**IMPORTANT INFORMATION  
Keep this document for future reference**

«ToBlockAddress»

**Your Client ID**: FKER001

Wednesday, April 09, 2014

Dear Customer,

We are pleased to announce the launch of our new e-invoice web portal. This new service allows you to easily access your invoices online.

Switching over to e-invoicing offers you the following benefits:

* **Reduction of your storage costs** in compliance with tax laws and regulations
* **24/7 online access to your invoices**
* **Commitment to an eco-friendly approach**
* **Free and secure archiving** for 10 years

To view your invoices, please connect to our web portal **www.esker.co.uk/myinvoices** and enter the following login information:

Identifier: **FKER001**

Password : **24GGff22**

Once connected, select the option **Online consultation (with email notification)** in the section *Invoice delivery* to access your invoices online. This choice is reversible: you may switch to another delivery method and another email address (currently: toto@toto.com) by clicking on the *Setup* > *Modify* *personal* *information* link from your web portal. By opting for online consultation, you may view or download your invoices anytime, directly from our web portal. Your invoices, available in PDF format, are secured through electronic signature.

As soon as a new invoice is issued, you will be alerted by means of a **notification email** including a direct link to your invoice. For tax purposes, the legal value of signed electronic invoices is equivalent to that of paper-based invoices.

Should you have any further questions regarding this new service, please contact us.

Kind regards,

The Billing Department