

your **step-by-step** guide to making **successful** contingency submissions

step one

Register for the Contingency Service.

Web
www.albany.co.uk/contingency

Email
services@albany.co.uk

step two

Associate your Service User Number (SUN) with the Bureau User Number B30256 (Albany Bureau Services).

Prior to submission, check with your sponsor that this association has been made.

step three

Contact Support Services to request a Contingency Submission.

Phone
01420 547649;

Fax
01420 547643

step four

Arrange payment for this service by supplying a Purchase Order or Credit Card details.

step five

Supply an electronic data file containing payment information no later than 14.30.

Albany Software will then process these files and supply reports for your approval

step six

Give authority to submit. The submission will then be sent on your behalf and an invoice raised.

please note

- For same day processing, the cut-off time for submission requests is 14:00
- Albany Software Limited reserves the right to refuse a submission request