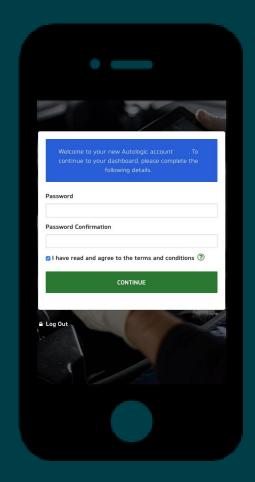


SETTING UP THE
PRIMARY CONTACT
WITH>>
AUTOLOGIC





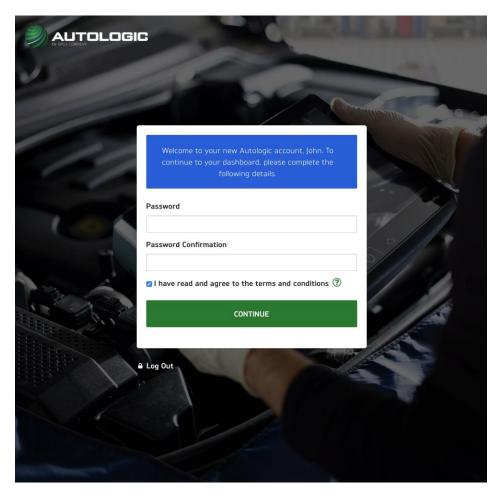
#### Setting up a Primary contact account

1. You will receive an email to the address of the Primary Account Holder entitled "Your new Autologic account is almost ready". This email will contain a link (right) which allows the user to complete the new account set up process. (please note the email may be filtered to a user's junk folder depending of the settings).



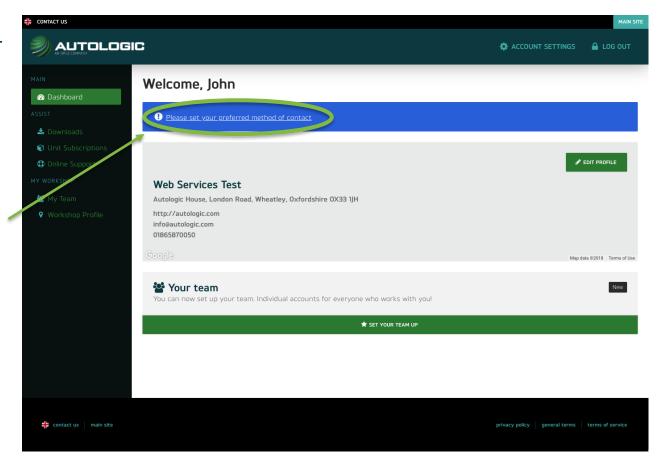


The user should choose a password for their account, once entered and confirmed press CONTINUE.





- 3. The user will automatically be logged into their new Autologic account. In future, the user should use their EMAIL address along with the new password to log in to their account.
- Once logged into your Primary account you need to set up your preferred method of contact by clicking on following link.





5. You will then get a screen titled Account Settings, here you will need to enter your contact phone numbers, if you have a main land line then enter this under phone number and if you wish to have a mobile number then also enter this under mobile number. Also select your preferred contact method, then click on update.

