How do I register my **Online Account?**





How to register for the Online Account Manager (OAM)

As part of the **registration process**, you will be asked for **two different Passcodes**.

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Static Passcode you choose

The first is a **6 digit 'Passcode'** that you can set during registration. This will remain the same every time you want to log-in to the OAM.

One Time Passcode you will receive via email or text message

You may be asked for a **"One Time Passcode" (OTP)** which is different every time and will be sent to you via **text message (SMS)** or via **email**, using details registered to your account.





Step by step guide to register for the Online Account Manager



		Register		
Alread accou Our o Accou	dy have an account? Login to your unt. Inline account management service, My unt is the simple way to manage your unt whenever and wherever it suits you	Card number:	Register your account	
Regist	er your account	Date of birth: Postcode:	dd/mm/yyyy	
Now typ your Dat press Ne	e in your Credit Card Nun te of Birth and Postcode a ext.	nber, and	Next >	





Set your own Username, Passcode and Password

This step is important to keep your account safe.

Step A: Set Username (Case-Sensitive)

You will be asked to set a **Username**. This can be your **name**, an **account 'nickname'** or **email** address. You will always be asked for your **username** when you come back to login to the OAM.

Step B: Set your own Passcode

Here is where you can set up your very own **"Passcode"**, containing numbers that are memorable for you and will remain the same and only you should know it.

This is the number we mean when we ask for digits of the **"Passcode"**.

Step C: Set your own Password (Case-Sensitive)

You are also asked to set up your own **Password**. The help text offers guidance as to what makes a safe **Password**. Again, only you should know this **Password**.

Step D: Provide your email address

Lastly, you will be asked for your **email address** and then press **Register Now**.



Already have an account? Login to your account.		
Please set up a username, passcode and password.	Username:	
For security reasons:	Passcode:	6 digit number
 Passwords must not contain your user name. Passwords must be at least 8 characters long. Passwords must contain at least one uppercase letter and one lowercase letter. Passwords must contain at least one number. Passwords must contain at least one special character such as a @ or ! symbol. The password indicator will show you how secure your password is. Passcodes must contain at least 3 different numbers and not include sequential numbers. Complete and confirm your email address 	Password: Repeat password: Email address: Repeat email address:	Choose password Password Strength A strong password contains minimal 8 characters, with at least one small, at least one number and at least one special character like '!@#\$%^&*()++='.
Helpful tips to help you set up your Password and Passcode		



	myaccount.creation.co.uk	¢ 64% ■, C 1 + 1
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	Register	
Receive a One Time Passcode	Verify Passcode token below: check your mobile ph	one for further details
o complete the registration	SMS token:	Option 1: Receive a One Time Passcoo on your Mobile Phone
	I want to use my email address	Once you click 'Register Now', you will receive a One Time Passcode via a text message (SMS) to your mobile phone. The will be the mobile phone number that is linked to the account.
		Take the One Time Passcode number y have received on your mobile phone and type it into the 'SMS token' field .



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Register

Please enter your passcor SMS token:	de token below; check your mobile p I did not receive an SMS I want to use my email address	ohone for further details. Option 2: Receive a One Time Passcode via email If you prefer to receive the One Time Passcode via email, then simply click on the 'I want to use my email address'.





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Register

Verify Passcode token	where you can insert the One Time Passcode you have received in an emai
We have just send you a 6 digit passcode to confirm your changes. Please check your email. Passcode: I did not receive an email	 Keeping this Creation 'window' or tab open – access your email to retrieve the code. You mig need to go to your browse (Google Chrome or other to open a new browser window to gain access to your emails. Return to this page and enter the 6 digit code
	from the email into the 'Passcode' field.



ht





Dear Steven Smith,

Use the following information to continue your online information change.

302824 is the code you will need to use to continue your online information change.



Receive a One Time Passcode to complete the registration (continued)

The **email** will look like this example.

www.creation.co.uk



10:40 Tue 12 May

<

Register

Your account has successfully been registered.

An email with a confirmation of your registration details has been sent to your email address. Please keep it for your future reference. If you don't receive this email please check your spam filters. If you still need help, contact us.

Login to your account



Registration – successfully completed.

Click on **Save** and you will now see a **confirmation** on your screen that you have **successfully registered** for the **OAM**. You will also receive an **email** confirming your successful registration.

Please see the **'First Time to Login to the OAM'** to help you gain access to your **Online Account Manager**.

