



Roseland Park
& Crematorium

PlotBox Funeral Director Portal

A HOW-TO GUIDE

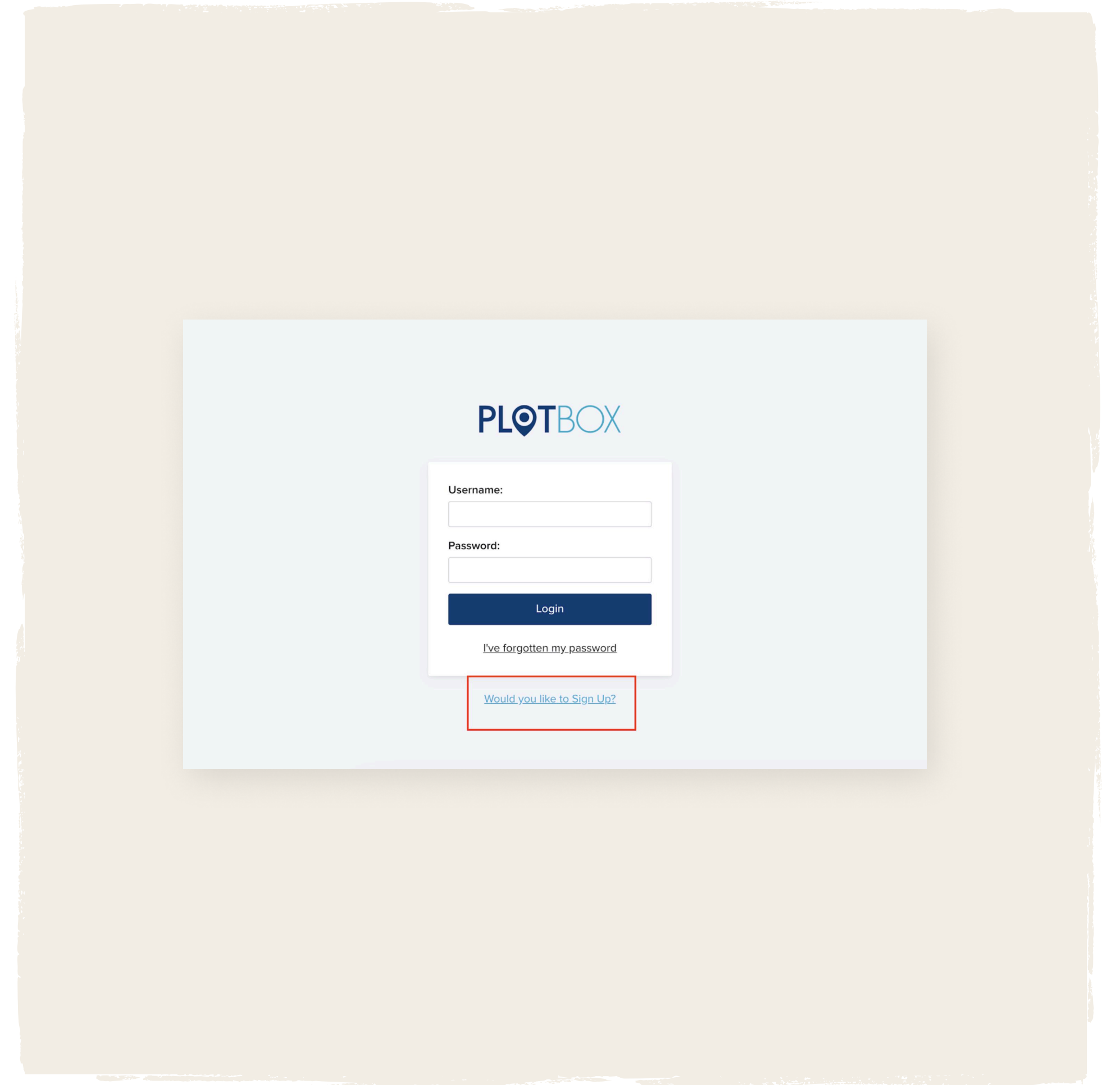
How to Sign Up

1.

Using an Internet browser, such as Google Chrome, access the web site provided by the Cemetery/Crematorium staff. You will land on a page like this.

2.

Click on the **“Would you like to sign up?”** link.



3.

From the role option select **Funeral Director**.

Please select your appropriate role

Funeral Director

Memorial Mason



4.

Complete your Contact Details as shown, particularly your name, company name, email address and the password you wish to set the account up with.

5.

Make sure to make a note of your **Account Details** and select **Register**.

Register as a Funeral Director

Register online as a funeral director and get access to our online portal. This allows you to create bookings, renew your insurance, and manage your invoices.

Fill in the short registration form below to create your online account with us.

Contact Details

FORENAME

*

SURNAME

*

COMPANY NAME

*

MOBILE

ADDRESS LINE 1

ADDRESS LINE 2

TOWN

POSTCODE

Account Details

EMAIL ADDRESS

*

PASSWORD

*

CONFIRM PASSWORD

*

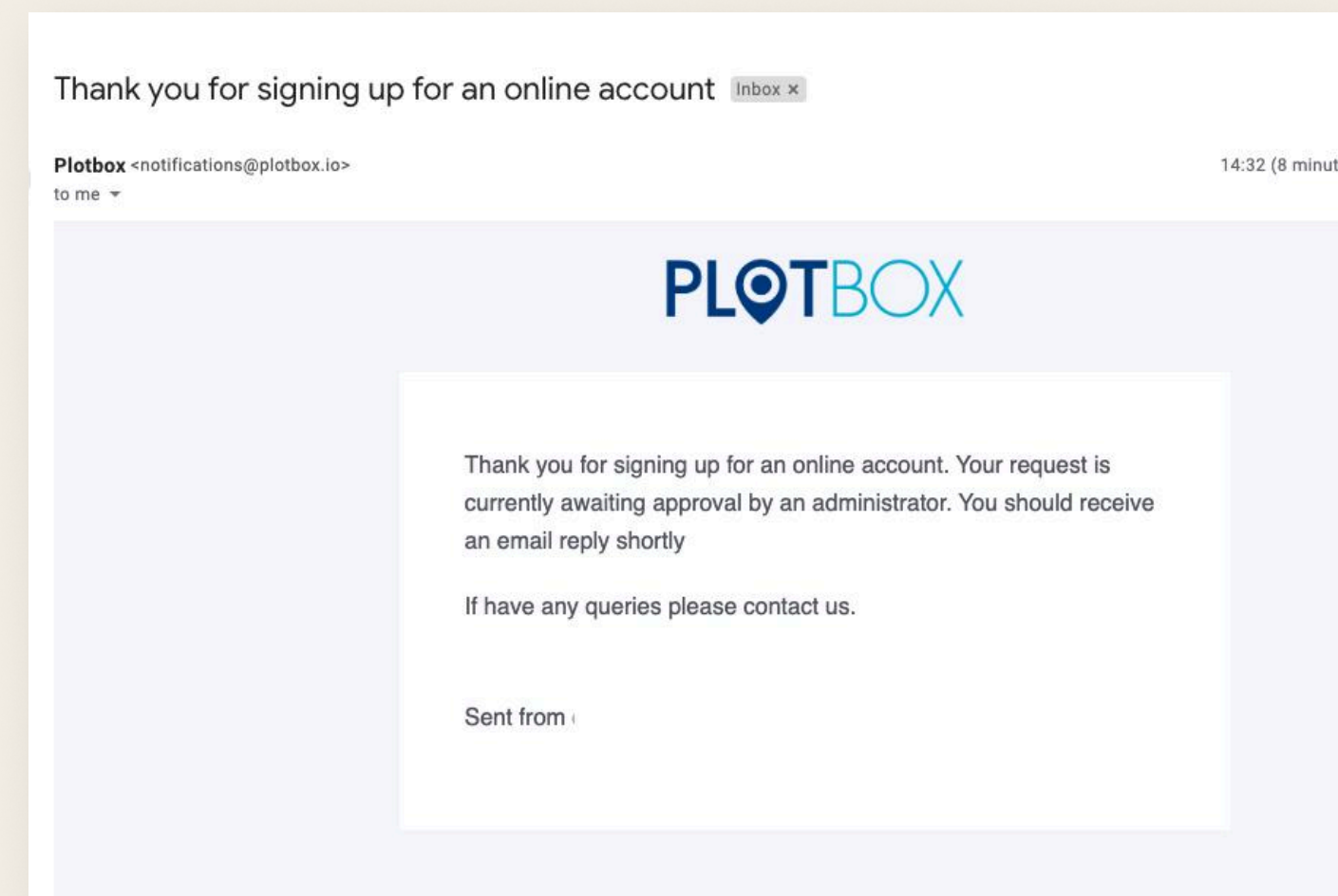


6.

You will receive an email notifying you that your request is awaiting approval.

Please note:

You will receive a further email notification once your account has been enabled so that you can sign in and start using the portal.





01623 259510

info@roselandparkcrematorium.co.uk

roselandparkcrematorium.co.uk

Balkham Lane, Shirebrook, Mansfield, NG20 8JE