

WEB4ORCE

CLIENT ACCOUNTS

Within your Accounts Area you can pay outstanding invoices, monitor invoice history, and print any of your invoices.

To access your Accounts area:

- 1) Fill in the following User Name and Password boxes.
- 2) Tick the box marked I have read and agree to Web4orce Ltd Terms & Conditions.
- 3) Click or tap on the Submit button below.

User Name

Password

I have read and agree to [Web4orce Ltd Terms & Conditions](#)

If you have lost or forgotten your Password, click/tap on the Remind Password button above and proceed accordingly.

PLEASE NOTE - if you change your email address kindly inform us asap so that we can update your registered email address.

In May 2016 after months of development we successfully updated our Invoicing service. This enables us to keep our operating costs down and as a consequence pass on the benefits to our clients. Web4orce appreciates your patience during this testing period. Itemised below are the new invoicing procedures. Please note, the item in red below is for those small number of clients who are consistently late payers.

- First time invoices will be created on the service start date.
- Renewal invoices will be created 1 month in advance of the service start date.
- Up to 3 emails will notify you of an outstanding invoice plus a final reminder.
- Invoice payment date must be no later than 7 days after invoice date.
- Failure to pay by the due date may result in de-activation of your services.
- In the event your services are de-activated a minimum fee of £150 will be invoiced to re-activate your services.