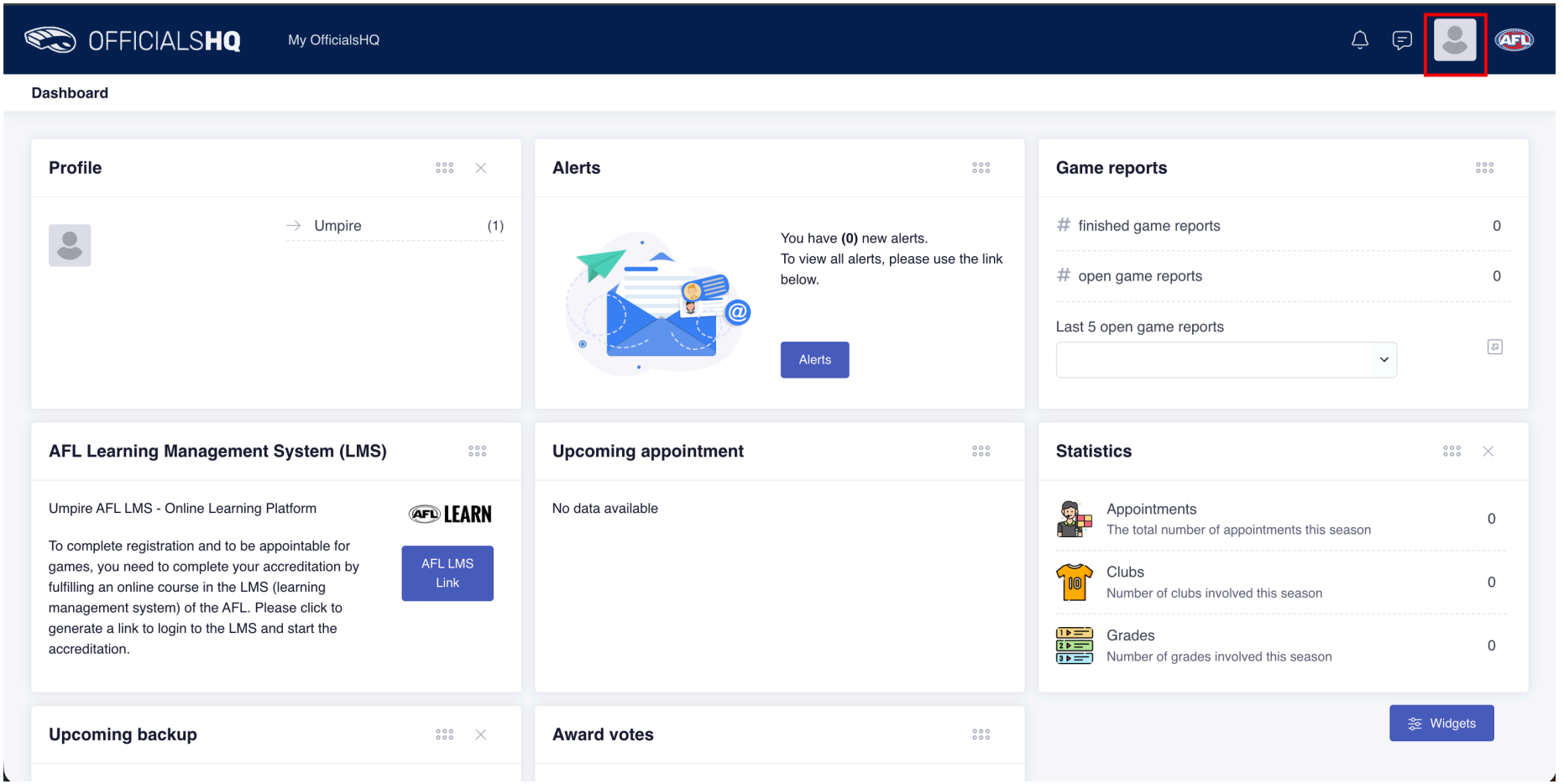
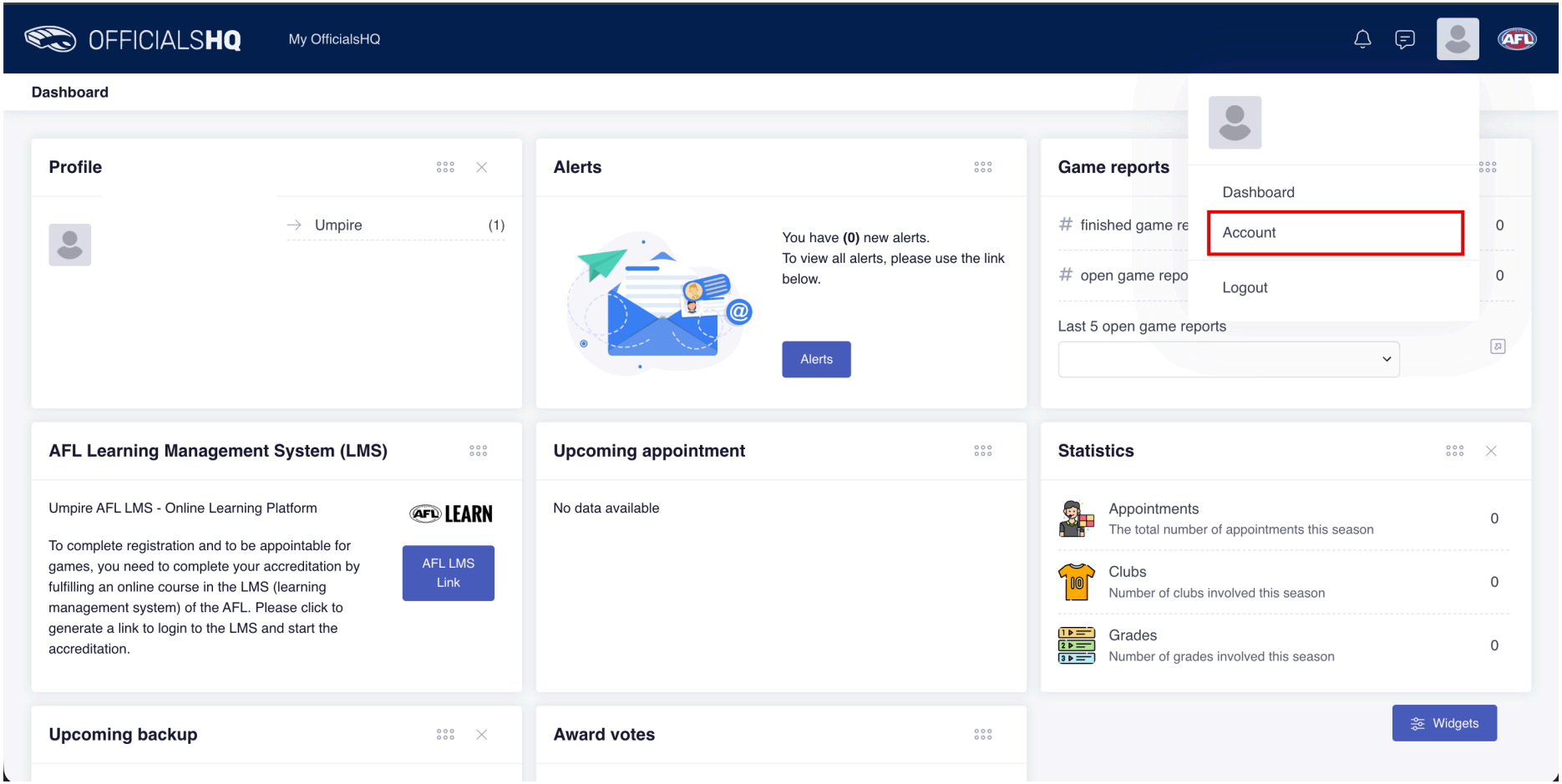
Step 1 – Open OfficialsHQ and log in

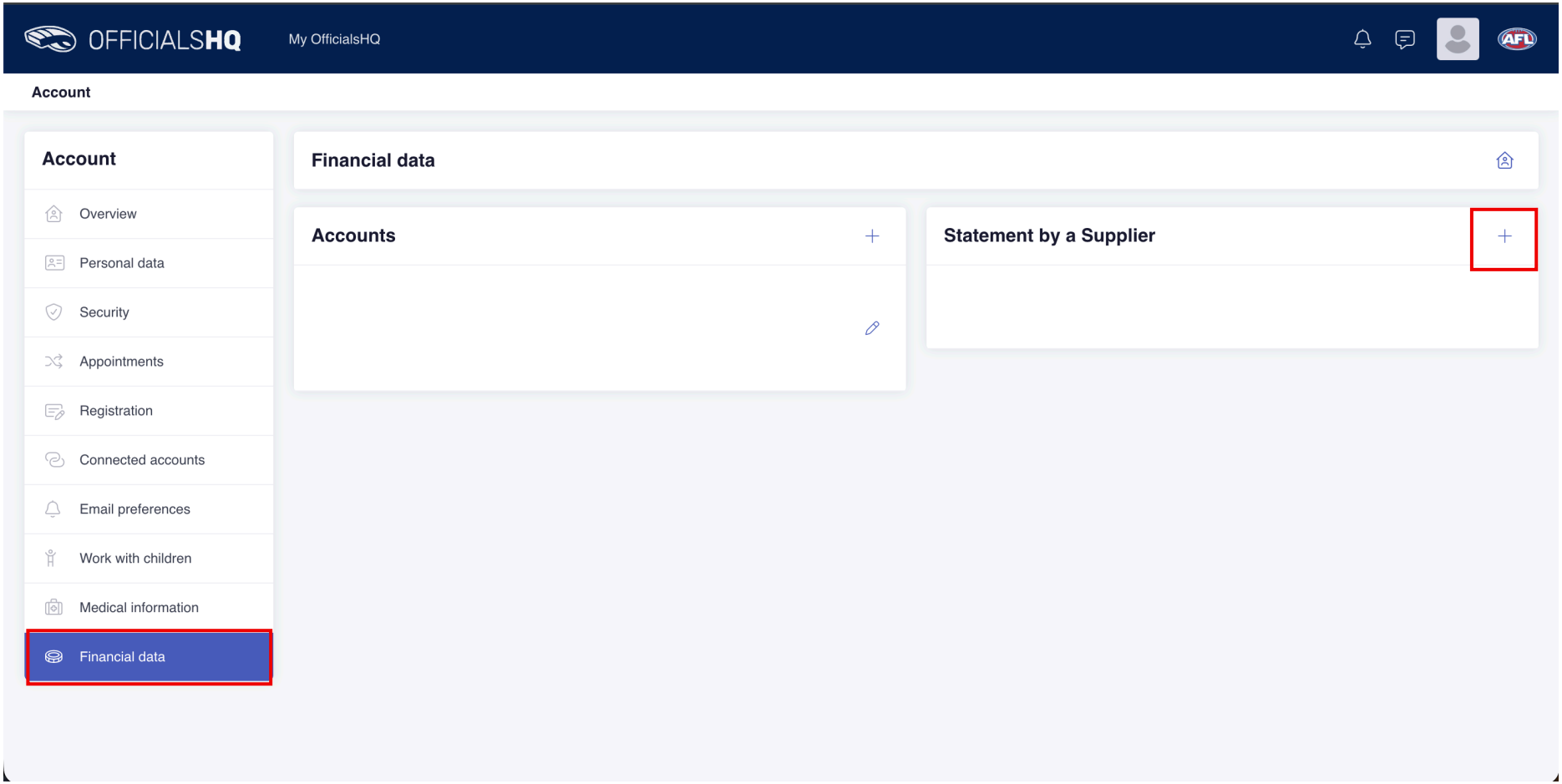
Step 2 – Click on the ‘Profile’ icon on the top right of the screen



Step 3 – Click on ‘Account’



Step 4 – Click on ‘Financial data’ on the left hand side under ‘Account, then click the ‘+’ icon on the right hand side



Step 5 – Complete Statement by Supplier

(Note - you can download a template of the Statement by Supplier by clicking the ‘Download icon to the right of the pop up)

