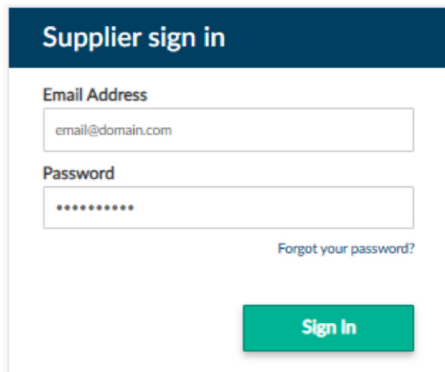


How to sign in

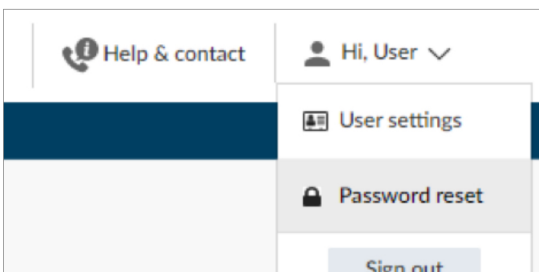
- 1) Go to www.chargethrough.com.au/suppliers or click 'Login' from the main website and select 'Suppliers' from the dropdown menu.
- 2) Enter your account's Email address and Password to sign in.



The image shows a 'Supplier sign in' form. It has a dark blue header with the text 'Supplier sign in'. Below the header, there are two input fields: 'Email Address' containing 'email@domain.com' and 'Password' containing '*****'. To the right of the password field is a link that says 'Forgot your password?'. At the bottom right of the form is a green button labeled 'Sign In'.

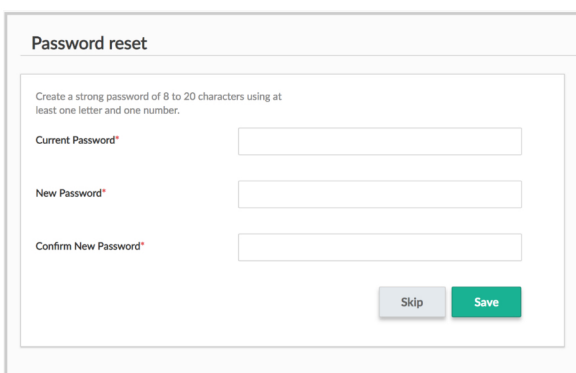
How to change your password

- 1) In the global navigation, click the user name and then select "Password reset".



The image shows a user profile dropdown menu. At the top left is a 'Help & contact' link with a phone icon. To its right is the user name 'Hi, User' with a dropdown arrow. Below the user name is a list of options: 'User settings' with a person icon, 'Password reset' with a lock icon, and 'Sign out' at the bottom.

- 2) Enter your current password and then the new desired password. Click "Save" to apply.

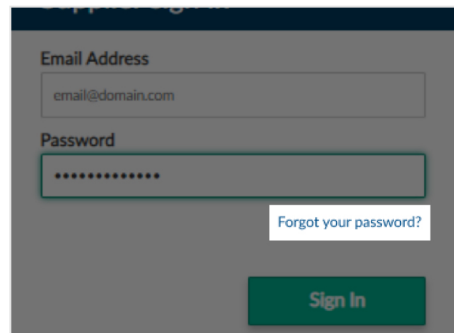


The image shows a 'Password reset' form. It has a title 'Password reset' and a sub-header 'Create a strong password of 8 to 20 characters using at least one letter and one number.' Below this are three input fields: 'Current Password*', 'New Password*', and 'Confirm New Password*'. At the bottom right are two buttons: 'Skip' and 'Save'.

How to create/reset a password

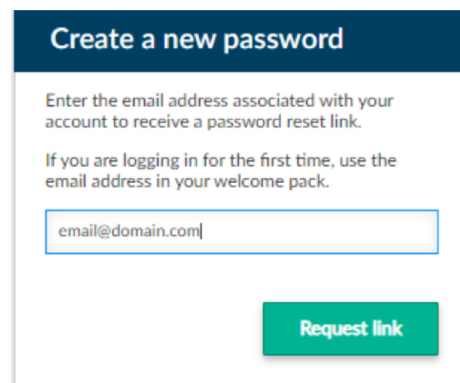
Have an active account but can't remember your password?

- 1) From the Supplier sign in screen, click on "Forgot your password?".



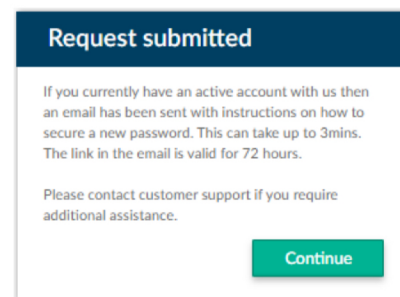
The image shows a 'Forgot your password?' form. It has a dark blue header with the text 'Forgot your password?'. Below the header, there are two input fields: 'Email Address' containing 'email@domain.com' and 'Password' containing '*****'. To the right of the password field is a link that says 'Forgot your password?'. At the bottom right of the form is a green button labeled 'Sign In'.

- 2) Enter your account's email address and click on Request link.



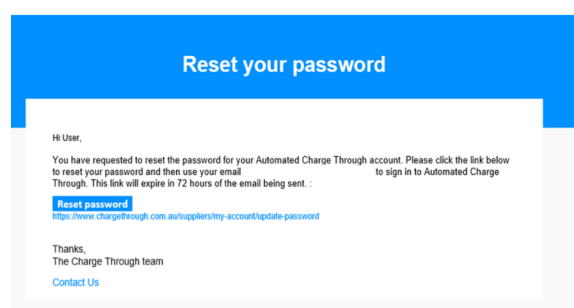
The image shows a 'Create a new password' form. It has a dark blue header with the text 'Create a new password'. Below the header, there is a text block: 'Enter the email address associated with your account to receive a password reset link. If you are logging in for the first time, use the email address in your welcome pack.' Below this is an input field containing 'email@domain.com'. At the bottom right of the form is a green button labeled 'Request link'.

- 3) An email be will sent with a "Reset your password" button for you to click on.



The image shows a 'Request submitted' form. It has a dark blue header with the text 'Request submitted'. Below the header, there is a text block: 'If you currently have an active account with us then an email has been sent with instructions on how to secure a new password. This can take up to 3mins. The link in the email is valid for 72 hours. Please contact customer support if you require additional assistance.' At the bottom right of the form is a green button labeled 'Continue'.

- 4) Enter your new password and confirm it. Then click on Save and you can now Sign in with your new password.



The image shows an email titled 'Reset your password'. It has a blue header with the text 'Reset your password'. Below the header, there is a text block: 'Hi User, You have requested to reset the password for your Automated Charge Through account. Please click the link below to reset your password and then use your email to sign in to Automated Charge Through. This link will expire in 72 hours of the email being sent.' Below this is a link: 'Reset password https://www.chargethrough.com.au/suppliers/my-account/update-password'. At the bottom of the email is a text block: 'Thanks, The Charge Through team Contact Us'.