

# Setting Up Your Batch Account

Here are the steps you'll need to take to set up your account to access your Batch web portal. For detailed instructions, please see the Screen-by-Screen guide starting on page 2.

1. **Batch e-mails registration link:** You will receive an email with the subject, '*Connect to your BatchOne account*'. Click on the link within that email to begin the set-up process.
2. **Set-up your account:** Users will fill out brief form to create user account. After you complete submit the form, you'll receive a verification email. Within the verification email is a link you'll need to click within 60 minutes.
3. **Verify e-mail:** Batch will send a verification email to the email address used to set up the account. Users will need to verify within 60 minutes by clicking on the link in the email.
4. **Create Password:** Upon verify email address, users will be asked to create a password for their account.
5. **Add your Site:** After creating password, users will be prompted to add their store to their Batch account.
6. **Batch Confirmation:** Upon submission of the Add a Site form, Batch will be notified you'd like to add a store to your Batch account. After we confirm, you'll have full access to your Batch Payments web portal.

# Screen-by-Screen Guide to Setting Up Your Batch Account

**Batch emails user with link to register for BatchOne, the portal through which users access their bookstore's invoices. Click the link within the email to set up your account.**



**BatchOne** <noreply@batch.co.uk>  
To: nathanhalter@yahoo.com

Dear Nathan Halter,

Batch for Books users can access their bookstore's information through a portal called **BatchOne**. To register for **BatchOne** and get connected to your site, please start by following this link:

[https://www.batch.co.uk/batchone/ri?email=nathanhalter%40yahoo.com&invitation\\_uid=42427AD5-AE7E-4914-90A1-A4D7AC31DE08](https://www.batch.co.uk/batchone/ri?email=nathanhalter%40yahoo.com&invitation_uid=42427AD5-AE7E-4914-90A1-A4D7AC31DE08)

If there are others in your company who will be using Batch for Books, please forward this email to them because every user needs to log in with his or her own user name and password.

Please get in touch with us at [support@batchforbooks.com](mailto:support@batchforbooks.com) if you have any questions.

Regards,  
The Batch for Books Team

[www.batchforbooks.com](http://www.batchforbooks.com)

**Hit the green start button to begin the process**

## SIGN UP

BatchOne gives you access to all your Batch Services from one secure place.

To register, all you need is an email address, which will be used as your login. Click on Start to begin.

**Start**

**Enter the email address you intend to use for your Batch account and the country.**



## PLEASE TELL US ABOUT YOURSELF

\* EMAIL

nathanhalter@yahoo.com

\* COUNTRY

USA

**Back**

**Next**

Enter your first name, last name, store telephone number, check off the 'I accept the Terms & Conditions' box and hit the green Send button.



PLEASE TELL US ABOUT YOURSELF

\* FIRST NAME

Nathan

\* LAST NAME

Halter

\* TELEPHONE

802-431-8818

\* Please review our Terms & Conditions

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### BATCH FOR BOOKS INC.- CONDITIONS

**Standard Terms & Conditions**

**1. THESE TERMS**

1.1. **What these Terms cover.** These are conditions on which we supply services to

1.2. **Why you should read them.** Please read carefully before you accept them and before we provide services. These Terms tell you who we are and how we provide services to you, how you and we

If you cannot see the Terms & Conditions above, please download the PDF version.

I accept the Terms & Conditions

Back

Send

Notification to check the email address you entered in order to verify the email and proceed with your registration. [Go check your email at this point].



We have sent you a confirmation email to [nathanhalter@yahoo.com](mailto:nathanhalter@yahoo.com). Please check your inbox and click on the link to verify your email address and proceed with your registration. If you cannot see the email, check your Spam folder.

**Verification Email – click on the link of the verification email within 60 minutes of receiving the email.**

- BatchOne user registration: please verify your email address



• **BatchOne** <noreply@batch.co.uk>  
To: nathanhalter@yahoo.com

Dear Nathan,

Thank you for registering with BatchOne. Please click the following link to verify your email address:

<https://www.batch.co.uk/batchone/fp?email=nathanhalter%40yahoo.com&signature=cf7QYLFgBusPpQUS%2FblutjkwN1!%3D&ts=1666288810>

The link will expire in approximately 60 minutes.

We have sent you this email because we received a registration request. If you did not make this request, ignore this email.

Regards,  
Batch for Books Support

Please do not reply to this email. To contact Batch For Books, please use [support@batchforbooks.com](mailto:support@batchforbooks.com).

**Create a password and click on the blue Set Password button.**



**New Password**

YOUR BATCHONE PASSWORD

PLEASE CREATE A NEW PASSWORD FOR YOUR BATCHONE ACCOUNT

Your password must be at least 8 characters long  
must contain a mixture of letters, numbers and non-alphanumeric characters such as + ? @ \$ / & !  
must not include obvious patterns such as batch, pass, 123, test or qwerty

CREATE NEW PASSWORD

CONFIRM PASSWORD

**Set password**

**Click on the green +Add Site button to connect your Batch account to your bookstore**



**Welcome, Nathan**

You are now a registered member of BatchOne. Click on the +Add site button to start using Batch for Books

Nathan Halter ▾

**+ Add site**

Click on the blue Next button to proceed with connecting your account.

## Add a site to your BatchOne profile

ON THE FOLLOWING SCREENS YOU CAN ASK FOR ACCESS TO BATCH SERVICES FOR A SITE/LOCATION.

This can be a new site or an existing site which is already registered with Batch .

All your places will appear on your BatchOne dashboard, allowing you quick access to Payments and Returns from one place. You can link as many locations to your BatchOne account as you need.

**Next** Cancel

Select Batch Payments and hit the blue Next button to proceed.

## Add a site to your BatchOne profile

Please select a service for this site

- Batch Payments  
 Batch Returns

**Next** Cancel

Select Bookseller and hit the blue Next button to proceed.

## Add a site to your BatchOne profile

Are you a supplier or a bookseller?

- Supplier  
 Bookseller

**Next** Cancel

Enter your SAN or GLN number, if known, and hit the blue Next button to proceed. If you don't know your SAN, leave both fields blank and hit the blue Next button to proceed.

### Add a site to your BatchOne profile

Do you know the GLN and/or SAN of the company at this address?

**GLN**

**SAN**

If you don't know this information, leave the fields blank and click on Next below.

Enter your store's address and hit the blue Next button

### Add a site to your BatchOne profile

Tell us about your company

\* **Company Name**

\* **Address**

Address 2

\* **Town/City**

**County**

Confirm the information and hit the green Confirm button.

## Add a site to your BatchOne profile

Please check that the following details are correct

<b>Service</b>	Batch Payments	<a href="#">Change</a>
<b>Account Type</b>	Bookseller	<a href="#">Change</a>
<b>GLN</b>		<a href="#">Change</a>
<b>SAN</b>		<a href="#">Change</a>
<b>Company Name</b>	Valleyside Books	<a href="#">Change</a>
<b>Address</b>	22 West Street, Santa Fe, New Mexico, 234560, United States	<a href="#">Change</a>
<b>Website</b>		<a href="#">Change</a>

Click the following button to add this site to your BatchOne account

[Confirm](#)

[Cancel](#)

Your store will be listed on your Batch site with the note Payments Registration in progress.

## My Sites

Bookseller Account

### Valleyside Books

22 West Street, Santa Fe, New Mexico, 234560, United States

Payments Registration in progress

More options ▾

**Upon confirmation by Batch of your registration, you'll receive an email notifying your registration has been approved and you can log into BatchOne to access your site.**

- Your Batch for Books Payments site request has been accepted



• **BatchOne** <noreply@batch.co.uk>  
To: nathanhalter@yahoo.com

Dear Nathan,

Your request to use Batch for Books Payments has been approved. You can use this service by logging into BatchOne using the following link.

<https://www.batch.co.uk/batchone/>

If you have any questions, please don't hesitate to contact us.

Regards,  
The Batch for Books Team

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Please do not reply to this email. To contact Batch, please use [support@batchforbooks.com](mailto:support@batchforbooks.com).

**Upon logging into BatchOne, you'll see a New Payments button which you can click on to access your Batch web portal and see all your invoices.**

## My Sites

Bookstore Account

### Valleyside Books

22 West Street, Sante Fe, New Mexico, NM 234560, USA

**New Payments**

More options ▾