





### GRC's Website Login and Account Placement Directions

You are now ready to gain access to GRC's website. You can view reports, send files, and view debtor information via the web.

Please follow the steps below to get your **login information**:

- Go to [www.generalrevenue.com](http://www.generalrevenue.com)
- Select **CLIENTS** from the right hand side of web page.
- You will then be directed to the **CLIENT ACCESS** page.
- On the **CLIENT ACCESS** page you will see "If you are a GRC client and do not have a sign-on, please click here to fill out a Security Access Form." Please select **CLICK HERE**.
- You will be directed to the **ACCESS REQUEST FORM**.
- Please follow directions and select **SUBMIT**.

Once your access has been set-up, you will receive an email from [info@generalrevenue.com](mailto:info@generalrevenue.com) containing your login information.

Please follow the steps below to make **secure placements**:

- Go to [www.generalrevenue.com](http://www.generalrevenue.com)
- Select **CLIENTS** from the right hand side of web page.
- You will then be directed to the **CLIENT ACCESS** page.
- Enter your **LOGIN** information and click submit.
- On the **CLIENT ACCESS** page select **MY PLACEMENTS**, you will be directed to **ACCOUNTS PLACEMENT** page.
- On **ACCOUNTS PLACEMENT** page, enter required information and click **SUBMIT** for individual placement.
- For multiple placements, select **CLICK HERE** next to multiple accounts.
- You will then be directed to the **MULTIPLE ACCOUNTS PLACEMENT** page.
- Select **DOWNLOAD TEMPLATE** or **CHOOSE FILE** to attach your own document.
- Please fill in require information and click **SUBMIT**.

*General Revenue Corporation*



