

You are new on Chorus Pro and your company account hasn't been created yet. Here is how to proceed in 4 steps.



Access the website [Chorus Pro in english version](#)

1.

Enter:

- Your login email
- Company registration number (make sure you have this number to hand before Log in).



Please use your login email to access your Chorus Pro user account.



Be careful not to log on to the CEA account

2.



Fields regarding your structure (company) will autofill with the INSEE database system but you can edit them.

- Login email address : this address is pre-populated with your login address and allows you to receive notifications. You can change it if needed by clicking on the « + » icon on the « Option » box
- Enter your first and last name
- Fill in the remaining fields marked with a red asterisk.
- The box " INSEE not Diffusible " is ticked only if you have asked INSEE for the confidentiality of your SIRET. In this case, the information of your structure (address, postal code, city and country) will be masked.
- Click on **Validate**



Work areas grant you access to Chorus Pro features you need to issue your invoices. The « Sent requests » and « Issued invoices » are automatically activated .

3.

Open your working areas

WELCOME CHATIME 1

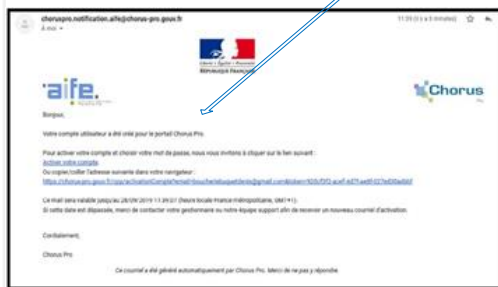
Your user account fanny.ugueta@aife.fr has been created. The list below shows all available areas. Depending on your needs, please add or remove in "Activation" column the necessary areas. This settings is not definitive, you will be able to update it in time according to your new needs.

Areas	Descripthe	Activation
Commitments	View the commitments of the French State	<input type="checkbox"/> NO
Data flow overview	View the status of data flows - restricted to connected structures that have sent data flows	<input type="checkbox"/> NO
EDI and API connections	Create and view the EDI and API connections	<input type="checkbox"/> NO
ICT refund request	Submit and view ICT refund requests	<input type="checkbox"/> NO
Invoices to validate	Validate invoices - restricted to your own invoices	<input type="checkbox"/> NO
Issued Invoices	Submit and view the issued invoices	<input checked="" type="checkbox"/> YES
Justice costs invoices	Submit and view justice costs invoices - restricted to providers of justice costs invoices	<input type="checkbox"/> NO
Work invoices	Submit and view the work invoices (only)	<input type="checkbox"/> NO

[Validate](#)

- Click on the switch input buttons to open the wanted areas.
- Click on **Validate**

Your account is created and an email activation has been sent to the previously provided email address. Remember to check it in your inbox quickly. It has a limited validity



4.

Activate your user account

- Please activate the link received by email, then choose your password and the secret question for data recovery.

- Click on **Validate**.



You are the first one to create your company within Chorus Pro : you are the primary manager and have all the rights to modify it.

Chorus Pro Need help? Ask a question

USER ACCOUNT ACTIVATION

GENERAL INFORMATIONS

Login email address : Name :

Contact email address : First name :

PASSWORD MANAGEMENT

To be accepted, your password must include at least 12 and at least 3 types of characters among the following 4 groups :

- uppercases,
- lowercases,
- digits,
- and special characters (punctuation, accents, etc.)

Password * :

Confirmation * :

Password complexity :

SECRET QUESTION

Secret question * :

Answer * :



Your account has been activated, you can now issue invoices to your public client.