



# L'ORÉAL

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*E-Billing*

USER GUIDE

*How to Sign Up*

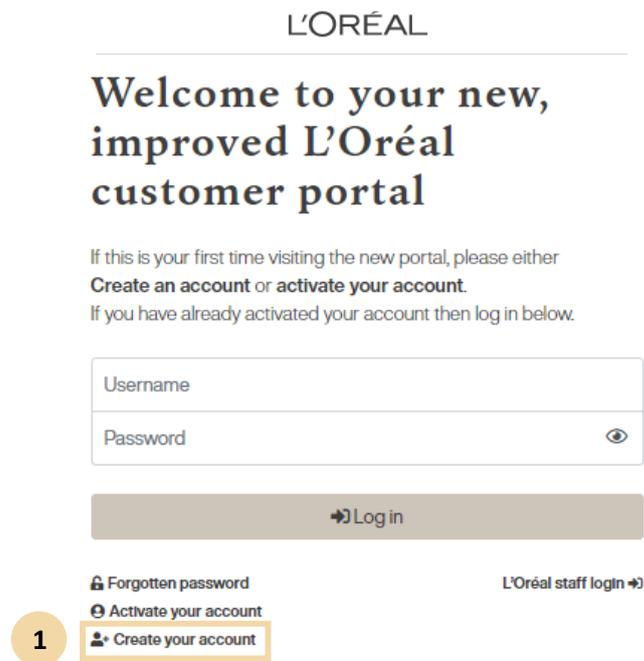
# How to Sign Up?

## 01 — CREATE AN ACCOUNT

Click the below link or type it into your web browser.

 <https://documentplatform.loreal.co.uk/>

You will land on the E-Billing 'Log in' page where you will be able to create your digital billing account.



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### Welcome to your new, improved L'Oréal customer portal

If this is your first time visiting the new portal, please either **Create an account** or **activate your account**.  
If you have already activated your account then log in below.

Username

Password 

 Log in

 Forgotten password L'Oréal staff login 

 Activate your account

**1**  **Create your account**

Click on, '**Create your account**' (1) to begin the application process.

**Note:** Please have your **SAP Account Number that begins with a 2**, **Email Address** (which will be given full access to all invoices & statements) and your **Salon Name**, ready so you can fill out the form.

Once you are on the 'Create your account' page, fill out the information fields with your 'First Name' (1), 'Last Name' (2), your SAP account number that begins with a 2 (3), email address (4), and your Salon Name (5).

*Note: The email address that you assign to the account will be given full access to all invoices and statements.*

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## Create your account

Welcome to the L'Oréal E-billing portal. Thank you for choosing to go paperless. Once you submit the form below a number of emails will be sent to you with the instructions for set up. Please note that this process can take up to 48hrs.

**1** First name **2** Last name

**3** SAP Account number

Account number is 10 digits long

**4** Email address

Email address provided will give full access to all invoices & statements

**5** Company / salon name

[↩ Back to login](#)

After you have filled out all the required fields click on the  button.

Once you have submitted your form, you will see a 'Thank you' message (1) displayed on your device. This means your account request has been sent successfully to the Customer Care team.

## Create your account

1

Thank you, your request has been submitted to our customer service team. Once approved you will receive an email with further instructions on how you can access your account.

Please note that this request can take up to 48 hrs.

[↩ Back to login](#)

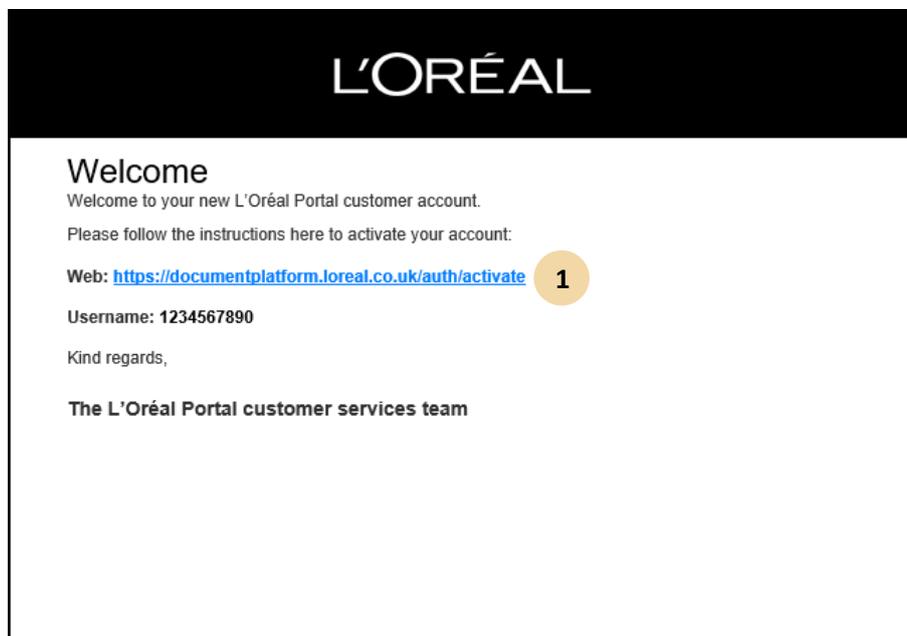
## 02 — ACTIVATE YOUR ACCOUNT

After you submit the form, L'Oréal will activate your E-Billing Account.

Within 48 hours an E-Billing activation email will be sent to your registered email address. It will include your user's account number and a link to create your own password.

*If you have not received the email within 48 hours, please check your **JUNK** folder or contact our customer care team on [ppdcustomer@loreal.com](mailto:ppdcustomer@loreal.com).*

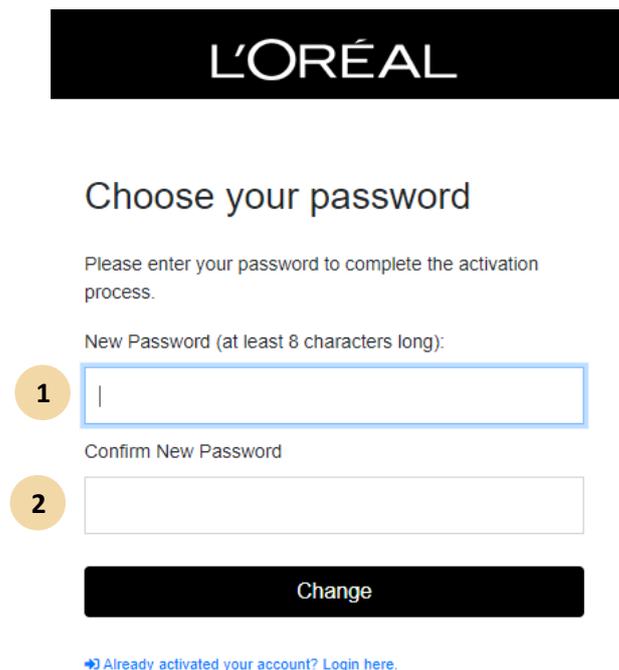
Open the email and click the link to activate your account (1).



You will be redirected to the E-Billing document platform where you will be able to create your own password.

You must enter your new password two times, in the 'New Password' field (1) and in the 'Confirm New Password' field (2) and finally click on the **Change** button.

Your password has been set and your E-Billing account has been activated.



The screenshot shows the L'Oréal logo at the top. Below it is the heading "Choose your password". A sub-heading reads "Please enter your password to complete the activation process." Below this is the instruction "New Password (at least 8 characters long):" followed by a text input field with a blue border and a yellow circle containing the number "1" to its left. Below that is the label "Confirm New Password" followed by another text input field with a yellow circle containing the number "2" to its left. At the bottom of the form is a black button with the word "Change" in white. Below the button is a blue link that says "Already activated your account? Login here."

## 03 — COMPLETE

*Congratulations you are now set up on L'Oréal's paperless invoicing portal!*

You will receive a conformation email notifying you that your digital account has been activated and that *paper billing has been switched off*.

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CUSTOMER NAME

Thank you for activating your L'Oréal customer portal account.  
Please note that paper billing has now been turned off for your account. ×

Welcome to your L'Oréal customer account portal.

We've created a new way to access your account information. You can search across all invoices, credits, statements, documents in your account and download them in PDF format.

## ***Here to Help***

*If you have any questions, please do not hesitate to contact us:*

 **0800 0304 034**

 **ppdcustomer@loreal.com**



*Or you can view our E-Billing FAQ section via the link below:*

<https://www.lorealpartnershop.com/uk/en/faq/faqs/#e-billing>

***Thank you for switching to paperless invoicing. Your help is hugely contributing to L'Oréal's fight for a more sustainable future!  
#GreenSalon #L'Oréalforthe future***