

Signup for Uniq365

We have 2 ways to Sign up for Uniq365. One is via the Manual Registration using **PARTNERS SUBSCRIPTION PORTAL** and second would be the **PARTNERS SUBSCRIPTION URL**.

PARTNERS SUBSCRIPTION URL

Partner Subscription URL can be found in the Partners Subscription Portal.

a. STEP 1, provide the required field in the Account Info with the given information. Once, done Click the NEXT Button.

- **First Name.** Fill in the First Name
- **Last Name.** Fill in the Last Name
- **Email address.** Supply the information with an active email address. Any form of email will do.
- **Password.** It must include at least 1 upper letter, 1 lower letter, and 1 number, 1 special character and 8 alphanumeric(s) in length.
- **Phone number.** Supply the information with an active and valid phone number



Uniq365
Create your account

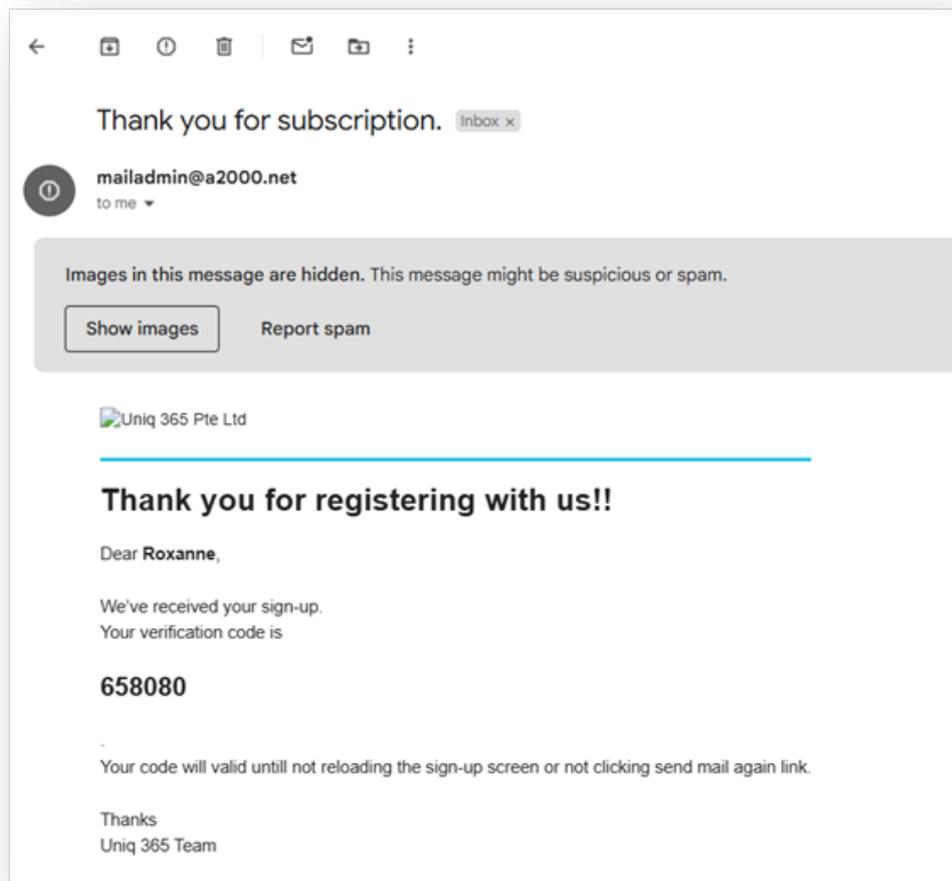
1 Account Info 2 Verification 3 Company Info 4 Package Info 5 Payment

First Name	Encode the First Name of the Customer
Last Name	Encode the Last Name of the Customer
Email address	Provide a working email address
Password	The Password must contain atleast 1 Upper Letter, 1 Lower Letter, 1 Number, 1 Special Character and (8) Alphanumerics in Length.
Confirm password	
Phone number	Provide an update Contact Detail

[Next](#)

If already have account, go to [Log in](#).

b. STEP 2, Under the Verification step a verification code will be then emailed on the registered contact details.



Encode the verification code that you will received on your provided email and click **VERIFY**.



Create your account



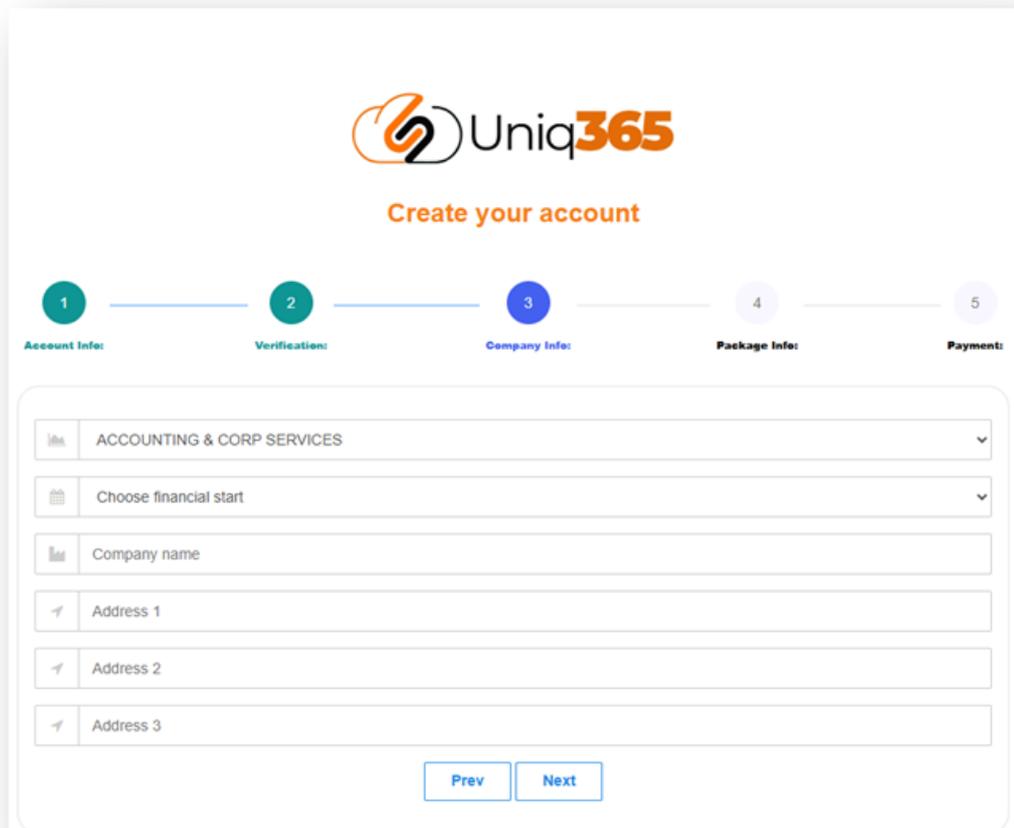
Please check your mail and enter the verification code here.

If not received verify code, send mail again.

c. STEP 3, Provide the Company Information Needed.

- **Industry type.** Choose from the dropdown the industry that your company belongs to.
- **Financial Start.** Enter the start of your financial period.
- **Company Name.** Encode the name of your company.
- **Address.** Encode the complete address of your company.

Once all the required information are encoded click **NEXT** to proceed with the Next Step.



The image shows a web form for creating an account with Uniq365. At the top is the Uniq365 logo and the text "Create your account". Below this is a progress bar with five steps: 1. Account Info, 2. Verification, 3. Company Info, 4. Package Info, and 5. Payment. Step 3 is currently active. The form contains several input fields: a dropdown menu for "ACCOUNTING & CORP SERVICES", a dropdown menu for "Choose financial start", a text field for "Company name", and three text fields for "Address 1", "Address 2", and "Address 3". At the bottom of the form are "Prev" and "Next" buttons.

d. STEP 4, Verify the Package Info for the summary.

- **Subscription Package.** Select the subscription package you want to avail.
- **Subscription Package Details.** Once the subscription package is selected, details regarding how many users, years of subscription and other inclusion of the package will appear.
- **Amounts and discount.** The amount that will be paid as well as the discount availed will be shown.



Create your account

1

Account Info:

2

Verification:

3

Company Info:

4

Package Info:

5

Payment:

Package :

UNIQ365 TRADING PACKAGE (2 YEARS SUBSCRIPTION, 80% DISCOUNT)

Avail 2 Years Subscription and get 80% Discount
3 Full Users with 1 Standard Book
50 Credit Balance for OCR, Whatsapp and E-Invoice

Book Type :

STD-Standard Accounts Book [

Amount :

3816.00

SGD

Discount :

% 80.00

After Discount :

763.20

SGD

GST :

% GST 9%

Net Amount :

831.89

SGD

I agree to the Uniq 365 Cloud Accounting Service Agreement and Privacy Policy

Sign Up

Previous

After verifying all the information, **TICK** the Uniq365 ERP Service Agreement and Privacy Policy.

If you agree to the policy, please tick the box so you can proceed to sign up.

Before you clicked, **Sign Up**, please make sure that all your details from 1-4 are correct because once you clicked you can never go back with the previous as it will re-direct you to the next phase which is Payment Confirmation.

e. STEP 5, Encode the Payment Information as required.

Currently the payment Option that is available in UNIQ365 is Credit Card and PayNow.



Create your account



 Card

Card information

1234 1234 1234 1234 VISA  

MM / YY CVC 

Name on card

 PayNow

PARTNERS SUBSCRIPTION PORTAL

Uniq365 Partner's Subscription Portal is a dedicated online platform designed for partners to manage their customer's subscription-related activities. This portal typically provides a range of features that allow partners to interact with the services or products they are subscribed to, track usage, and perform administrative tasks.

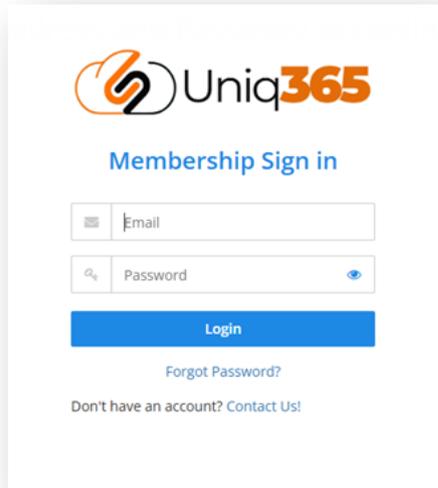
The link can be access provided below.

<https://member.uniq365.com/Membership/MemberShipIndirectUsers/Login>

a. Login in the PARTNER SUBSCRIPTION PORTAL using the provided link:

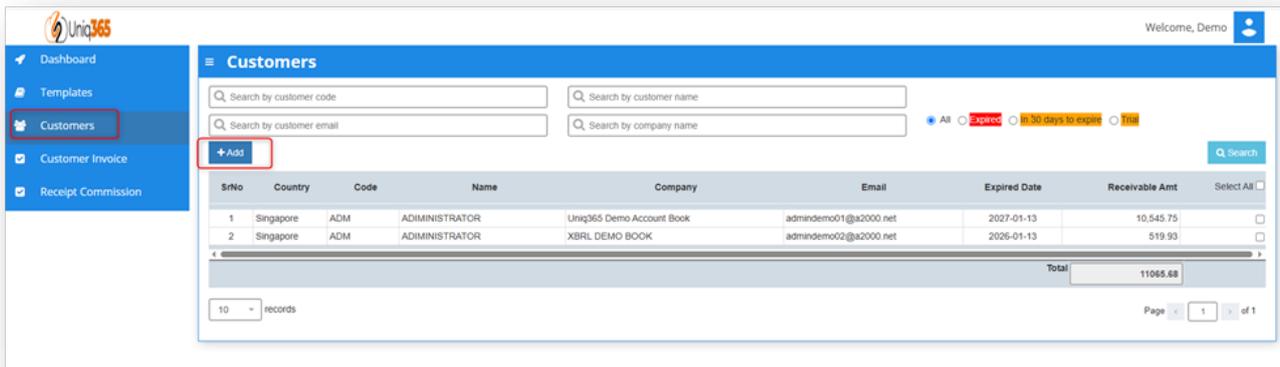
<https://member.uniq365.com/Membership/MemberShipIndirectUsers/Login>

Input the email



The image shows a login form for Uniq365. At the top is the Uniq365 logo. Below it is the text "Membership Sign in". There are two input fields: "Email" and "Password". The "Password" field has a visibility toggle icon. Below the fields is a blue "Login" button. Underneath the button are two links: "Forgot Password?" and "Don't have an account? Contact Us!".

b. Under the Customers TAB Click the +ADD Button, then it will prompt the steps that you need to do in order to proceed with creating a customer.



The screenshot shows the Uniq365 web application interface. On the left is a navigation menu with items: Dashboard, Templates, Customers (highlighted with a red box), Customer Invoice, and Receipt Commission. The main content area is titled "Customers" and features search filters for customer code, name, email, and company name. A "+ Add" button is highlighted with a red box. Below the filters is a table with columns: S/No, Country, Code, Name, Company, Email, Expired Date, Receivable Amt, and Select All. The table contains two rows of data. At the bottom right of the table, there is a "Total" row showing a receivable amount of 11065.68. The page footer indicates "10 records" and "Page 1 of 1".

S/No	Country	Code	Name	Company	Email	Expired Date	Receivable Amt	Select All
1	Singapore	ADM	ADMINISTRATOR	Uniq365 Demo Account Book	admindemo01@a2000.net	2027-01-13	10,545.75	<input type="checkbox"/>
2	Singapore	ADM	ADMINISTRATOR	XBRL DEMO BOOK	admindemo02@a2000.net	2026-01-13	519.93	<input type="checkbox"/>
Total							11065.68	

c. STEP 1, Encode the CUSTOMER DETAILS needed.

Fill in the following information required:

- Usercode.
- Username.
- Email Address.
- Phone Number.
- Password.
- Confirm Password.
- Company Name.
- Company Address.
- Select Package.

Once all these following information are filled after selecting package it will direct you to **STEP 5 for Payment.**

STEPS 2-4 will be following the default for the package that has been selected in the first step. If you want to review the following inclusions of the package you may revisit Steps 2-4.

The screenshot displays the 'Create Customer' form with the following fields and options:

- Info** tab selected.
- Progress bar: STEP 1 (active), STEP 2, STEP 3, STEP 4, STEP 5.
- ADMIN** (Usercode)
- ADMINISTRATOR** (Username)
- a21.roxanne@gmail.com** (Email Address)
- +639959666061** (Phone Number)
- WISEBUY INC** (Company Name)
- SG | Singapore** (Country)
- Enter address 1** (Address Line 1)
- Enter address 2** (Address Line 2)
- Enter address 3** (Address Line 3)
- Select package** dropdown menu:

Package Code	Package Description
SG-PKG01	UNIQ365 TRADING
SG-PKG02	UNIQ365 SERVICES
SG-PKG03	UNIQ365 START-UP
SG-PKG04	UNIQ365 ACCOUNTANT
SG-PKG06	UNIQ365 TRADING PACKAGE (2 YEARS SUBSCRIPTION, 80% DISCOUNT)

d. STEP 2, USER DETAILS

ERP SYSTEM	AMOUNT
FIN- Finance User Subscription	0 User(s) \$ 0.00 (12 Months)
FULL-Full System User	3 User(s) \$ 0.00 (12 Months)
MOB- Mobile User Subscription	0 User(s) \$ 0.00 (12 Months)
OPS- Operations User Subscription	0 User(s) \$ 0.00 (12 Months)
TOTAL USER COUNTS :	3 User(s) \$ 0.00 (12 Months)

In Step 2: User details, partners can modify the number of users for each type.

TYPES OF USERS

- **FINANCE USER.** User who are assigned this access can only access the finance tab, which comprises the General Ledger, Cash Book, Accounts Receivables and Accounts Payable module.
- **OPERATIONS USER.** User who are assigned this access can only access the operational tabs, which comprises the Sales, Procurement and Inventory module.
- **MOBILE USER.** User who are assigned this access can only access the system via a mobile device to run mobile sales and warehouse functions.
- **FULL USER.** User who are assigned this access can only access the all the tabs and modules which are accessible to FINANCE, OPERATIONS and MOBILE users
-

CAN I ADD/REDUCE NEW USERS AT ANYTIME?

Yes, you may add any number of new users in your Subscription Plan. Any users added half-way in the subscription period will be pro-rated to the duration left till the next expiry. For example, in 3 months into your subscription period you may add a new user. This new user will be billed for only 9 months till the end of the mother-contract

No, you may not reduce the number of users halfway through a subscription period. You must wait till the end of subscription period and then reduce according to your needs, only during renewal.

e. STEP 3, Account Book Details, Extra Storage & Special Application(Customization) if ANY.

Depending on the package they have selected, the details on the quantity of storage and account books will be displayed here.

In any event, they can access more storage if they've used up all of their subscription storage by modifying the desired add-ons for this steps.

The screenshot displays the 'Create Customer' interface, specifically Step 3. It features a navigation bar with steps 1 through 5, where Step 3 is currently active. The main content area is divided into three sections: 'NUMBER OF ACCOUNT BOOKS', 'EXTRA STORAGES', and 'SPECIAL APPLICATIONS'. Each section contains a table with columns for item name, storage (Gb), books (Qty), and amount per book per month. The 'NUMBER OF ACCOUNT BOOKS' section lists various account book types with their respective storage and book counts. The 'EXTRA STORAGES' section allows for additional data and file storage. The 'SPECIAL APPLICATIONS' section includes a checkbox for 'POINT-OF-SALES SOFTWARE'. At the bottom right, there are 'Previous' and 'Next' navigation buttons.

NUMBER OF ACCOUNT BOOKS	STORAGE (Gb)	BOOKS (Qty)	AMOUNT PER BOOK PER MTH
ADV-Advance Accounts Book DB (SKU/25 GB)	25	0	\$ 0.00 (12 Months)
ARC-Archived Accounts Book DB (Full/Locked/5GB)	5	0	\$ 0.00 (12 Months)
ARC-Archived Accounts Book DB (Full/Locked/50GB)	50	0	\$ 0.00 (12 Months)
ARC-Archived Accounts Book DB (Full/Locked/100GB)	100	0	\$ 0.00 (12 Months)
BKP-Simple Accounts Book DB (Bookkeeper Partner/1GB)	1	0	\$ 0.00 (12 Months)
BKP-Standard Accounts Book DB (Bookkeeper Partner/5GB)	5	0	\$ 0.00 (12 Months)
CONSOLIDATE BOOK	20	0	\$ 0.00 (12 Months)
Large accounting book with high inventory	10	0	\$ 0.00 (12 Months)
SIM-Simple Accounts Book DB (accounting-only/5GB)	5	0	\$ 0.00 (12 Months)
STD-Standard Accounts Book DB (20GB)	20	1	\$ 0.00 (12 Months)
TRG-Free Training Account Book (max 500 trans)	25	0	\$ 0.00 (12 Months)
TOTAL ACCOUNT BOOKS :	266	1	\$ 0.00 (12 Months)

EXTRA STORAGES	AMOUNT
Extra Data Storage (Gb)	\$ 0.00 (12 Months)
Extra File Storage (Gb)	\$ 0.00 (12 Months)
TOTAL :	\$ 0.00 (12 Months)

SPECIAL APPLICATIONS	AMOUNT
<input type="checkbox"/> POINT-OF-SALES SOFTWARE	\$ 0.00 (12 Months)
TOTAL MODULE FEES :	\$ 0.00 (12 Months)

f. STEP4,OCR, SMS, WHATSAPP AND E-INVOICE LIMIT.

Any excess of usage in the package that the customer availed it will be subject to corresponding charges.

Create Customer

Info

STEP 1 STEP 2 STEP 3 **STEP 4** STEP 5

OCR	AMOUNT
<input checked="" type="checkbox"/> Optical Character Recognition (OCR) Module	\$ 0.00 (12 Months)
50 Scans	\$ 0.00
TOTAL OCR AMOUNT:	\$ 0.00 (12 Months)

SMS	AMOUNT
	\$ 0.00
TOTAL SMS AMOUNT:	\$ 0.00 (12 Months)

WHATSAPP	AMOUNT
50 Messages	\$ 0.00
TOTAL WHATSAPP AMOUNT:	\$ 0.00 (12 Months)

E-INVOICE	AMOUNT
50 E-Invoice	\$ 0.00
TOTAL E-INVOICE AMOUNT:	\$ 0.00 (12 Months)

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g. STEP 5: SUBSCRIPTION SUMMARY

- Select the payment type in the dropdown, options are either monthly or yearly.
- Tick the box to agree to the A2000ERP Service Agreement & Privacy Policy before saving.

Create Customer

Info

STEP 1 STEP 2 STEP 3 STEP 4 **STEP 5**

SUBSCRIPTION SUMMARY

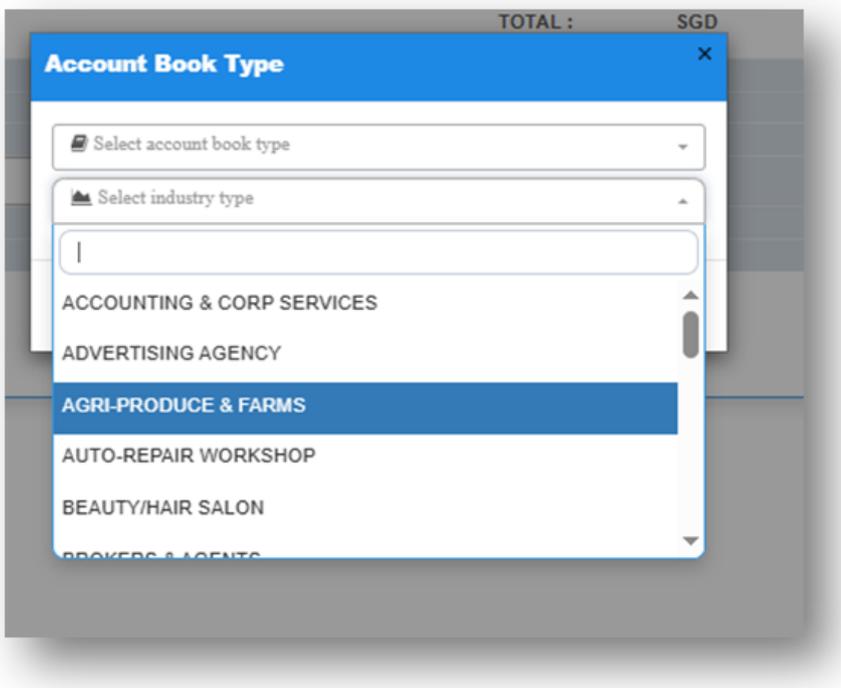
Effective Date: 17-03-2025 Duration: 12 Payment Type: Monthly

GRAND TOTAL :	SGD	0.00 (12 Months)
PACKAGE DISCOUNT (75.00 %) :	SGD	0.00
GRAND TOTAL (AFTER DISCOUNT):	SGD	0.00
G_SR9 GST 9% -	SGD	0.00
GRAND TOTAL(AFTER GST):	SGD	0.00 (12 Months)
(SAVING):	SGD	0.00

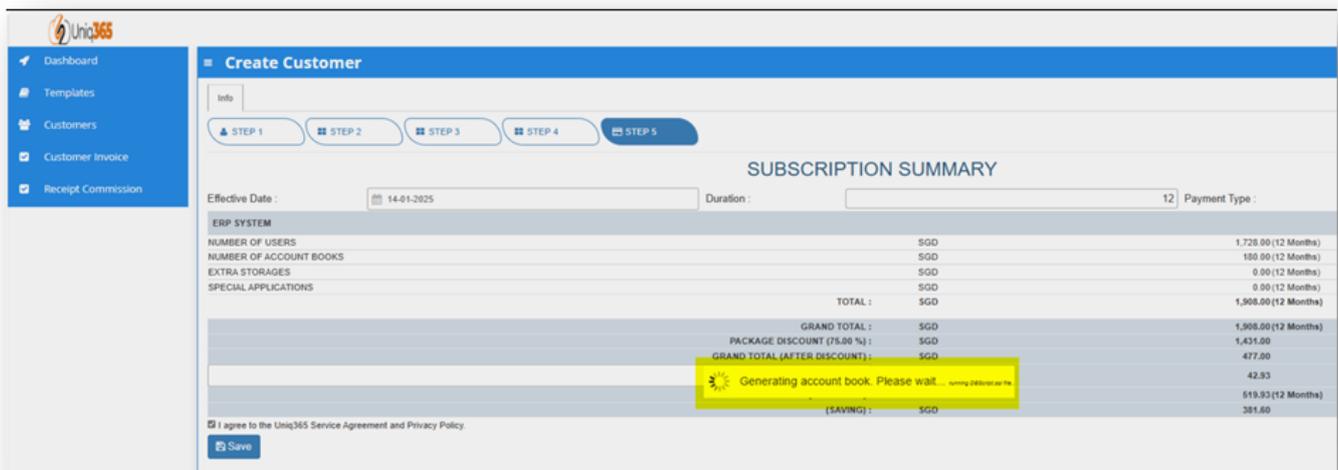
I agree to the Uniq365 Service Agreement and Privacy Policy

[Save](#) [Previous](#)

- After saving information, a pop-up message will appear so you can select the account book type and the industry type .



- Once hit save, a message will prompt indicating that system is currently generating account book. Please wait and do not do anything. If there is any interruption during the generation of account book, please reach out to us.



h. To verify for the newly created Customer. Navigate on the Customer's list.

S/No	Country	Code	Name	Company	Email	Expired Date	Receivable Amt	Select All
1	Singapore	ADM	ADMINISTRATOR	UniQ365 Demo Account Book	admindemo01@u365.net	2027-01-13	10 545.75	<input type="checkbox"/>
2	Singapore	ADMTEST12	ADMINISTRATOR	WIDEBOY INC.	a21.roxanne@gmail.com	2027-03-17	6 229.96	<input type="checkbox"/>
3	Singapore	ADM	ADMINISTRATOR	XBRL DEMO BOOK	admindemo02@u365.net	2026-01-13	518.93	<input type="checkbox"/>
Total							17304.84	

Revision #15

Created 7 January 2025 08:21:51 by Admin UniQ365

Updated 17 March 2025 08:38:05 by Roxanne Bernabe