

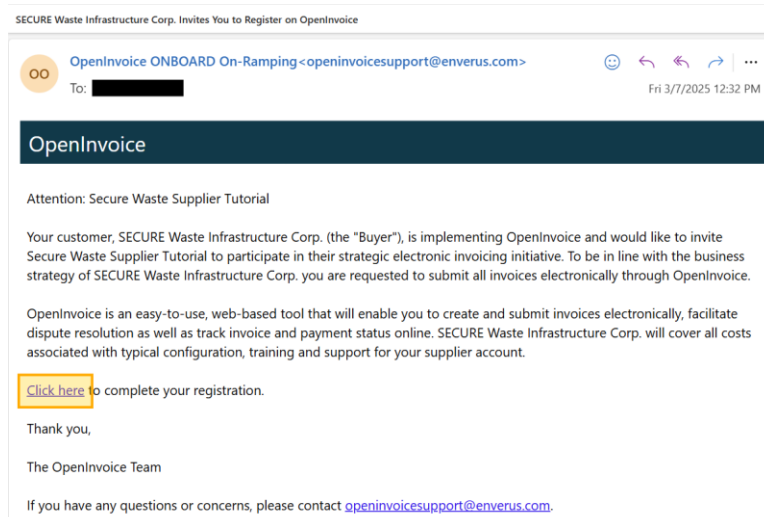


**Supplier Registration Guide for SECURE Waste Infrastructure Corp
OpenInvoice**



NOTE: If your company already has an OpenInvoice account, please reach out to your company OpenInvoice admin to add you as a user. If you are experiencing issues accessing your existing OpenInvoice account, please contact openinvoicessupport@enverus.com.

1. You will receive an email from openinvoicessupport@enverus.com with the subject: SECURE Waste Infrastructure Corp. Invites You to Register on OpenInvoice.
2. Select **Click here**.



3. After selecting the registration link, you will be brought to the OpenInvoice account registration page in your default browser.
4. Enter the requested information in order set up your account.
 - a. Enter the details related to your Company including Remit to Address, Country, State/Prov/Other, City, Zip/Postal, Company Phone Number

All OpenInvoice buyers/clients will be able to view the information you provide below. Additionally, they can enable you to submit invoices through this system.

Please enter and confirm the information below, as it may appear on invoices and other documents.

— Your Company Name and Address —

Legal Company Name
Secure Waste Supplier Tutorial

Remit to Address 1
[Redacted]

Remit to Address 2
[Redacted]

Country
-- Please Select --

State/Prov/Other
[Redacted]

City
[Redacted]

Zip/Postal Code
[Redacted]

Business Number:
[Redacted]

None

Main Phone
[Redacted]

- b. Enter the details related to your individual account including your First Name, Last Name, Username to be used for your OpenInvoice account, and choose your password to login to your OpenInvoice account

— User Information

First Name

Last Name

Username

Password

Verify Password

I have read and agree to the OpenInvoice [Terms and Conditions](#)

Next >>

Username must be at least 8 characters long
Password must be at least 8 characters long and contain:
- at least one upper case character
- at least one lower case character
- at least one number
Password cannot include:
- more than 3 consecutive repeated characters ('aaaa' or '!!!!')
- more than 2 consecutive characters ('abc' or '123')
- 3 consecutive characters from your username
- the word 'password' ('Apassword')

Note: Use the guiding information on the right of the screen for password requirements

5. Review Terms and Conditions and select the check box beside *I have read and agree to the OpenInvoice Terms and Conditions*
6. Select **Next**
7. Answer only four (4) of the security questions which will be used for security of your account. Note: Each individual user will have their own OpenInvoice account linked to the company account creating and will need to answer a set of security questions
8. Select **Submit**
9. You will be brought to the Home page of your newly created company account and will see this message:

Your registration is complete!

Thank you for registering and creating your company profile on OpenInvoice. We are currently in the process of verifying your company information to complete the account setup. If any account information is missing, we will contact you via email to request the necessary details. Please note: The verification process may take up to three business days to complete.

Once the verification process is complete, we will contact your customer to enable your account for invoicing. Internal processes on the customer's side may cause a delay in account enablement. If you experience an extended delay in the enablement process, we recommend contacting your customer directly.

Once your account is enabled, you will receive a confirmation email and can begin submitting invoices through OpenInvoice. Upon login, a step-by-step guided tour will walk you through how to create your first invoice.

Please bookmark <https://onboard.openinvoice.com> for quick access to OpenInvoice in the future.

If you have any questions or concerns, please contact OpenInvoice Support at openinvoicesupport@enverus.com. We are excited to work with you in the future.

10. If additional users will need access to your company account, please go to Membership > Users > Add New > Submit. This will send an email to your colleagues to complete the User account registration.

If you have additional questions or require support in creating your account, please contact openinvoicesupport@enverus.com.