

## The Business Post Secure Facility Guide

In order gain access to the secure facility the following steps must be taken:

### Logging in via your Email Address

To login via your email address, go to <http://www.businesspost.biz> then click 'Online Customer Services' from the left hand menu. Then click 'Send a Consignment.

You will now see the secure area login page. Before you can log into the secure area with your email address, you will first need to register. To do this click 'Register' and fill in the requested fields. See the 'Help' from the Registration screen for further information...

Upon successful registration the request will be sent directly to our administrative personnel who will validate, and clarify where necessary, the information given. If the request is acceptable your details will then be entered onto our system and you will receive an email detailing your user account details. ***This process may take a few days to complete.*** Once you have received an email stating that your details have been successfully validated you can then login to the secure area by entering your email address and password in the relevant fields...

**Note:** If the system detects attempted unauthorized entry into the facility then the account will be locked out. If a user becomes locked out then access to the secure facility must be reset by following the link 'Account Lockout?' from the login page...

### Logging in via your Account Number

It is no longer possible to access the secure web area using your Account Number. Existing customers that have previously used their Account Number to access our secure web area must request set up to the secure facility by [CLICKING HERE](#) and entering relevant information in the page that they are taken to. It will forward the request directly to our administrative personnel who will validate, and clarify where necessary, the information given. If the request is acceptable your details will then be entered onto our system. ***This process may take a few days to complete.***