

You are new on Chorus Pro and your company account hasn't been created yet.
Here is how to proceed in 4 steps.

Access the website [Chorus Pro in english version](#)

1.

Log in

NEW ON CHORUS PRO ?

Login email address * :

SIRET number * :

Validate

[I don't have SIRET number](#)

Enter :

- Your login email
- Company registration number (make sure you have this number to hand before Log in).



Please use your login email to access your Chorus Pro user account.

2.

Fill in the requested information



Fields regarding your structure (company) will autofill with the INSEE database system but you can edit them.

I COMPLETE MY PERSONAL INFORMATION

You login email address will allow you to log in


Login email address * : ✓

Confirm your login email address * :

Name * :

First name * :

I agree that my last name, first name and email address will be used by the Ministry of Public Accounts and Action (and by the provider conducting satisfaction surveys for AIFE) to receive the satisfaction survey on Chorus Pro. I also note that I can at any time exercise my right of withdrawal by unchecking the option.



Write the characters generated by the image * :

OPTION

I CREATE MY STRUCTURE

On Chorus Pro, company is called structure. Please check the information and updated it if necessary.

Identifier : 83128597800019

Corporate name : LE CHAT QUI PECHE

Structure label :

Address * : 19 B RUE DE COTTE

Supplement address 1 :

Supplement address 2 :

Zip code * : 75012

City * : PARIS 12

Country * : France

I'm creating an account to * :

Submit payment requests (Invoices, Justice costs Invoices and TIC reimbursement requests)

Create and/or consult ESPD (European Single Procurement Document)

Cancel **Validate**

- Login email address :
 - This address is pre-populated with your login address and allows you to receive notifications. You can change it if needed by clicking on the « + » icon on the « Option » box
- Enter your first and last name
- Check the possible features :
 - The « Submit payment requests » feature is selected by default. This will allows you to submit your invoices
 - The « Create and/or consult ESPD documents » feature allows you to create your European Single Procurement Document
- Click on **Validate**



Work areas grant you access to Chorus Pro features you need to issue your invoices.
The « Sent requests » and « Issued invoices » are automatically activated .

3.

Open your working areas

WELCOME CHATIME 1

Your user account fanny.uguet@aife.fr has been created.
The list below shows all available areas. Depending on your needs, please add or remove in "Activation" column the necessary areas. This settings is not definitive, you will be able to update it in time according to your new needs.

MY WORKING AREAS

| Areas | Descriptive | Activation |
|-------------------------|--|---|
| Commitments | View the commitments of the French State | <input type="checkbox"/> NO |
| Data flow overview | View the status of data flows - restricted to connected structures that have sent data flows | <input type="checkbox"/> NO |
| EDI and API connections | Create and view the EDI and API connections - Restricted to structures that requested an EDI (or API) connection | <input type="checkbox"/> NO |
| ICT refund request | Submit and view ICT refund requests | <input type="checkbox"/> NO |
| Invoices to validate | Validate Invoices - restricted to invoice validators (e.g : subcontracting case) | <input type="checkbox"/> NO |
| Issued invoices | Submit and view the Issued Invoices | <input checked="" type="checkbox"/> YES |
| Justice costs Invoices | Submit and view justice costs invoices - restricted to providers of Justice costs Invoices | <input type="checkbox"/> NO |
| Work Invoices | Submit and view the work Invoices (only) | <input type="checkbox"/> NO |

Validate

- Click on the switch input buttons to open the wanted areas.
- Click on **Validate**

Your account is created and an email activation has been sent to the previously provided email address.







You are the first one to create your company within Chorus Pro : you are the primary manager and have all the rights to modify it.

4.

Activate your user account

- Please activate the link received by email, then choose your password and the secret question for data recovery.
- Click on **Validate**.


Need help? Ask a question   

USER ACCOUNT ACTIVATION

GENERAL INFORMATIONS

Login email address : Name :

Contact email address : First name :

PASSWORD MANAGEMENT

To be accepted, your password must include at least 12 and at least 3 types of characters among the following 4 groups :

- uppercases,
- lowercases,
- digits,
- and special characters (punctuation, accents, etc...)

Password * :

Confirmation * :

Password complexity

SECRET QUESTION

Secret question * :

Answer * :



Your account has been activated, you can now issue invoices to your public client.