Sales support on 01732 880642 and they will be able to help you.

Thank you for choosing SearchFlow