

## BatchOne for current users

- You will receive an email from Batch with a link to BatchOne. When you receive this email, click on the link to be taken to the registration portal.

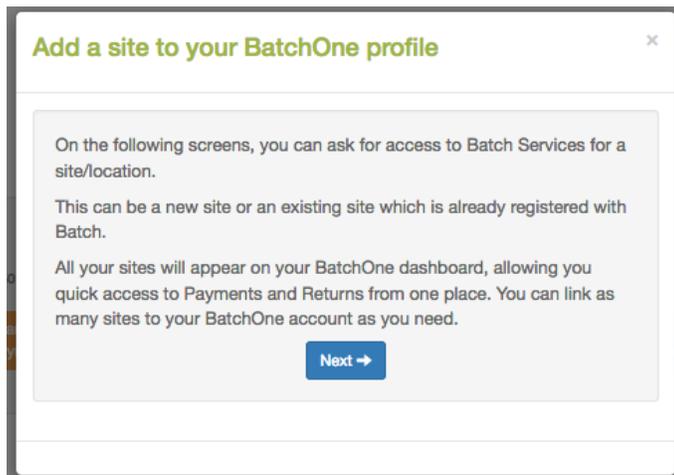


You will be required to fill in key information, such as your name, which will help us to verify that your email address is correct.

When you have submitted this, you will receive another message verifying the email address. Follow the link in this second email to be taken to the new BatchOne portal.

You will now be able to set a BatchOne password for yourself – every user must have his or her own email address and password.

Once you have registered, you will be taken to a dashboard page. You will see a button that says '+Add Site'. Select this. You will then see the following message, select 'Next':



You will be given the option to add Batch Payments or Batch Returns. Select which one you wish to set up. (You can set up both, but they need to be done one at a time.)

You will then come to the following page. Select 'Yes' and then 'Next':



**Note:** If you do not remember your old login details for Batch Payments or Returns, select 'Not sure'. You will then need to fill in a few details, which we will check and verify. You will be notified by email once this has been done.

When you select 'Yes', you will see the old user login screen. Enter the login details you normally use to access Batch Payments.

Once this information has been submitted, you will be set up for Payments. There will now be a 'Launch Payments' button on your main page and you will no longer need to remember your old login details.

If you have multiple shops or branches, you can add them in the same way. They will then each have a button on your main page; simply click the button to access the shop/branch you wish to see.

To add Batch Returns to your account, follow the steps from '+Add Site', but select Returns instead of Batch Payments.

[14/2/19]