

Dear David,

Thank you for registering with Creditserve. To view your report please follow the user guide below:-

1. Please visit <u>https://reports.creditserve.co.uk/Company/SearchCompany.aspx</u> and click the "Forgot Password" link as below:-

Existing Customers							
		Login					
Forgot password	Request	an account					

2. Enter your email for the account and hit "Reset" as below:-

Forgotten Your Password?

Don't worry, you can reset it here. Enter your email address below and click 'Reset'. You'll then receive an email containing a link to reset your password.

Please note:

To ensure that emails from Creditserve appear in your inbox, please add 'info@creditserve.co.uk' to your safe sender list. Please also check your junk folder.

Email Address : imon.cooper@silkmoth.com

3. Check your email and click on the 'Reset Password' link as below:-



Creditserve Business Information Ltd – Reg. No. 06534336 Lyric House, St Andrew Street, Hertford, SG14 1JA T: 01992 414222 | F: 01992 304400 | E: <u>matt@creditserve.co.uk</u> |W: <u>www.creditserve.co.uk</u>



4. Enter a password of your choice and confirm this, then hit "Reset" and login again with new password:-Reset Password?

To reset your password, enter a new one below.

New Password:	•••••				
Confirm New Password:	•••••				
	Reset				

Recommendations:

Choose a strong password, we encourage you to do so.

Ways to increase the strength of a password include:

- creating a long password or passphrase;
 using a wide range of characters, such as: uppercase letters; lowercase letters; numbers; punctuation marks; and other symbols.
- · avoiding the use of dictionary words where possible;
- avoiding simple substitutions such as 'p4\$\$w0rd'; and
- avoiding the use of patterns derived from the physical keyboard layout (e.g. 'qwerty' or '1qaz2wsx'), since these are extremely common among users who do not use a latin alphabet in their mother tongue.
- 5. Once logged in with your new access codes please visit the 'Account History' tab to review your report(s):-

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