



# AIG Trade+ step by step login guide

As a new PrivateEdge customer you get free access to the AIG Trade+ credit management system, here are 6 steps to get you up and running:

STEP ONE

Your Membership ID

Company Name

Select Title Your Forename Your Surname

Your Email Address

Confirm your Email Address

Your Telephone Number

Your Job Title

Create Account

STEP TWO

Your Login ID

Your Password

Proceed

STEP THREE

Old Password

New Password

Confirm Password

Change Password

STEP FOUR

Upload File Guidelines

Checklist	
<input checked="" type="checkbox"/>	Are the contents of your invoice, receipts and credit notes
<input checked="" type="checkbox"/>	Are the contents all of the required fields
<input checked="" type="checkbox"/>	Are they correct and complete the required columns named by Customer Name, Invoice Date Date, etc.
<input checked="" type="checkbox"/>	Are files referred to either Excel(Colour in yellow) or in Customer Spreadsheet Format(.xls)

Continue

**1** Enter the Trade+ link highlighted in your policy schedule into your web browser and fill out the required information. Your membership ID is your PrivateEdge policy number. Once you click 'create an account' your account has been successfully created and you will receive an email asking you to confirm very shortly.

**2** Open the email and simply click 'verify'. You'll be directed to the page to add in your login details and temporary password contained in your email. Click proceed.

**3** Create a new password, click change password and once successful click continue. It's time to upload your invoice data file.

**4** To make sure your invoice data file passes the upload test there's a handy checklist so you don't waste any valuable time. If you need any further information there's a straightforward guideline document. Once you've ticked all points, you can continue.



Bring on tomorrow



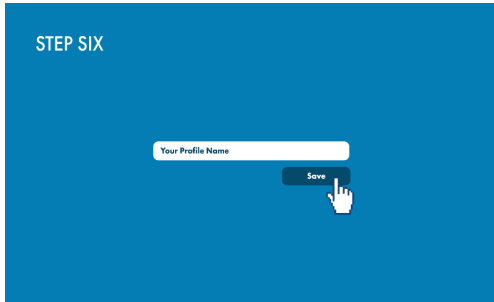
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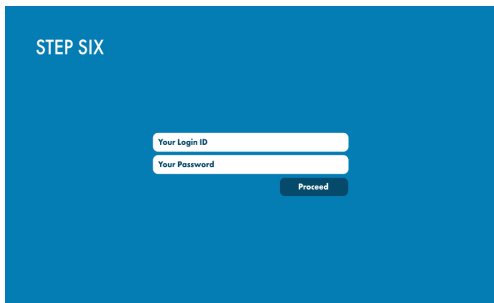
**5** From here you'll be able to start uploading your invoice data file. Click 'Browse' and select your file. Your file will then start uploading.



**6** Once uploaded, simply drag and drop to complete the mandatory red fields. Completing any additional mapping will provide more information to the system. Next, press continue, confirm your mapping of data fields, if you're happy, click continue, if you need to make some amends, click back.



All you need to do next is specify a name for your profile and click save. And that's it.



Your files will be processed and you will be notified by email when they are ready to view. Once you receive your email simply log back in and see your data analysed. Remember to log in on a regular basis to see an up to date view of your current credit exposures.



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