

eReminders

A Quick Guide to Joining



Companies House

Step 1

Sign in or register for WebFiling

Register for the Companies House WebFiling service. Once registered complete the WebFiling sign-in process and the **'Join eReminders'** link is on the company overview screen.

Step 2

Add my email address

Select **'Join eReminders'**, and on the eReminder management screen your email address will be displayed under the heading: **'Add my WebFiling email address'**. Select the **'Done'** button, and 'Save'.

Step 3

The company overview screen

On the company overview screen eReminders will now show **'Email activation needed'**. Within 1 minute you will be sent an email to activate your email address.

Step 4

Activate your email address

Select the link in the email which will take you to an activation screen. Read the eReminder Service Terms of Operation, agree them and select **'Proceed'**. You will be sent an email to confirm that you have joined the eReminder Service for that company only.

Step 5

The company overview screen

If you return to the company overview screen you will see that there is now a tick next to eReminders. Your email address is also displayed within the eReminders management screen under the heading: **'Email address to receive eReminders'**.

Add further email addresses:

Each company can have a maximum of 4 email addresses. The email must be activated by the recipient who agrees to join the eReminder Service by accepting the Terms of Operation.

Adding my email address to other companies I represent:

If you represent more than one company you will have to register for eReminders for each company separately and activate all the emails that you receive. There is currently no facility to activate eReminders for more than one company at a time.