Surf accounts

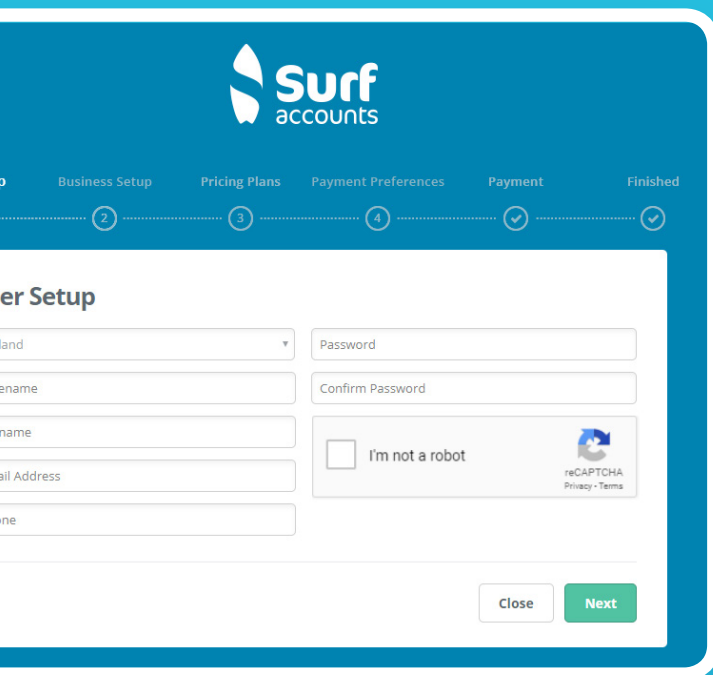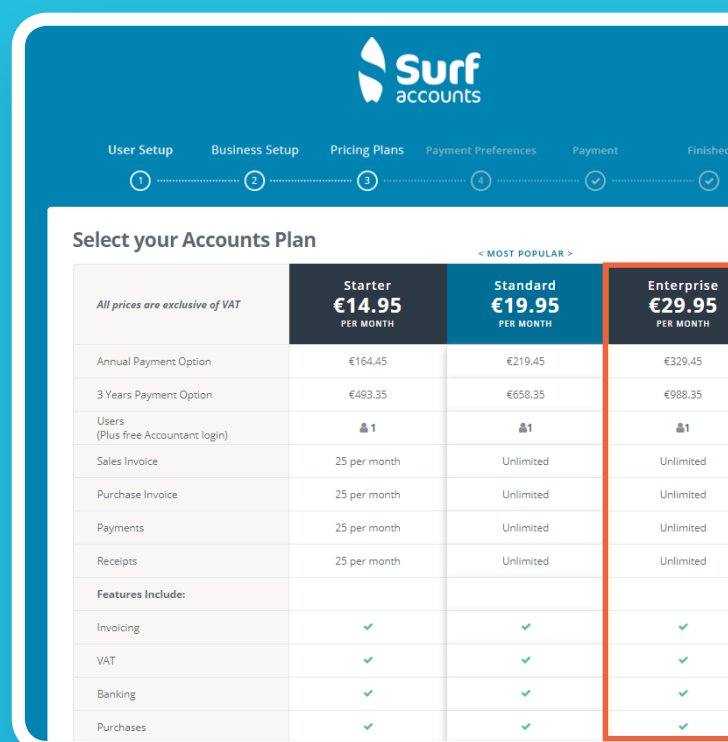# Guide to purchasing Surf Accounts

1. Go to www.surfaccounts.com & click 'Buy Now' in the top right corner.

2. Add the main users name, the main users school email address, school telephone phone number and create a password for the account.

3. Click Next.

4. Under 'Business Setup – Business Name' enter the school name.

5. Under 'Type' select C&C School.

6. Click Next.

7. On the 'Plan' page, scroll down under 'Enterprise Plan' to 'Additional Users'.

8. Select 9 additional users.

9. Click the 'Select Plan' button underneath.

10. You will also see the option to 'Add Payroll' in the bottom left of this screen. Click on this button if you are purchasing Surf Accounts and Surf Payroll. (If you are not purchasing Surf Payroll, please go to 13. Below).

11. If you select 'Add Payroll', scroll under 'Enterprise Plan' to 'Additional Users' and select 2.

12. Click the 'Select Plan' button underneath.

13. Click Next.

Select your Accounts Plan

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All prices are exclusive of VAT	Starter €14.95 PER MONTH	Standard €19.95 PER MONTH	Enterprise €29.95 PER MONTH
Annual Payment Option	€164.45	€219.45	€329.45
3 Years Payment Option	€493.35	€658.35	€988.35
Users (Plus free Accountant login)	👤1	👤1	👤1
Sales Invoice	25 per month	Unlimited	Unlimited
Purchase Invoice	25 per month	Unlimited	Unlimited
Payments	25 per month	Unlimited	Unlimited
Receipts	25 per month	Unlimited	Unlimited
Features Include:			
Invoicing	✔	✔	✔
VAT	✔	✔	✔
Banking	✔	✔	✔
Purchases	✔	✔	✔

Payment Preferences

Payment Method *

Direct Debit

Frequency
- ● Monthly Plan: €29.95 ⓘ
- ○ Annual Plan: €329.45 ⓘ
- ○ 3 Years Plan: €988.35 ⓘ

Use a Coupon Code   C&CACC   **Validate**

| Amount Payable Monthly (Including VAT) | €30.75 |
| Total amount to be paid | €30.75 ⓘ |

Billing Address

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(14) This brings you to the payment page.

(15) Under 'Payment Method', select 'Direct Debit'.

(16) Under 'Payment Frequency', select 'Monthly'.

Note: The price you will is the price before the discount for community & comprehensive schools is applied so please ignore. The school will be charged **€30.75 per month** for Surf Accounts and **€36.90 per month** for Surf Accounts and Surf Payroll once the coupon below has been applied.

(17) Add your Coupon Code.

for Surf Accounts

C&CACC

for Surf Accounts & Surf Payroll

C&CACCPAY

(18) Click 'Validate'.

(19) Click Next.

(20) Add the bank account details for the schools main current account.

(21) Click Next.

(22) An email will be sent to the email address added at the start of the purchase process.

(23) When you receive this email, click on the link in the email to activate the system. You will be asked to login using the email address and password set up at the start of the purchase process.

(24) When you login for the first time, you will see your School Name – Click on it to proceed.

(25) The system will ask for the Vat number of the school. Please enter.

(26) In the 'Year Start' box enter the first day of the first month you are entering data for.
e.g. if you start using the system in May 2019, you will enter 01/05/2019 and in the 'Year End' box you will enter 31/08/2019. If you start using the system from September 2019, you will enter 01/09/2019 in the 'Year Start' box and 31/08/2020 in the 'Year End' box.

(27) Click 'Continue on the left of the page.

✓ The setup of the account is now complete.

Business   Add New Business

Demonstration Company
Use your Demonstration Company to try out features and get familiar with Surf Accounts

📄 **Select a Business**

| No. | Business ▲ |
| 1 | Sample C & C School |

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