

ON-LINE SYSTEM INSTRUCTIONS

If you are a new user and you have not previously used the On-line system please follow these instructions step by step...

- 1. When in the Main menu for labguide.co.uk click on to:
"Register a new account"
You will then be on the "Buyers guide registration" page. This page will guide you through setting up your own Buyers' Guide account so that you can list your company in one or many of our Buyers' Guide edition journal publications. If you already have a Buyers' Guide login/username and password then you should login where indicated using your existing login information. If you are a new user then you should choose a username and password to access your new account. Your username should contain between 4 and 12 letters, and your password should contain between 6 and 20 numbers and letters**
- 2. Your new Buyers' Guide login will now have been created and you will then receive a confirmation email in the next few minutes which will confirm your login details. Please keep it in a safe place for your future reference. You may need your login details to view or amend your Buyers' Guide listing information in the future.**
- 3. To continue with completing your listing, please select the Buyers' Guide that you would like to be listed in. (You will be given an opportunity to sign up for additional Buyers' Guides at the end of this registration process). Alternatively, should you wish to complete your listing at a later date, log out and when you next log in you will need to click on to:
"Login in as existing User"**
- 4. Once you have selected which guide you would like to be listed in you will then be asked to enter your company details, as they will appear in the buyers' guide listings. The type of listing that you eventually purchase will determine how much of this information is published. It is strongly recommended that you provide as much information as possible to allow you to preview different listing types later on in this signup process. You will be given another opportunity to change these details later on if necessary.**

Once you have entered all of your company details, you will then be automatically taken through the process of entering your Product categories, distributor information, up load your company logo or enter a company editorial. Once you have completed your listing, please click on "Authorise" and type in the authorisation box "I AGREE" Your listing will then be authorised ready to be transferred into the guide listing pages. You will also be shown the full cost of your listing.

SHOULD YOU HAVE ANY DIFFICULTIES IN USING THE ON-LINE SYSTEM PLEASE CONTACT:

**GUIDE MANAGER
TEL: + 44 (0)1727 855574
FAX: + 44 (0)1727 841694
guidemanager@intlabbmate.com**