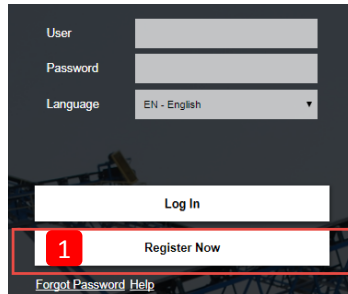


## How to Use Self Registration

### What is Self Registration?

Self Registration allows customers the ability to request access to our Customer Self-Service portal, where they can gain access to billing documents, order history and important technical information.



### How to use the application

1. Click on the Register Now Icon on the homepage.
2. Provide your customer account number, found on your invoice, so we can validate your request. Enter your company number and then click Verify.
3. Complete the 'Register for Access' form with all required fields, agree to the Terms and Conditions and click 'Register' to complete your request.
4. You will receive an acknowledgement of your request. A company representative will process your request, upon activation and email will be sent with the username and temporary password.

A screenshot of the 'Customer Self Registration' form, step 3. The form is titled 'Personal Information' and includes fields for 'First Name', 'Last Name', 'Email', and 'Phone'. Below these are 'Country' (set to Canada) and 'Preferred Language' (set to English). The 'Time Zone' is set to 'Eastern Time (New York)'. Under 'Division & Role', there are checkboxes for 'CRH', 'Dufferin Aggregates', 'Dufferin Concrete', 'Demix Agrégats', and 'Demix Béton', each with a 'Select Role' dropdown. There is a checkbox for 'Receiving Email' and a text field for 'Additional Accounts'. At the bottom, there is a checkbox for 'I agree to the terms and conditions' and a 'Terms & Conditions' link. 'Register' and 'Clear All Fields' buttons are at the bottom right.

A screenshot of the 'Customer Self Registration' form, step 2. It shows a 'Company Number' input field with a red box around it and a 'Verify' button to its right. Below the input field is a text box explaining that the company number is found on invoices. An 'Invoice' image is shown, with a red box around the 'CUSTOMER NO.' field. The invoice includes 'SHIP TO LOCATION' (1335135), 'Direct Invoicing Inc.', 'CRH CANADA GROUP INC.', 'P.O. Box 7823, Postal Station A, Toronto ON M5W 2R2, 1-855-539-4922', 'CUSTOMER NAME' (PO BOX 1234 ANYWHERE), and a table with 'CUSTOMER NO.', 'INVOICE DATE', and 'INVOICE NUMBER'.

CUSTOMER NO.	INVOICE DATE	INVOICE NUMBER
xxxxx	01/31/2017	705XXXXXX