

alphaZ documents account setup

To download documents on the < isomanaged.com/alphazdocuments > web site it is necessary to firstly setup a subscription account and these instructions explain how to do this.

Note: the checkout process needs to be completed in full and the order placed and confirmed (even though no payment is required) for the account to be created.

Setting up an Account

To create an account;

1. Go to the < [alphaZ Subscription](#) > page and click on **'Add to Cart'**
2. Click on **'View Cart'** to open the Shopping Cart page
3. Click on **'Use Code'** and enter the code **AZ100** and then click **'Apply Code'**

The screenshot shows the 'Shopping Cart' page on the isomanaged website. The cart contains one item: 'Monthly Subscription' with a quantity of 12, a unit price of £58.00, and a total of £816.00. Below the cart, there is a section for applying a code. The code 'az25' has been entered and applied, resulting in a discount of £-204.00. The final total is £734.40. The page includes navigation links, a search bar, and buttons for 'Continue Shopping' and 'Checkout'.

Product Name	Quantity	Unit Price	Total
Monthly Subscription	12	£58.00	£816.00

Got a Code?
Click below if you have a code to enter.

Use Code

Enter your code here:

Sub-Total:	£816.00
Coupon (az25):	£-204.00
VAT (20%):	£122.40
Total:	£734.40

4. Click on **'Checkout'** & complete all checkout fields selecting **'Pay by Bank Transfer / Direct Debit'** as the payment method (no payment will be taken) and then click to confirm **T&C's** & then click **'Order'** & click **again on 'Confirm Order'** which will take you to the **'account-pending'** page.

Account Activation - we will receive notification once this has been done and will then manually activate your account. Make sure you keep a note of your login details entered during checkout as you will need these to login to the site and to download any files.

For guidance on using the site and downloading files < [click here](#) >.