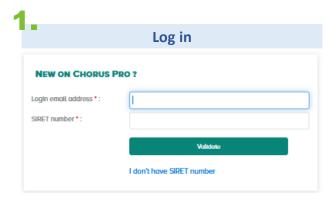
## **CREATE AN ACCOUNT IN A FEW STEPS**



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



## Enter:

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



Fill in the requested information

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

Login email address ':	clothilde@aife.fr	~
Confirm your login email address * :		
Name *:		
First name *:		
I agree that my last nam     Public Accounts and Act     to receive the satisfaction	ie, first name and email address will be used by the Ministry of tion (and by the provider conducting salisfaction surveys for AIFE) on survey on Chorus Pro. I also note that I can at any time carecties	
I agree that my last nam     Public Accounts and Act     to receive the satisfaction	tion (and by the provider conducting satisfaction surveys for AIFE)	

On Chorus Pro, co	mpany 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
NSEE not Diffusible	•

← Cancel

- 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
- Fill in the remaining fields marked with a red asterisk.
- The box "INSEE not Diffusible " is ticked only if you have asked INSEE for the confidentiality of your SIRET. In this case, the information of your structure (address, postal code, city and country) will be masked.
- Click on Validate

## **CREATE AN ACCOUNT IN A FEW STEPS**



**%**---

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

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 No activation Commitments View the status of data flows - restricted to connected structures that have sent data flows

EDI and API connections Create and view the EDI and API connections - Restricted to structures that requested an EDI (or API) connection

ICT refund request Submit and view (ICT refund requests

Invoices to validate Validate invoices - restricted to Invoice validators (e.g.: subcontracting case)

- 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.

\*

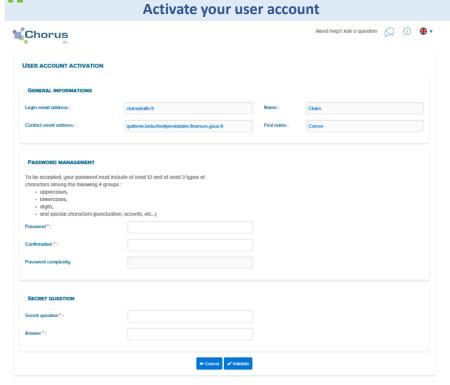
You are the first one to create your company within Chorus Pro: you are the primary manager and have all the rights to modify it.

 Please activate the link received by email, then choose your password and the secret question for data recovery.

Submit and view the Issued Invoices

Submit and view the work invoices (only)

Click on Validate.





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