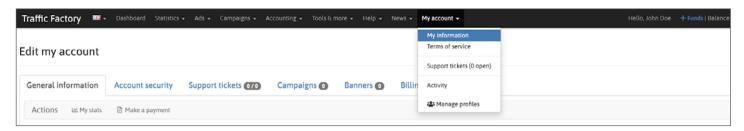
HOW TO COMPLETE MY COMPANY & BILLING INFORMATION



Log in to your Traffic Factory account, then go to "My account" in the menu bar, and click on "My information".

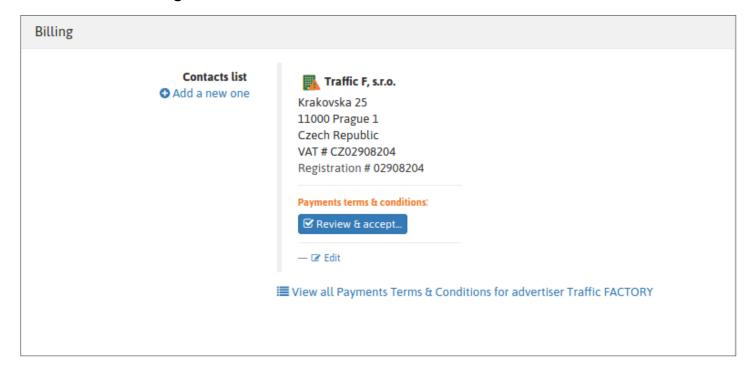


You are directed to your account profile on the "General information" tab.

This tab has 7 sections:

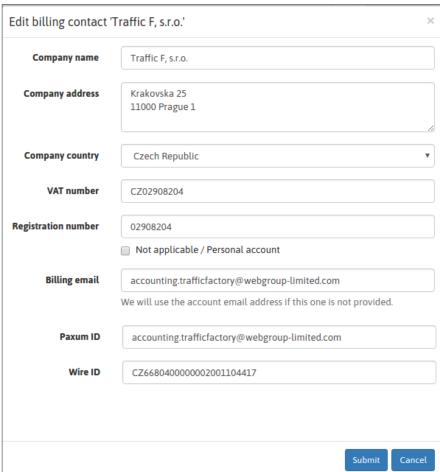
- → Account information
- → Balances PUBLISHER / ADVERTISER
- → CAMPAIGNS AND BANNERS
- → Sub accounts
- → Contact
- → Billing
- → Comments

To complete your company and billing information, click on "Edit" just below your billing information in "Billing" section.



- ightarrow Make sure that your company name/ personal name registered on our platform matches your payment information, otherwise your payment will be rejected.
- → FROM 04/01/2018, INVOICES SENT TO EUROPEAN CUSTOMERS WITHOUT A VALID VAT NUMBER WILL BE ISSUED WITH THE STANDARD VAT RATE OF THE CUSTOMER STATE.

Fill in the form with all your information, then click on "Submit" to validate

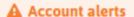


- → If you are not based in Europe, check **"Not applicable"** / **Personal account"** for VAT number.
- → If you don't have a registration number, check "Not applicable / Personal account".



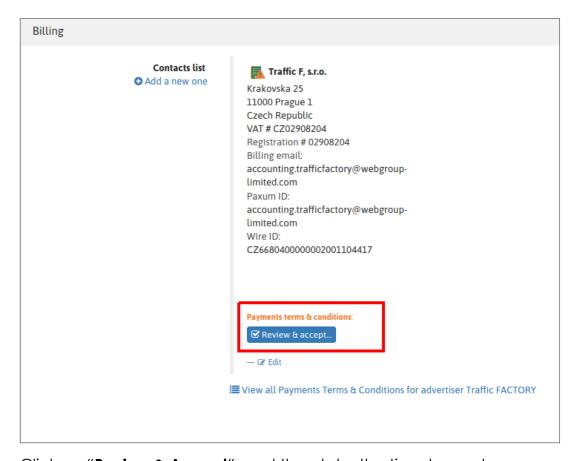
Your VAT number will automatically be checked and compared to the VIES database. This process can take up to 24hours. If the below alert is still visible in your account after 24hours, please contact our accounting department:

accounting.trafficfactory@webgroup-limited.com

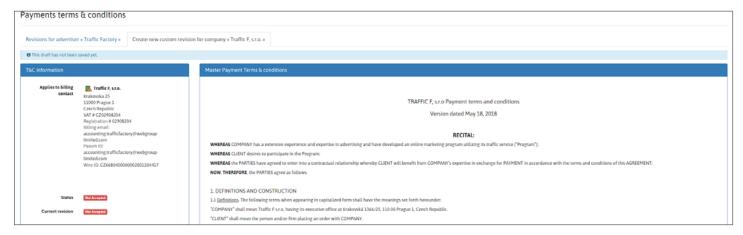


- The country and/or billing contact defined in your account are missing or invalid. Please update your information here.
- We now ask you to register your VAT number. Please update your information here.
- Your account balance is low, please make a payment.

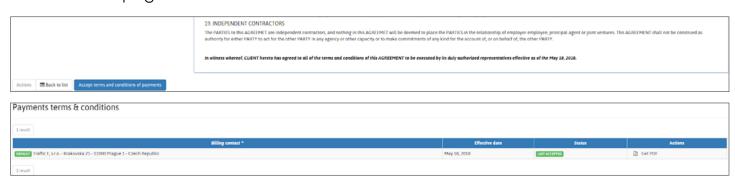
Once your company & billing information have been completed, you will be asked to review and to accept our "PAYMENT TERMS & CONDITIONS" (If, at a later date, we update or modify our Payment Terms & Conditions, you will be asked to re-validate this process)



Click on "Review & Accept", and then take the time to read our payment T&C's.



Then accept our conditions by clicking on "Accept terms and conditions of payment" at the bottom of the page



You can save a copy by downloading our PDF version, but you can also find your contract at anytime within the "Billing" section of your profile, and by then clicking on the PDF link.

