

## HOW DO I ACTIVATE MY VOUCHER?

On our website: [www.riskflow.com/cfo4i](http://www.riskflow.com/cfo4i) click on the brown wallet (top left of your screen) to log onto the app. (Alternatively, you can go straight away to <https://app.riskflow.net>)

Click on "Log in" and then on "Activate account" (Note – at this stage you do not have to enter an email address & password, as you do not yet have a registered account.)

You are now prompted to enter your voucher number. Do so (remember it is case sensitive) and Click "Activate". You will now be taken to the Registration screen, where you have to enter your details (Name, surname, email address, a password you want to use – you will have to confirm the password.)

You should see a message saying "Registration complete" and a mail will be sent to the email address you have registered with. You are required to open that mail and click on the "Click here" message. This is needed so that the App can ensure that the email address you typed in is correct and belongs to you. By clicking on the "Click here" URL link, you will return to the Login page, from where you can now log in (with your email and password), as you will now be successfully registered and your account activated.