

# 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



**Change**  
Solution that will **Revolutionize** your business for better  
**Transform**



Create your account

1

2

3

4

5







Account Info

Verification

Company Info

Package Info

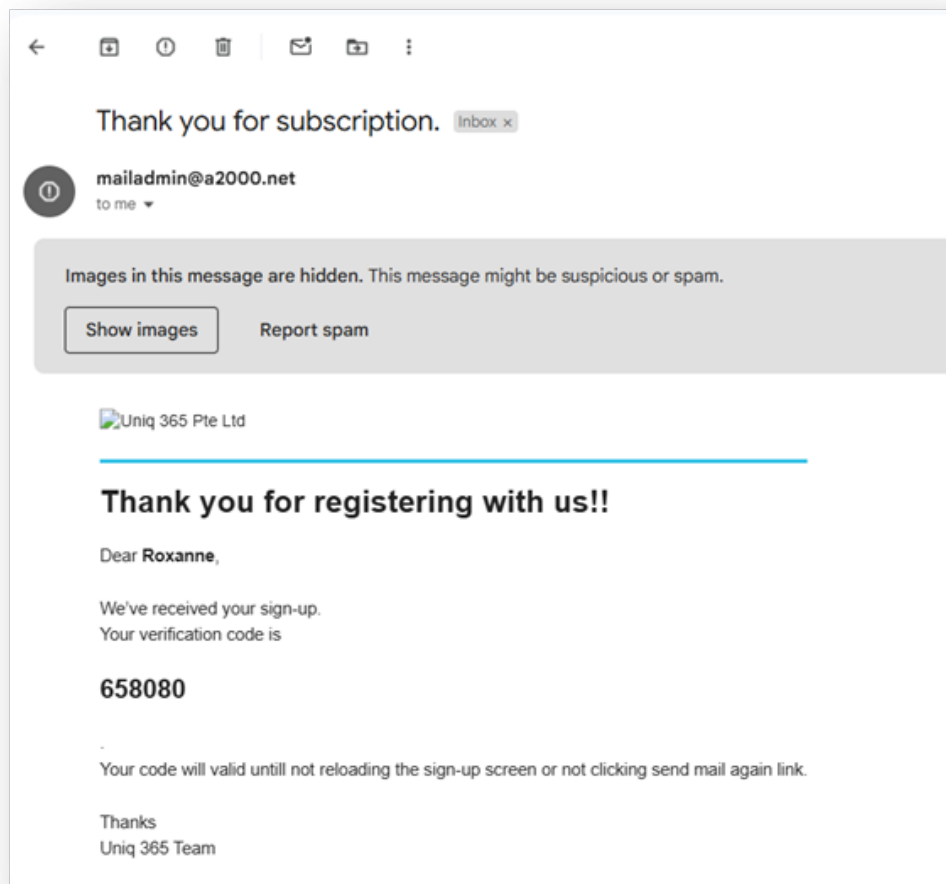
Payment

|   |                  |   |
|---|------------------|---|
|  | 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) Alphanumeric 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](#).


Prev

Verify

### 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.



### Create your account

1

2

3

4

5


Account Info:


Verification:


Company Info:


Package Info:


Payment:


 ACCOUNTING & CORP SERVICES

 Choose financial start

 Company name

 Address 1

 Address 2

 Address 3

Prev

Next

#### 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


MM / YY

CVC

VISA  

Name on card

Pay

☐  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.

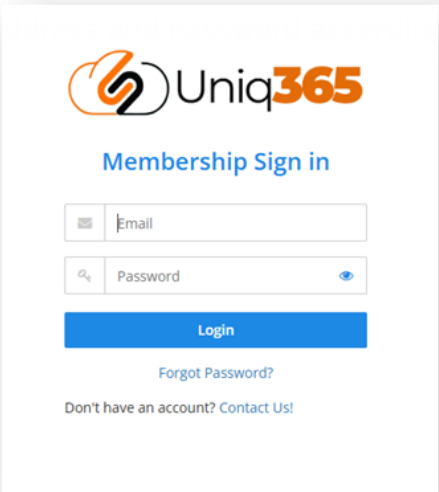
The link can be access provided below.

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

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

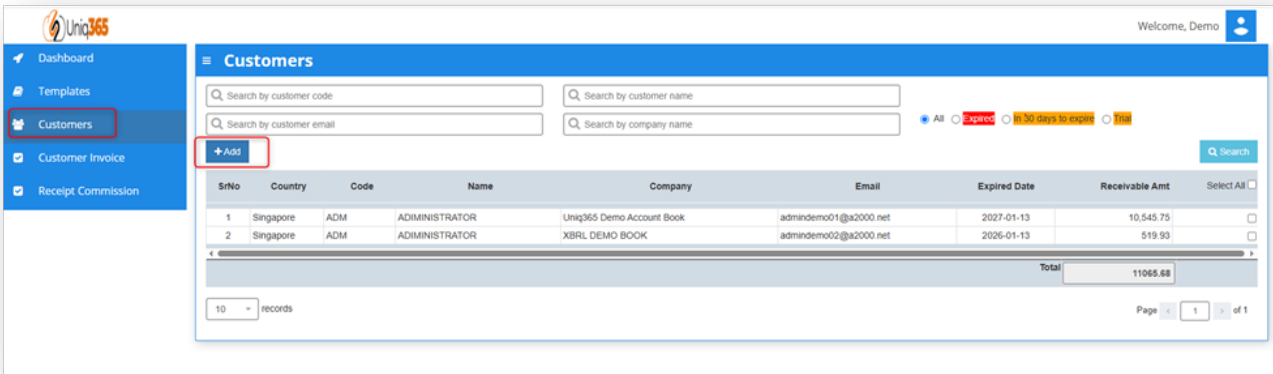
<https://member.uniq365.com/Membership/MemberShipIndirectUsers/Login>

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". Below the "Password" field is a "Login" button. Below the "Login" 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 image shows the "Customers" page in the Uniq365 portal. On the left is a sidebar with a menu: "Dashboard", "Templates", "Customers" (highlighted with a red box), "Customer Invoice", and "Receipt Commission". The main area is titled "Customers" and has a blue header. Below the header are four search filters: "Search by customer code", "Search by customer name", "Search by customer email", and "Search by company name". There are also buttons for "All", "Expired", "In 30 days to expire", and "Final". 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 of the table is a "Total" row showing a receivable amount of 11065.68. Below the table is a pagination bar showing "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   | \$19.93        | <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.

Create Customer

Info

STEP 1

STEP 2

STEP 3

STEP 4

STEP 5

ADMIN

ADMINISTRATOR

a21.roxanne@gmail.com

+639959666061

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WISEBUY INC

SG | Singapore

Enter address 1

Enter address 2

Enter address 3

Select package

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**

**Create Customer**

Info

STEP 1 STEP 2 STEP 3 STEP 4 STEP 5

| 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)                  |
| <b>TOTAL USER COUNTS :</b>        |           | <b>3 User(s) \$ 0.00 (12 Months)</b> |

Previous Next

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.

Create Customer

Info

STEP 1

STEP 2

STEP 3

STEP 4

STEP 5

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

| EXTRA STORAGES          | AMOUNT                      |
|-------------------------|-----------------------------|
| Extra Data Storage (Gb) | 0 Gb(x) \$ 0.00 (12 Months) |
| Extra File Storage (Gb) | 0 Gb(x) \$ 0.00 (12 Months) |
| TOTAL :                 | 0 Gb(x) \$ 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) |

Previous

Next

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) |

Previous

Next

## 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

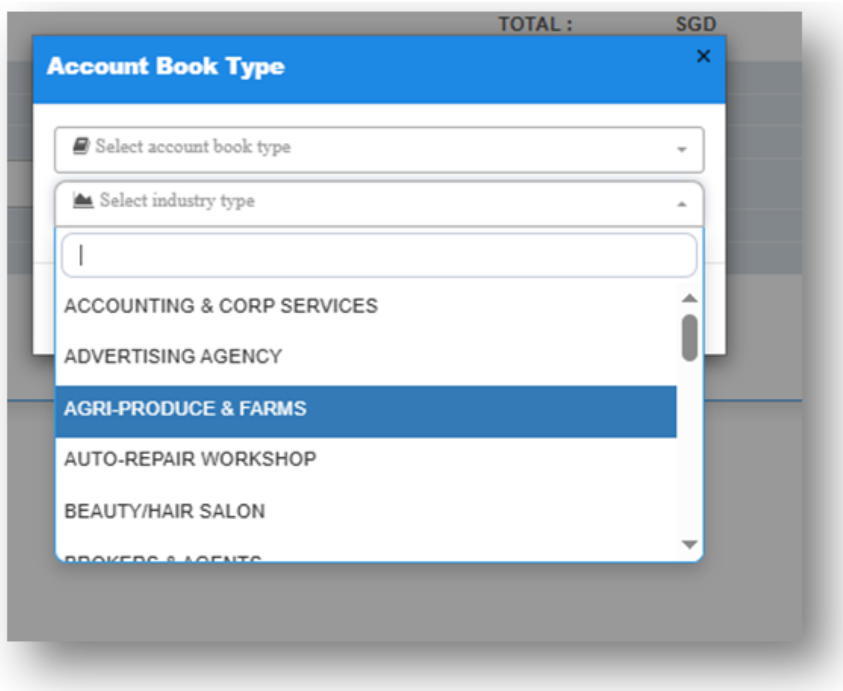
|                                |     |                  |
|--------------------------------|-----|------------------|
| GRAND TOTAL :                  | SGD | 0.00 (12 Months) |
| PACKAGE DISCOUNT (75.00 %) :   | SGD | 0.00             |
| GRAND TOTAL (AFTER DISCOUNT) : | SGD | 0.00             |
| G_S99   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.

**Uniq365**

**Create Customer**

Info

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

Effective Date : 14-01-2025 Duration : 12 Payment Type :

| ERP SYSTEM                            |            |                             |  |
|---------------------------------------|------------|-----------------------------|--|
| NUMBER OF USERS                       | SGD        | 1,725.00 (12 Months)        |  |
| NUMBER OF ACCOUNT BOOKS               | SGD        | 150.00 (12 Months)          |  |
| EXTRA STORAGES                        | SGD        | 0.00 (12 Months)            |  |
| SPECIAL APPLICATIONS                  | SGD        | 0.00 (12 Months)            |  |
| <b>TOTAL :</b>                        | <b>SGD</b> | <b>1,905.00 (12 Months)</b> |  |
| <b>GRAND TOTAL :</b>                  | <b>SGD</b> | <b>1,905.00 (12 Months)</b> |  |
| <b>PACKAGE DISCOUNT (75.00 %) :</b>   | <b>SGD</b> | <b>1,431.00</b>             |  |
| <b>GRAND TOTAL (AFTER DISCOUNT) :</b> | <b>SGD</b> | <b>477.00</b>               |  |
|                                       |            | 42.93                       |  |
|                                       |            | 519.93 (12 Months)          |  |
| <b>(SAVING) :</b>                     | <b>SGD</b> | <b>381.60</b>               |  |

☒ I agree to the Uniq365 Service Agreement and Privacy Policy.

**Save**

Generating account book. Please wait...

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

- Dashboard
- Templates
- Customers
- Customer Invoice
- Receipt Commission

Customers

Search by customer code

Search by customer name

Search by customer email

Search by company name

All

Active

In 30 days to expire

Search

| SrNo  | Country   | Code       | Name          | Company                   | Email               | Expired Date | Receivable Amt | Select All               |
|-------|-----------|------------|---------------|---------------------------|---------------------|--------------|----------------|--------------------------|
| 1     | Singapore | ADM        | ADMINISTRATOR | Uniq365 Demo Account Book | adm@demo1@x365.net  | 2027-01-13   | 10,545.75      | <input type="checkbox"/> |
| 2     | Singapore | ADMINTEST2 | ADMINISTRATOR | WISBESUT INC.             | adm@demo2@gmail.com | 2027-03-17   | 6,229.16       | <input type="checkbox"/> |
| 3     | Singapore | ADM        | ADMINISTRATOR | XBRIL DEMO BOOK           | adm@demo2@x365.net  | 2026-01-13   | 519.93         | <input type="checkbox"/> |
| Total |           |            |               |                           |                     |              | 17,304.84      |                          |

10 records

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Revision #15

Created 7 January 2025 08:21:51 by Admin Uniq365

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