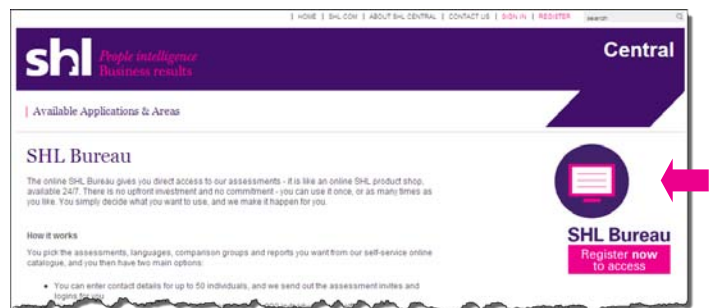


1. Go to www.shlcentral.com
2. Hover over **Available Applications & Areas** in the main navigation bar, and click on the 'SHL Bureau' option – this takes you to the SHL Bureau information page.

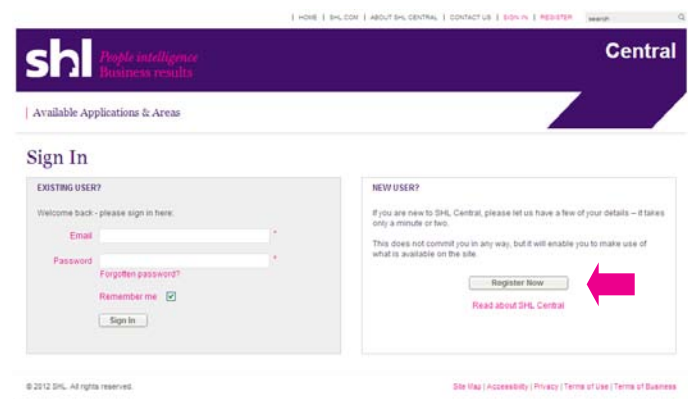


3. Click on the top right **Register now to access** - this takes you to the SHL Central Sign In page.



4. If you are new to SHL Central, click on the **Register Now** button – this takes you to the **Account Registration Request** page.

If you are already registered on SHL Central, sign in and go to step 6 below.



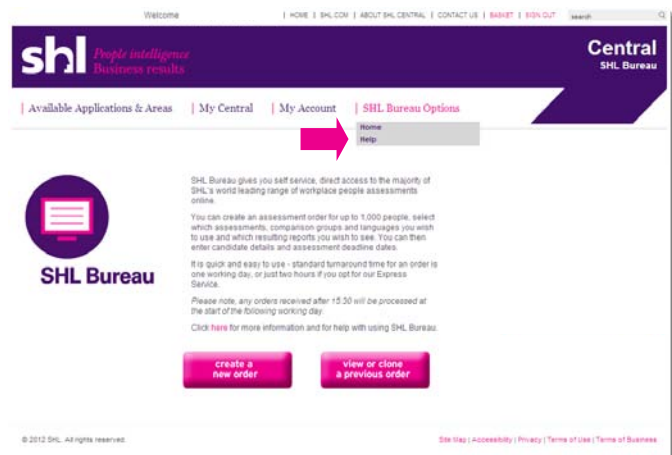
5. Enter your details as indicated, including your SHL account number if you have one, as this will help us process your registration more quickly. Then click the **Register** button.
6. You see on-screen confirmation of your registration and confirmation that we have received your request for access to SHL Bureau, and you are sent an automated email immediately, containing a link that you must click to validate your registered email address.

7. You receive a separate email within 24 hours confirming access to SHL Bureau. This email contains a link that takes you straight into the SHL Bureau area (via the Sign In page if you are not already signed into the SHL Central site).

8. You will see **SHL Bureau** in the dropdown that appears when you hover over **My Applications** (which appears once you are signed into SHL Central) on the main navigation bar. Click on this to go to the SHL Bureau welcome page, where you can place your order.



9. If you need any assistance, you will see a **Help** option under **SHL Bureau Options** on the main navigation bar, on the SHL Bureau welcome page. There is also a full Site User Guide available in **about SHL Central**, which contains a comprehensive section on SHL Bureau, with a step guide to placing an order.



If you need any assistance, the **Help** page contains full contact details for our Global Bureau support team. You can also find contact details for our Global Client Support team in **contact us**, found in the top right of all pages on SHL Central.