Churchesfire Customer Portal Guide

Churchesfire has created a Customer Portal to allow our customers access to review their details, invoices and certificates in one place. To gain your log in details, please contact us on 0870 608 4350 or send your request to customer.services@churchesfire.com

Please follow the below guide which can aid in getting the most out of the portal:

Firstly, head to our website <u>here</u> and click on the 'Customer Portal' link at the top of the page:



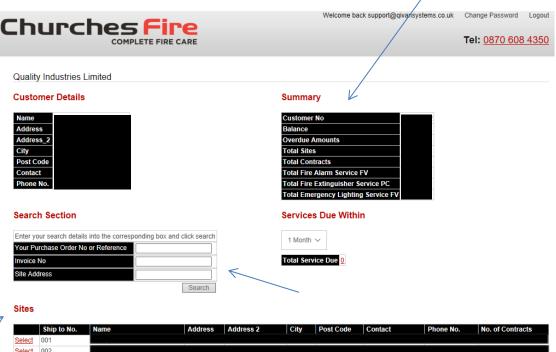




This will take you to the log in page where you will need to entre your Username and Password previously provided:

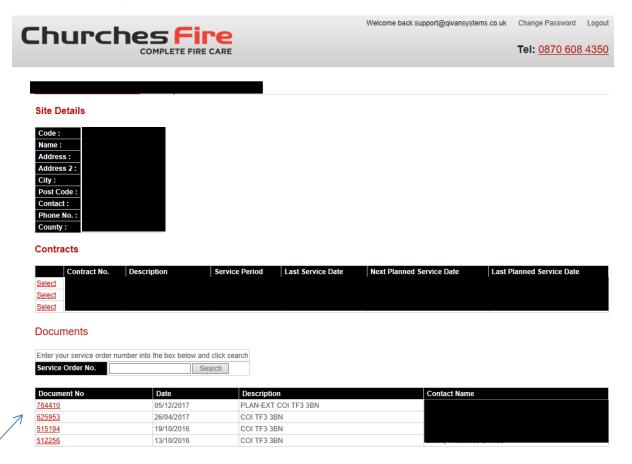


This will bring up your customer details; including any outstanding balance, invoicing address, sites addresses.

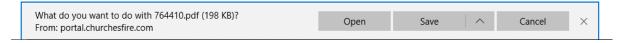


This will allow for you to search for an invoice, site address or purchase orders for a copy of the document you require.

You can select a particular site to review further information:



To view the document, select the number in question and it will create a pop up at the bottom of the page, where you can open or save the document:



This will allow for you to gain access to a copy of the certificates and invocies without having to contact us directly.