



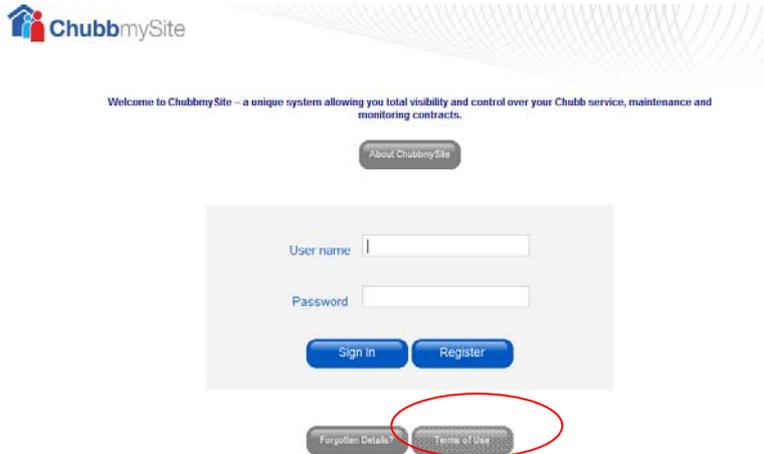
Registering Manual

Instructions for the Registering for ChubbmySite

NB: Some screens may appear differently than shown
in the manual due to software updates

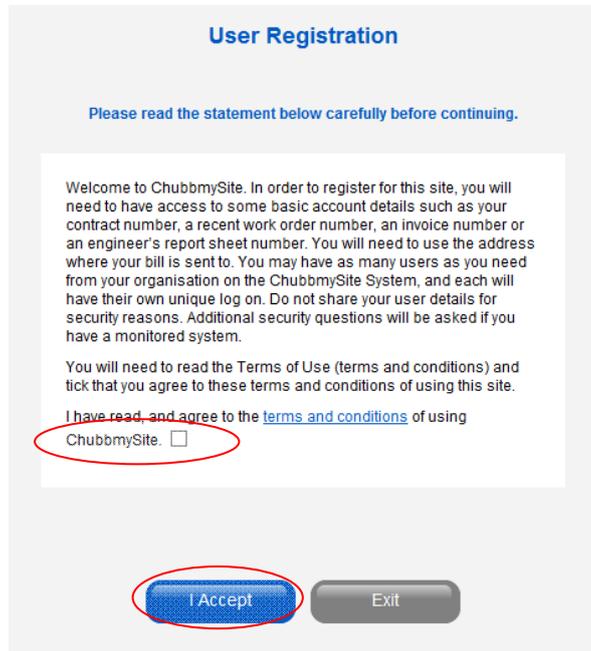
This manual will support the initial registration for ChubbmySite

The main screen will display the normal Logon screen which also offers you the option to 'Register' which you should now select.



The image shows the ChubbmySite login and registration interface. At the top left is the ChubbmySite logo. Below it is a welcome message: "Welcome to ChubbmySite - a unique system allowing you total visibility and control over your Chubb service, maintenance and monitoring contracts." There is a button labeled "About ChubbmySite". Below this is a login form with fields for "User name" and "Password", and buttons for "Sign in" and "Register". At the bottom of the form are two buttons: "Forgotten Details?" and "Terms of Use". The "Terms of Use" button is circled in red.

Choosing this link will show the screen below



The image shows the "User Registration" screen. At the top is the title "User Registration". Below it is a blue instruction: "Please read the statement below carefully before continuing." The main content is a white box containing the following text: "Welcome to ChubbmySite. In order to register for this site, you will need to have access to some basic account details such as your contract number, a recent work order number, an invoice number or an engineer's report sheet number. You will need to use the address where your bill is sent to. You may have as many users as you need from your organisation on the ChubbmySite System, and each will have their own unique log on. Do not share your user details for security reasons. Additional security questions will be asked if you have a monitored system. You will need to read the Terms of Use (terms and conditions) and tick that you agree to these terms and conditions of using this site. I have read, and agree to the [terms and conditions](#) of using ChubbmySite.

At the bottom of the screen are two buttons: "I Accept" and "Exit". The "I Accept" button is circled in red.

Once you have read the statement, if you agree, select the small box on the bottom of the screen. Then select 'I Accept' to accept the Terms and Conditions of ChubbmySite.

Over the next four screens, you should complete as many details as possible.

Your Details
Step 1 of 4 - User Details

First Name *

Last Name *

Address 1 *

Address 2

City *

Post Code *

Country *

Email Address *

Confirm Email Address *

Phone Number

AND/OR

Mobile Number x

* Denotes Required Field

Your Details
Step 2 of 4 - Security Questions

Each must be a minimum of 4 characters for you to continue.
Please avoid using spaces or special characters in this information.

Memorable Question 1

Memorable Answer 1

Memorable Question 2

Memorable Answer 2

Memorable Question 3

Memorable Answer 3 x

The third screen is used to help identify you and attach your account to your own system, it is important that the correct details are entered. If you are not sure how to find this information there is a  help pop up on each line which will give further details.

Your Details
Step 3 of 4 - Account Registration

To register your estate you must enter the Account Number plus 2 of the other security questions.

Account number: ?

Contract number: ?

Engineers report sheet number: ?

Invoice number: ?

Work order number: ?

If you are registering for monitored systems you must enter the site password for the contract number entered above.

Site Password: ?

User Details
Step 4 of 4 - Captcha Validation



Enter code shown above

The final step is used to ensure that the person registering is actually human (e.g. can differentiate between the letters shown, which a computer can't easily do).

Note that each 'CAPTCHA' image will be different and you should only enter the details shown on your own screen.

When you successfully complete the last screen, you will be shown the message below.

Please wait while your request is processed.

If you have entered sufficient detail accurately enough to uniquely identify you, your account will be set up.