

# **Client Information Guide**

## **Welcome to Activeco.IT!**

We have prepared some helpful information for you. If you ever find yourself stuck, don't hesitate to contact us using one of the methods in this guide.

# **For Support**

## Raise a Ticket



- 1. Find the **tray icon** at the bottom near the **clock**. You may need to click on an 'up' **arrow** first.
- 2. Click on the tray icon
- 3. Select Help Request Email

### or Phone/ Email Us

support@activeco.com.au (02) 6553 8825

If your problem is urgent, please call us rather than email.

If outside business hours, please leave a message or select the option for oncall support.

There may be delays if other email addresses are used to contact us.

### **Accounts**

accounts@activeco.com.au

### **Office Hours**

**Our Technicians** 

Mon - Fri 8:30am - 5pm

Dave, Ken, Nik, Dennies, & Steve

Please don't forget to like us on Facebook and follow us on Insta for all the latest updates!



