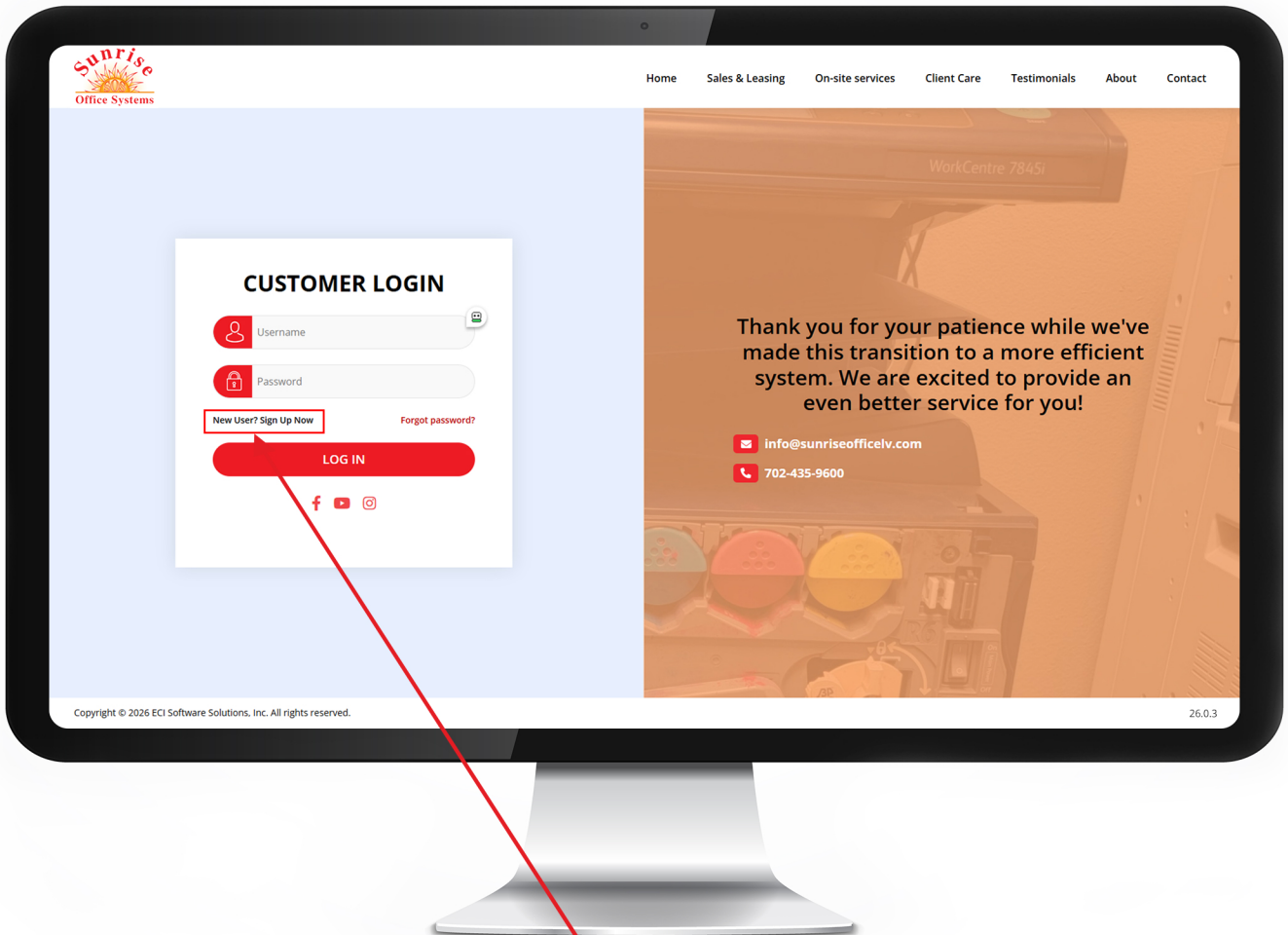


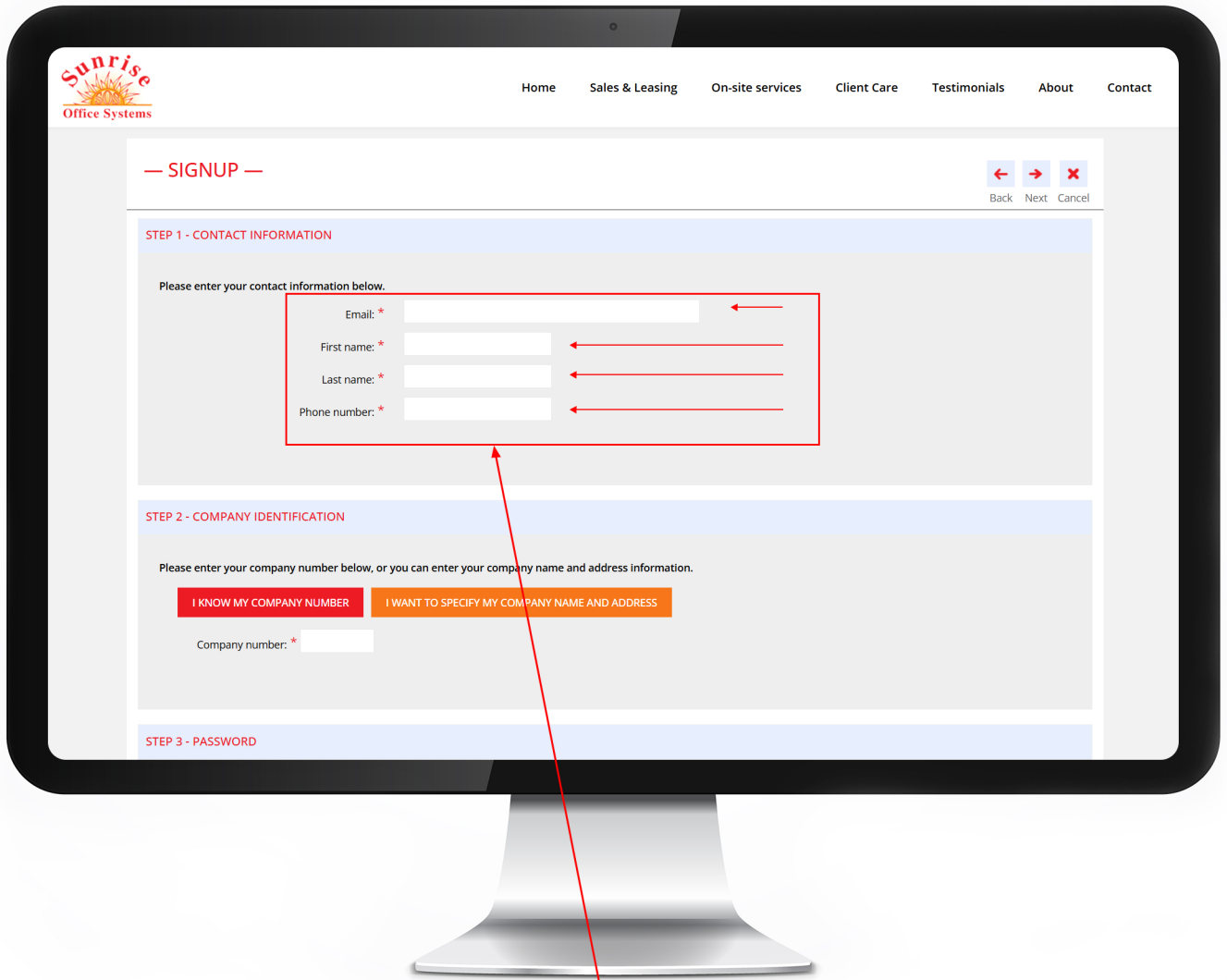
# 1. How to Sign Up for New Users

→ 1.1) Sign Up – If you are a new user, click on **New User? Sign Up Now**



New User? Sign Up Now

→ 1.2) Contact Information – Fill in all the details reflecting on the screen



Contact Information

→ 1.3) Company Identification – Fill in the Company Number, if you know it

Note: Your Company Number is on your invoice

**Sunrise**  
Office Systems

Home Sales & Leasing On-site services Client

**INVOICE**

**Invoice Number:** INV1125  
**Invoice Date:** 3/12/2026  
**Account Number:** SO00  
**Balance Due:** \$26.00

— SIGNUP —

**STEP 1 - CONTACT INFORMATION**

Please enter your contact information below.

Email: \*

First name: \*

Last name: \*

Phone number: \*

**STEP 2 - COMPANY IDENTIFICATION**

Please enter your company number below, or you can enter your company name and address information.

**I KNOW MY COMPANY NUMBER** **I WANT TO SPECIFY MY COMPANY NAME AND ADDRESS**

Company number:

**STEP 3 - PASSWORD**

Company Identification

→ **1.4) 4. If you don't have the Company Number** - Click on the 'I want to Specify My Company Name & Address' and fill in the requested information

First name: \*

Last name: \*

Phone number: \*

**STEP 2 - COMPANY IDENTIFICATION**

Please enter your company number below, or you can enter your company name and address information.

**I KNOW MY COMPANY NUMBER** **I WANT TO SPECIFY MY COMPANY NAME AND ADDRESS**

Company name: \*

Address: \*

City: \*

State: \*

Zip: \*

**STEP 3 - PASSWORD**

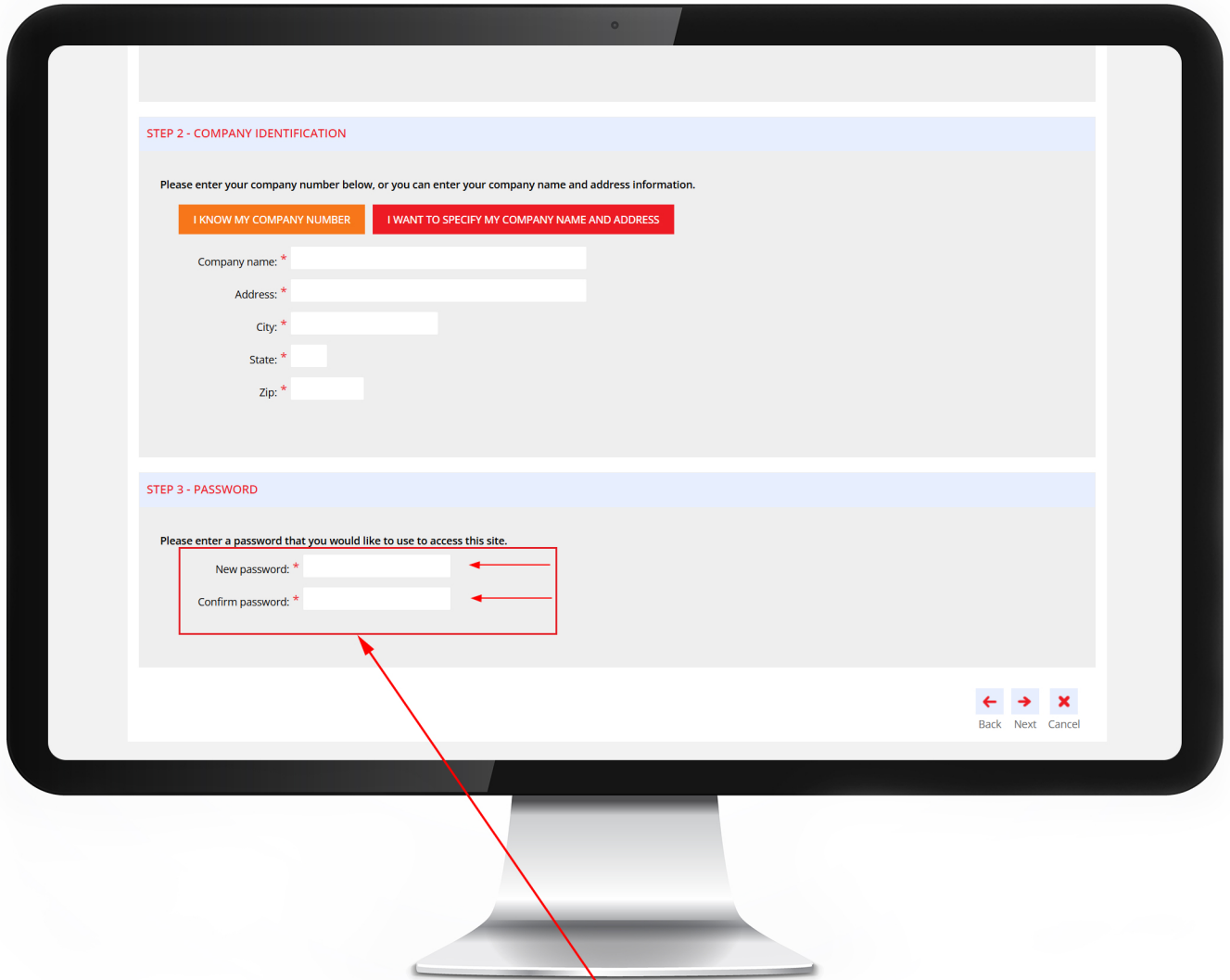
Please enter a password that you would like to use to access this site.

New password: \*

Confirm password: \*

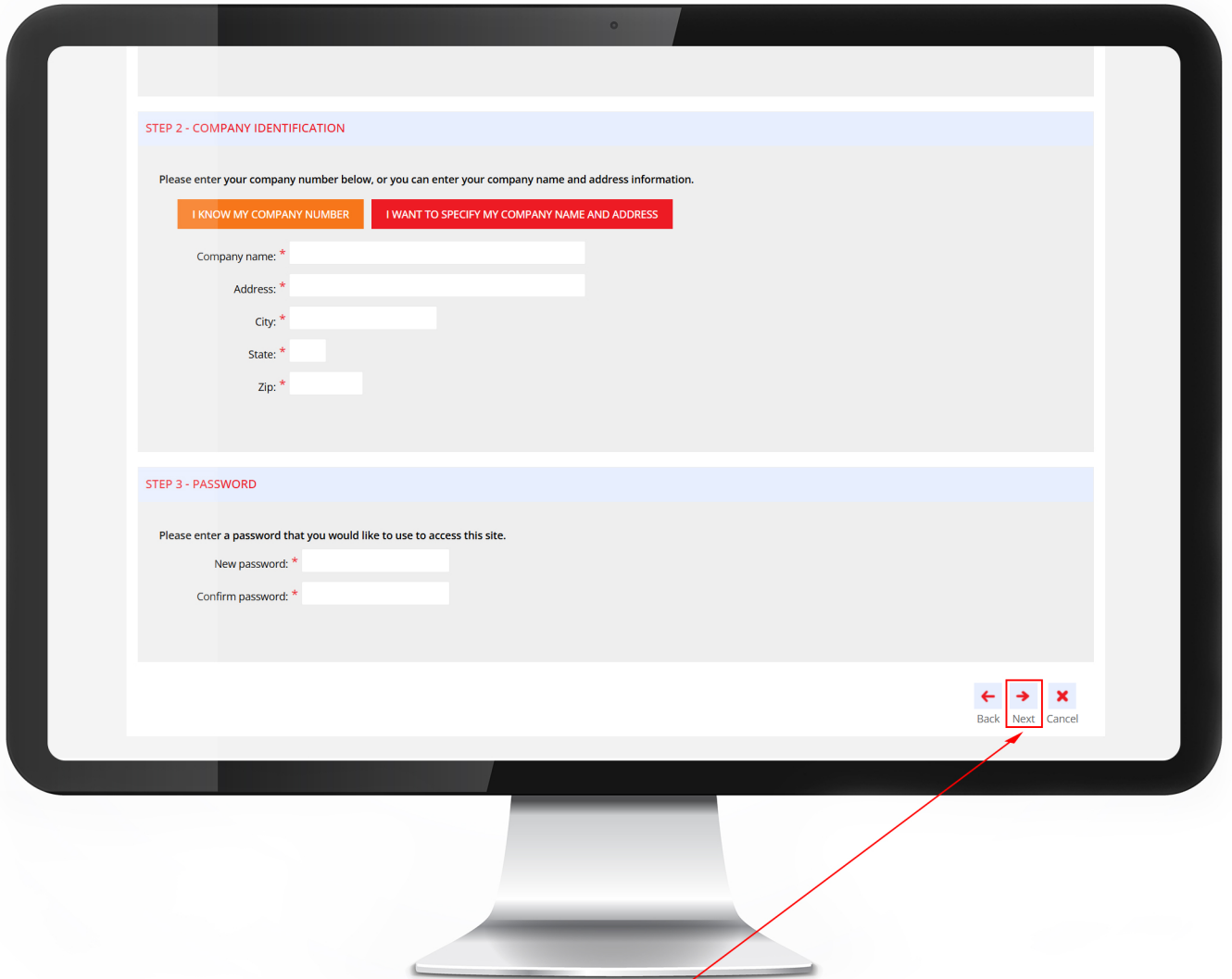
If you don't have the Company Number

→ **1.5) Password** – Enter the new password and then confirm the password



Enter Password

→ 1.6) Click on the Next Button to create a New User Account



Click on the Next Button to create a New User Account

Sign Up for  
New Users  
Complete