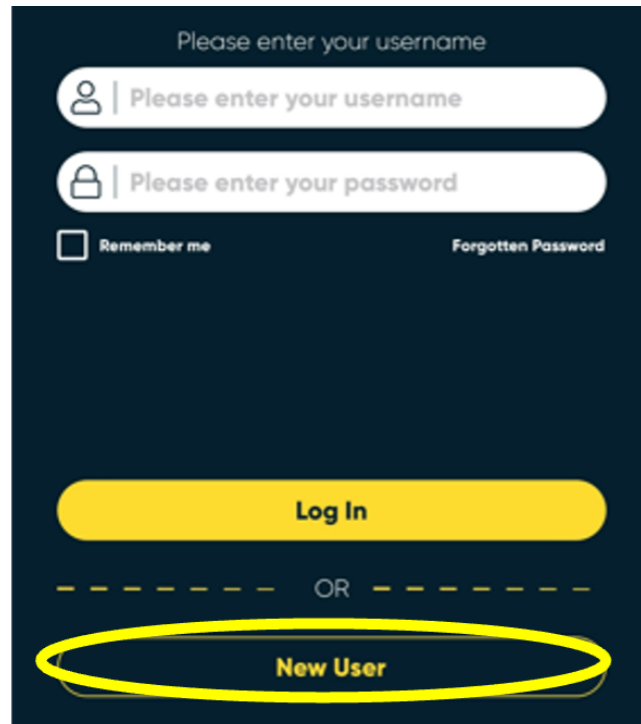


1. Once you have downloaded the App, you are ready to log in, with the below instructions:

Open the App and select “New User”



Please enter your username

Please enter your username

Please enter your password

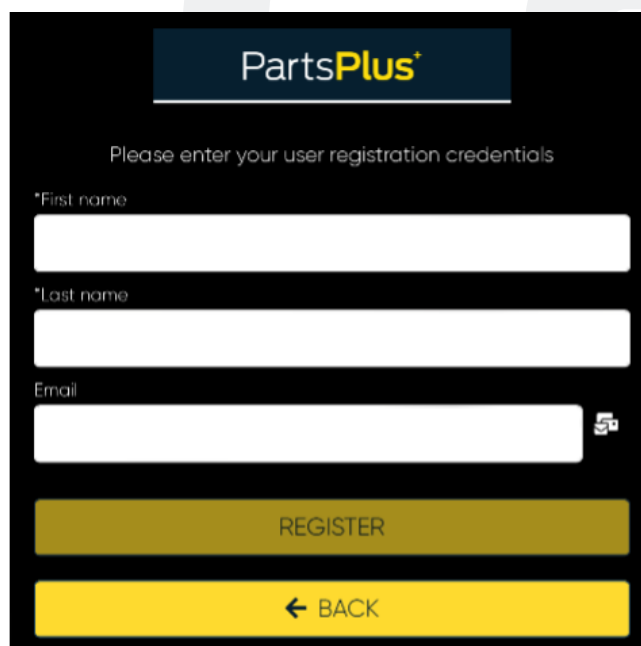
Remember me [Forgotten Password](#)

Log In

OR

New User

2. Now enter your **First name, Last name, and Email address** and hit Register



PartsPlus<sup>+</sup>

Please enter your user registration credentials

\*First name

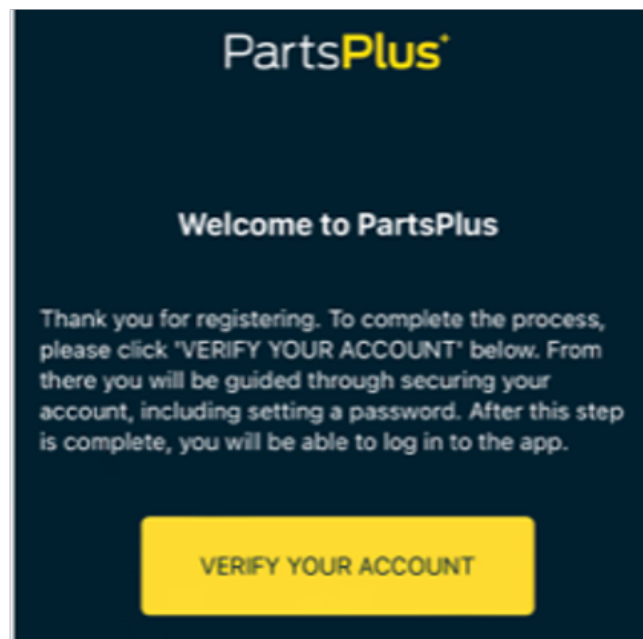
\*Last name

Email

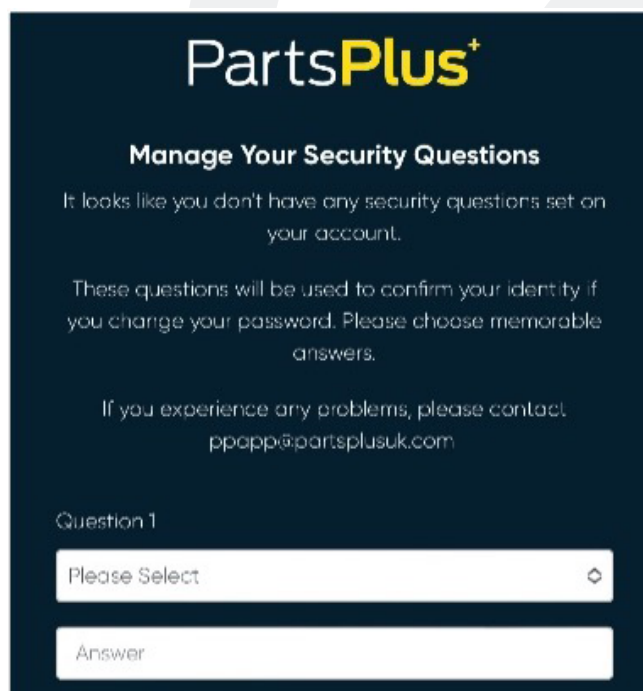
REGISTER

← BACK

3. Now a **confirmation email** will be sent to the email address you registered. Once you receive the email, press **“Verify your account”** **Please note that the link will expire after 10 minutes**, if it expires, you will need to submit the form again



4. Next, set up some **security questions**, in case you forget your password in the future. You will need to select 3 security questions and hit Go



5. You will then need to **create a password**, make sure it includes at least **1 symbol, 1 number, 1 upper and lowercase letter, and must be between 8-50 characters**

14:37 English

## PartsPlus<sup>+</sup>

### Manage Your Password

To create or reset your password, please add your new password below.

Your password must contain at least one symbol, one number, one uppercase letter, one lowercase letter and be between 8-50 characters.

If you experience any problems, please contact [ppapp@partsplusuk.com](mailto:ppapp@partsplusuk.com)

Password

Password confirmation

Save

6. Tick to accept our Cookies and Privacy Policy

14:37 English

## PartsPlus<sup>+</sup>

### Privacy settings

#### Web Cookies

Necessary cookies are essential for core App functionality and security. If you agree, we also want to use cookies to:

- Enhance the performance of the App
- Optimise content
- Improve App experience
- Personalise services
- Understand how the App is used

For more details, see [Cookies & Privacy Policy](#)

You can change your settings at any time in your profile.

Manage Decline Accept

Password confirmation

Please accept the Cookies & Privacy Policy before continuing.

Save

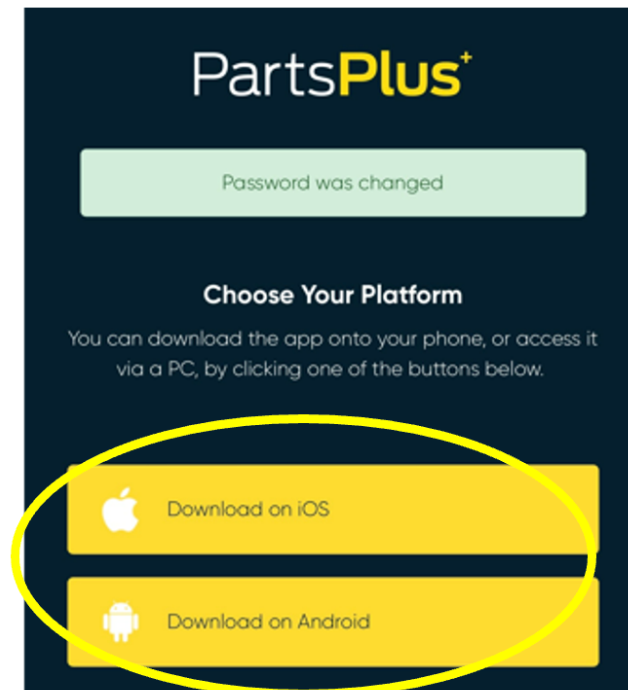
#### Choose Your Platform

You can download the app onto your phone, or access it via a PC, by clicking one of the buttons below

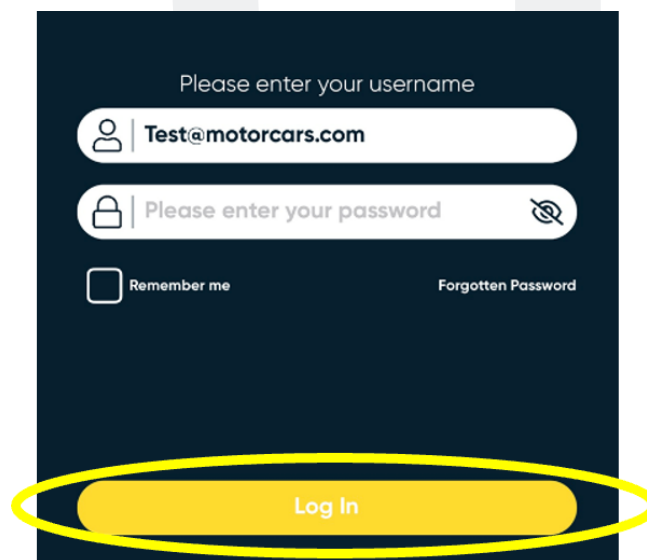
Download on iOS

Download on Android

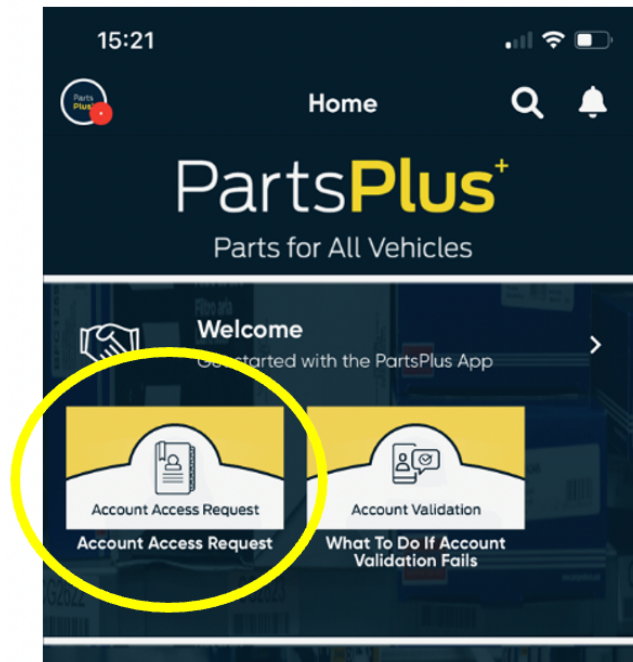
7. Now that you have set your password, select either of the two options, depending on what type of phone you have, and the App will open up



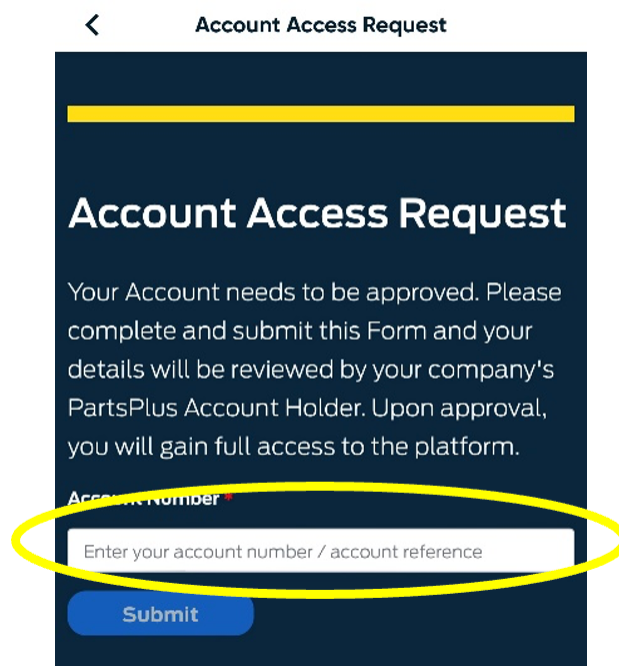
8. **You are now ready to log in**, enter your **Username, which is the email address you entered** and your Password, click **“Remember me”** and then **“Log in”**



9. Before you are granted full access to the App, the main account holder will need to approve your request. Please select “**Account Access Request**”



10. On the form, you need to enter the **Account number** of the Account you would like to be assigned to and click submit

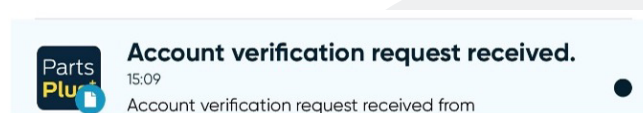


## 11. Next, the **main Account holder of the account will need to approve this request**

The Account holder is the person who has their email address assigned to the Account. They will need to login to the App and go to their **notifications**, this is the bell icon on the top right-hand corner



## 12. Once the Account holder has opened up the notification tab, they will need to open the notification called **“Account verification request received”**



## 13. Once opened, it will come up with the name of the person who also wants to be assigned to the account. **The Account holder, will just need to select “Yes”**, if they want that person to be assigned to the account and then submit

