

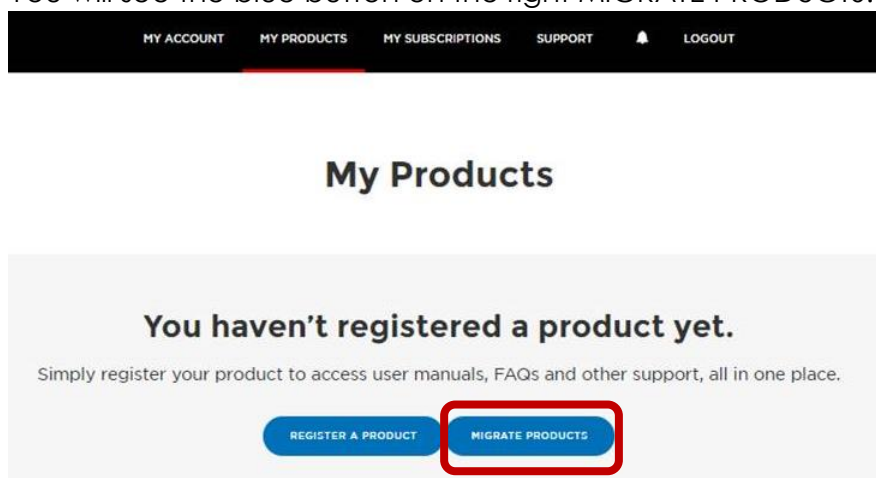
How to sign up CPS

Once your new Business Account was created and you have received an automated email from donotreply@canon-europe.com please set your new password and login [HERE](#).
You can reset your password at any time by clicking on this [LINK](#).

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 registration. Please register your products again or contact CPS Priority support.

2. Points allocation.

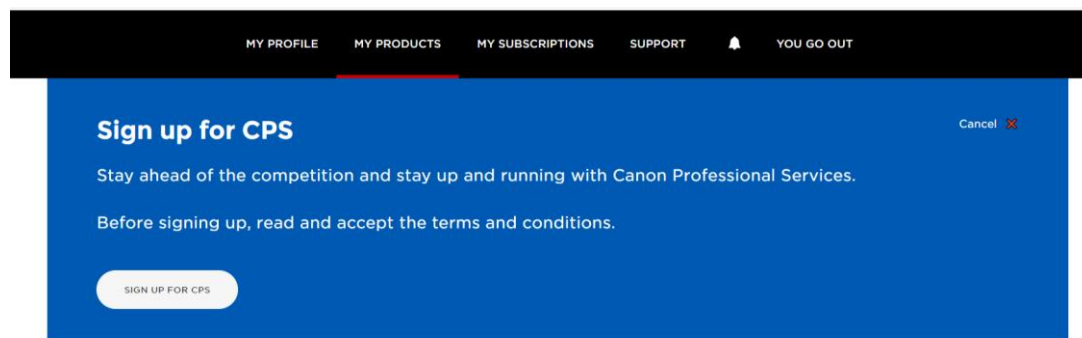
Once your products have been migrated and show a green tick – this means that all your product points are allocated.

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.

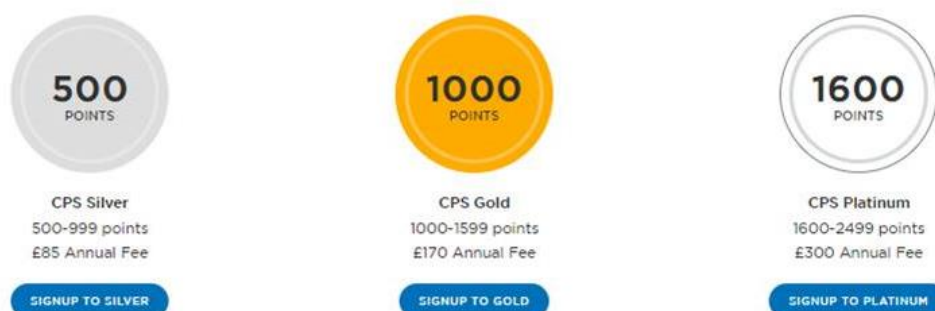


3. Sign up to for CPS.

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



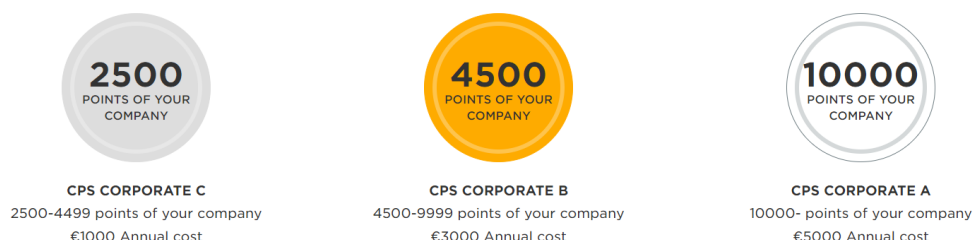
You will be able to see all available membership Tiers. The more points you have, the more Tier options are open for you. For example, if you have 2000 points - you can choose any Tier.



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"

CPS subscriptions available

View corporate plans ☒ activated



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.