

## How to sign up to Business account and CPS

1. Set up new Canon Digital Business Account.
2. Activate the new CPS Membership.

### Set up new Canon Digital Business account.

Step 1:

Please use this link to apply for new [Business Account](#)

Step 2:

If you are **VAT registered** business, please include your VAT registration certificate or a business invoice where your VAT number and company name are clearly visible. You must be authorized to provide these details.

If you a **non-VAT** registered business, please provide ONE of these documents showing Business Name and Address:

- Business Invoice.
- Business or professional license.
- Excerpt of Incorporation from Companies house.

Step 3:

Please include your old CPS email address during registration (Step 4 in the Business Details section), if you would like **your previously registered products to be available for migration**.

Step 4:

**Please wait** for us to validate and create your Business Account. It may take **up 2 business days**. We will send you an email to reset password once it's ready. Please **do not try to reset your password** until then.

Step 5:

Once you received an automated email from [donotreply@canon-europe.com](mailto:donotreply@canon-europe.com) please set your new password.

## Activate the new CPS Membership.

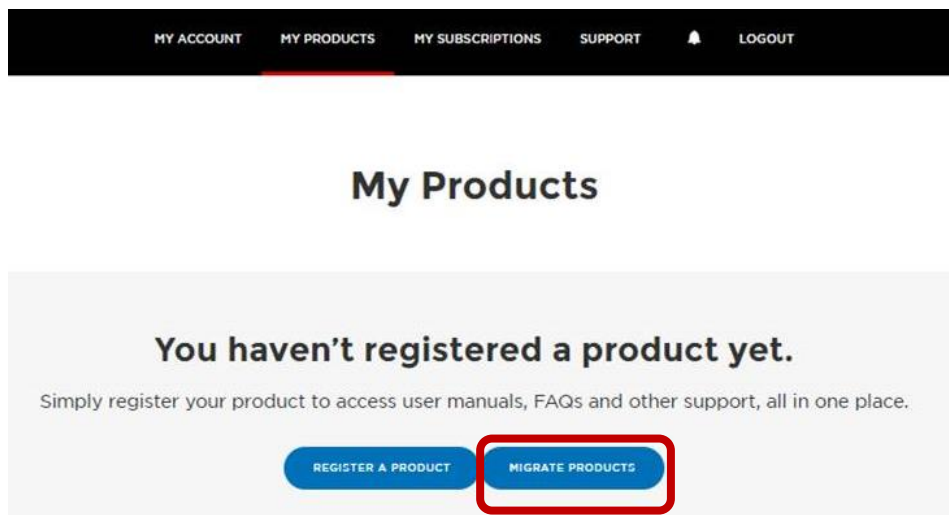
Once you have successfully reset your password, you will be able to login to your new business account.

### 1.Product registration.

Navigate to “My Products” Tab at the top black bar to register your all your Canon products.

If you previously had a CPS account and included your old email during your Business Account registration, you will be able to migrate your products.

You will see the blue button on the right MIGRATE PRODUCTS.



If you don't see blue button MIGRATE PRODUCTS, this means your old email was not provided during your Business Account application. Please register your products again or contact CPS Priority support.

### 2. Points allocation.

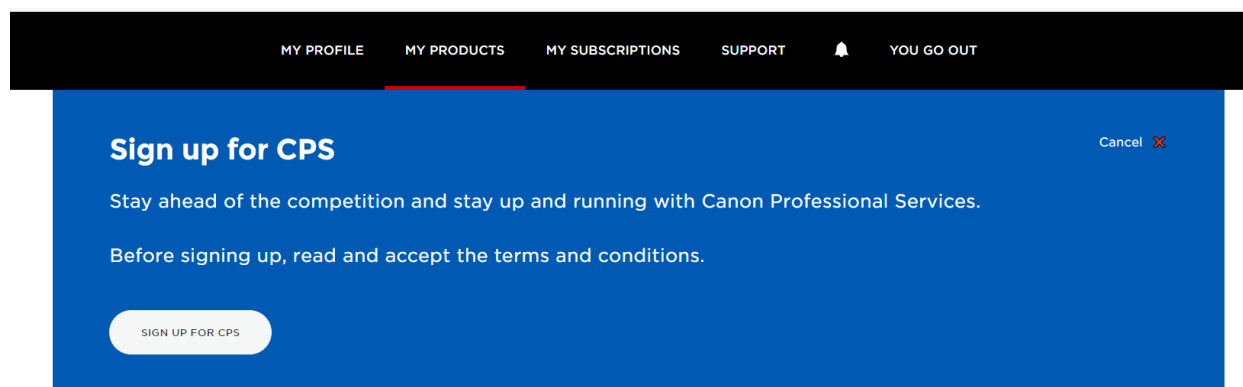
Once your products have been migrated and show a green tick – this means that all your product points are allocated.

If you don't see a green tick – click “View product” and check your product registration. Some of the mandatory product details might be missing. For example: Serial number, date of purchase, country of purchase, dealer. Please don't worry if you don't remember exact details and give us your best guess.



### 3. Sign up to for CPS.

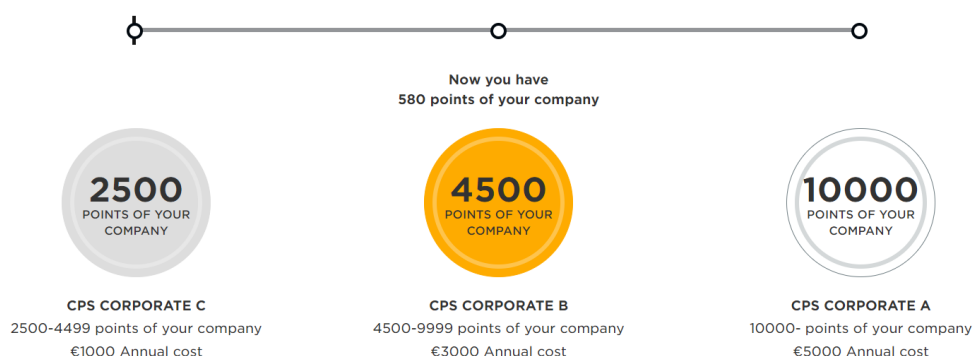
As soon as there is a minimum of 500 points on your account, there will be invitation to join CPS



You will be able to see all available membership Tiers. The more points you have, the more Tier options are open for you. For example, if you have 2000 points - you can choose any Tier.



If you have more than 2500 points, you are able to choose between Corporate Tiers and Silver/Gold/Platinum. Please change switch ON/OFF under "Available CPS Tiers"



## 4. Payment.

To proceed with the purchase, select preferred payment method: card or bank transfer.  
Please note Bank transfer payment may accrue local additional charges.  
Within few hours, you will receive an invoice.

[MY ACCOUNT](#) [MY PRODUCTS](#) [MY SUBSCRIPTIONS](#) [SUPPORT](#) [🔔](#) [👤](#) [LOGOUT](#)

### Please review your information

Please check over your information to make sure it is correct. You can go back to edit any fields if needed

Subscription


Canon Professional Services : Silver

Price: £85 excl. VAT per year

[Change Plan](#)

Subscription Type

Auto-Renewal (You can change your subscription type at any time in "Manage Subscription" in your CPS Dashboard)

Purchase Order Number 

eg-0123456789

☐ Please accept the CPS [Terms & Conditions](#)

PURCHASE

[MY ACCOUNT](#) [MY PRODUCTS](#) [MY SUBSCRIPTIONS](#) [SUPPORT](#) [🔔](#) [👤](#) [LOGOUT](#)

### Please select payment option

☒ Credit Card - will be authorized with Zero amount today. Subscription fee will be charged on the due date indicated on the invoice.

☐ Bank Transfer (**ADDITIONAL BANK CHARGES MAY APPLY**)

CANCEL


CHECKOUT


- if you have selected CARD payment - the subscription fee is **not taken immediately**, but on the due date indicated on the invoice, normally within 30 days.
- if you have selected BANK payment, please kindly process the payment by the due date indicated on the invoice.

### **Your CPS membership is available to be used immediately.**

Please note your CPS Membership number will change if you previously had one.

#### **Canon Professional Services**



 SUBSCRIPTION ACTIVE

Expires: 19/09/2024  
Membership number: 151335488

SILVER MEMBERSHIP

VIEW

Please check detailed FAQ for any more information you require.