

# CREATE AN ACCOUNT AND A STRUCTURE IN A FEW STEPS

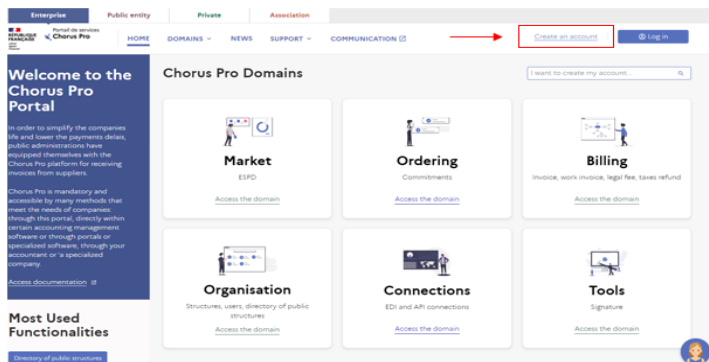
You are new on Chorus Pro services portal and your company account hasn't been created yet. Here is how to proceed in 6 steps.



## 1.

Access the website <https://portail.chorus-pro.gouv.fr>

Click on « Create an account »



## 2.

Fill in the information on the "Personal Information" form

Enter :

- Email address,
- First and last name,
- Phone number,
- Contact e-mail - you will receive notifications from the Chorus Pro services portal at this address,

Check the box "I accept the conditions" if you agree to transmit your personal information to the Minister for the Budget.

### Personal Information

Email address \*

Confirm your email address \*

First name \*

Last name \*

Phone

Contact email address

I accept that my surname, first name and e-mail address will be used by the Ministry in charge of the Budget (and by the service provider carrying out the satisfaction surveys on behalf of the AIFE) in order to receive the satisfaction survey on Chorus Pro. I also note that I can exercise my right to withdraw at any time by unchecking the option.

☒ \* I accept the conditions

## 3.

Validate the captcha

\* Reproduce the sequence of characters



ENTER THE CAPTCHA

Submit Captcha

To finalize the creation of your account :

- Copy the sequence of characters at the bottom of the screen
- Click on "Validate the Captcha" :
- An e-mail containing an activation link enabling you to finalise the creation of your account will be sent to your e-mail address.

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4.

### Activate your account

#### Update password

Required complexity: 12 characters minimum among which 3 at least should be uppercase, number or special character.

New Password \*

New Password confirmation \*

Submit

After clicking on the activation link in the email, you will then be able to set a password to secure access to your account, making sure to respect the security rules requested:

- 12 characters minimum,
- 3 types of characters minimum among the 4 following types: upper case, lower case, numbers, special characters.

Finally, click on the "Submit" button.

5.

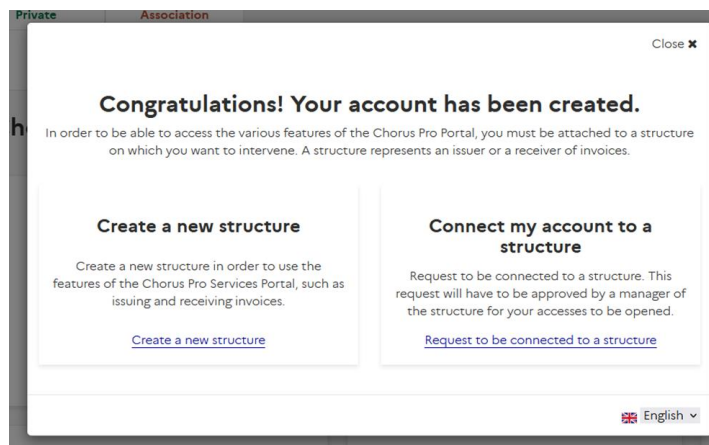
### Create a new structure

Now that your account has been created, go on to creating the structure or attaching the account to a structure.



Your user account must be attached to the company you work for, not the public client.

Start by clicking on "Create a new structure" and filling in your company details. If the structure has already been created on the portal, you will need to request a link.



Private Association Close

**Congratulations! Your account has been created.**

In order to be able to access the various features of the Chorus Pro Portal, you must be attached to a structure on which you want to intervene. A structure represents an issuer or a receiver of invoices.

**Create a new structure**

Create a new structure in order to use the features of the Chorus Pro Services Portal, such as issuing and receiving invoices.

[Create a new structure](#)

**Connect my account to a structure**

Request to be connected to a structure. This request will have to be approved by a manager of the structure for your accesses to be opened.

[Request to be connected to a structure](#)

English

6.

### Fill in information about your structure



**General Information**

Type of identifier \*

SIRET

Verification of the format by INSEE.

Siret identifier \*

This structure is not present in Chorus Pro. Check the information entered below to create the structure and connect to it.

Type of structure \*

Company name \*

Structure name

E-mail address

Phone

**Address details**

Address \*

Address complement 1

Address complement 2

City \*

Zip \*

Country \*

France

Options

☐ Non diffusible

Select the type of identifier for your structure by choosing the corresponding option in the drop-down list

Fill in information about your structure then click on « Submit ».

Your account is now active and you can now send your invoices to your public client.

