Mitsubishi Electric
Customer Credit Account Application User Guide

Contents Page

You do not need DocuSign license to be able to complete the form.
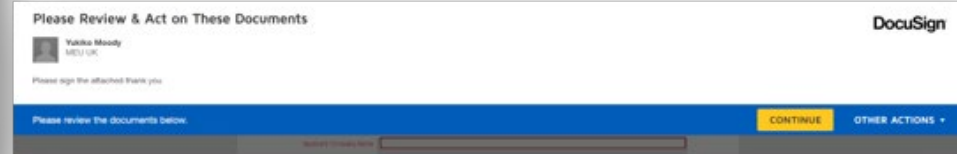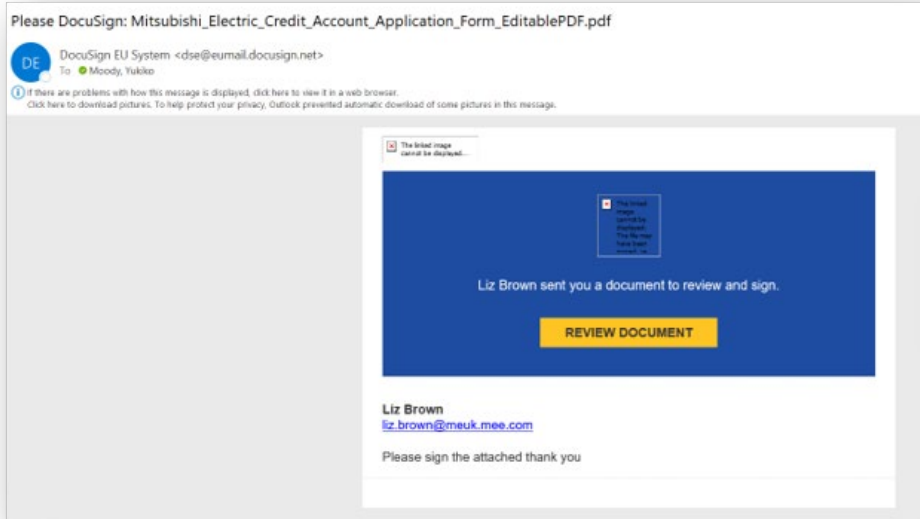
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Applying for an account

To apply for a credit account please contact your Mitsubishi Account Manager directly.

They will require 2 contact names & email addresses to raise the request with our Credit Control Team.

To get an account request approved we will require a signature from 2 different people with legal authority to sign on behalf of your company.

If you are a Sole Trader and are unable to provide a 2nd contact/signature, please provide your own signature twice on the form.

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How to fill out the form

3. Click CONTINUE

1. You will receive a Docusign link to an online application form via email.
2. In the body of the email click REVIEW DOCUMENT.

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How to fill out the form

4. An online application form will open. As the 1st signee you will be required to input all necessary information relating to your company.

You can see tooltips by hovering over each information field on page 1.

5. Once you have completed all relevant company information, go to PAGE 2, hover of the signature of applicant section, a small orange box will pop up saying SIGN, click this to set your e-signature.

How to fill out the form

6. Once you have completed the form, provided an e-signature & clicked submit, your 2nd contact will be notified by email.

7. Contact 2 will then receive a Docusign email containing a link to add their e-signature & submit.

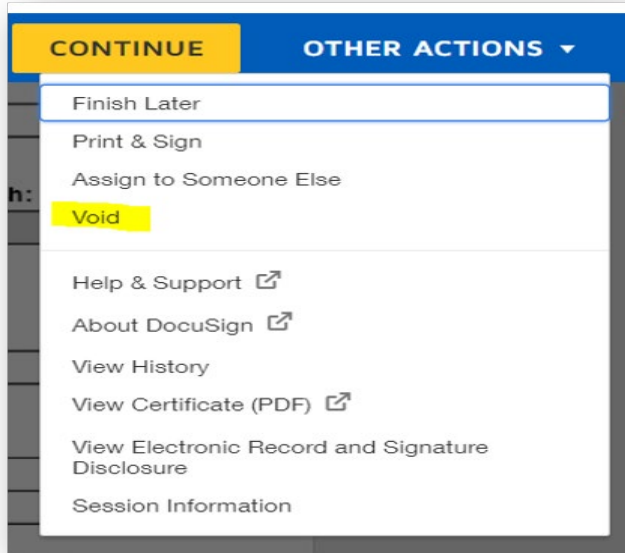8. Once the 2nd signature is submitted, your part of the online process is complete.

Your details will be reviewed by our Credit Control Team.

The Credit Control Team may be in touch with you if further information is required in order to complete your application.
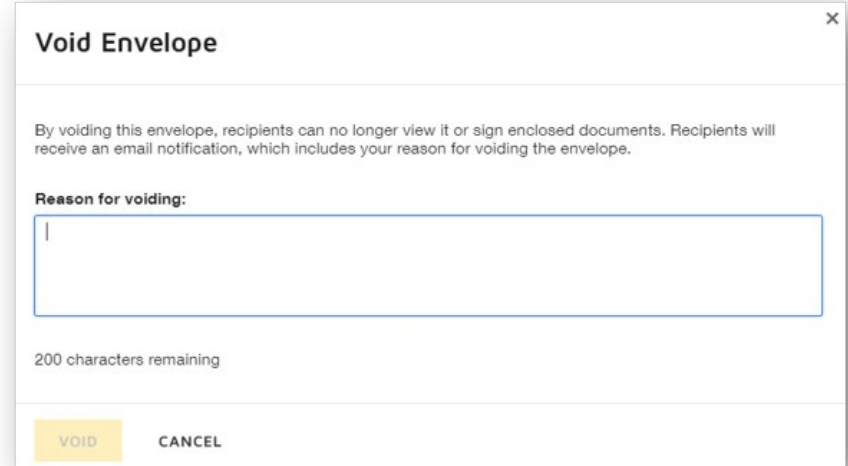
9. Your Account Manager will notify you whether your credit account has been approved/rejected.

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How to reject the form

11. Provide further details in the REASON FOR VOIDING section and click VOID

10. If you receive a credit account application email but did not request a credit account or have changed your mind about applying for credit you cancel the application application by following the email link, clicking OTHER ACTIONS and selecting VOID

Any issues?

If you have any issues with your online application form or the credit account application process, please contact your Account Manager directly.

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