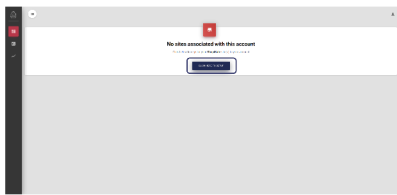


# Online Reporting Portal

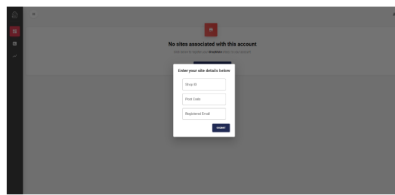
## Assigning Sites

### Step 1



Click on **CLICK HERE TO SETUP**

### Step 2



In the form that appears, enter your Shop ID, Postcode and Registered Email. This should all match the data that we have on file for you. If you are unsure, please contact our support team on 01780 480 562

### Step 3



If the process has been successful, you will now see all of the sites that are assigned to your email address.