

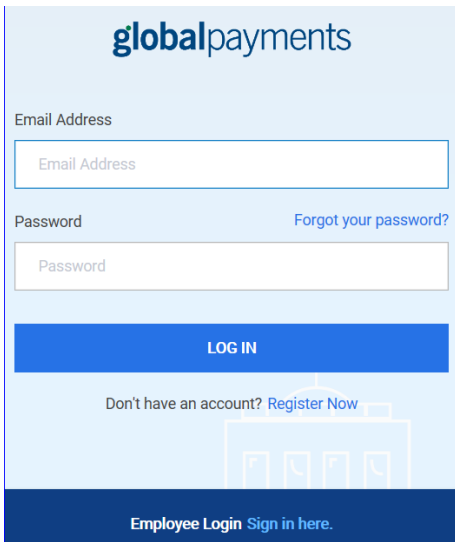
# Global Payments Merchant Portal

## Registering Using your BusinessView Email Address

Once notified that your BusinessView account has been migrated to Merchant Portal, follow the steps listed below to complete your Merchant Portal registration.

### Step 1

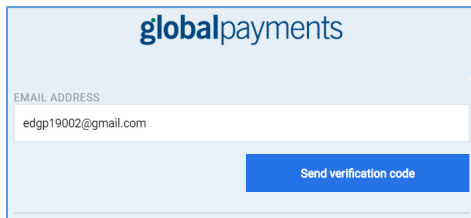
Go to the Merchant Portal login page at <https://reporting.globalpay.com>, then click on the “Register Now” link, just below “LOG IN”.



The screenshot shows the login page for the Global Payments Merchant Portal. At the top left is the 'globalpayments' logo. Below it is a form with two input fields: 'Email Address' and 'Password'. To the right of the password field is a link that says 'Forgot your password?'. Below the input fields is a large blue button labeled 'LOG IN'. Underneath the button is a link that says 'Don't have an account? Register Now'. At the bottom of the page is a dark blue footer with the text 'Employee Login Sign in here.'

### Step 2

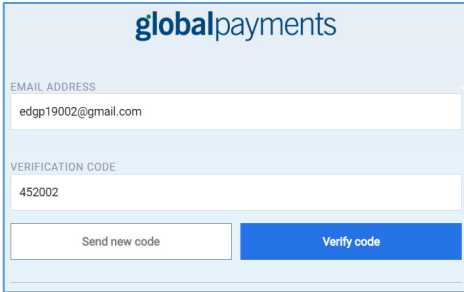
Enter your BusinessView email address, then click on “Send verification code”. A code will be sent to the specified email address.



The screenshot shows the registration page for the Global Payments Merchant Portal. At the top left is the 'globalpayments' logo. Below it is a form with a single input field labeled 'EMAIL ADDRESS' containing the text 'edgp19002@gmail.com'. To the right of the input field is a blue button labeled 'Send verification code'.

### Step 3

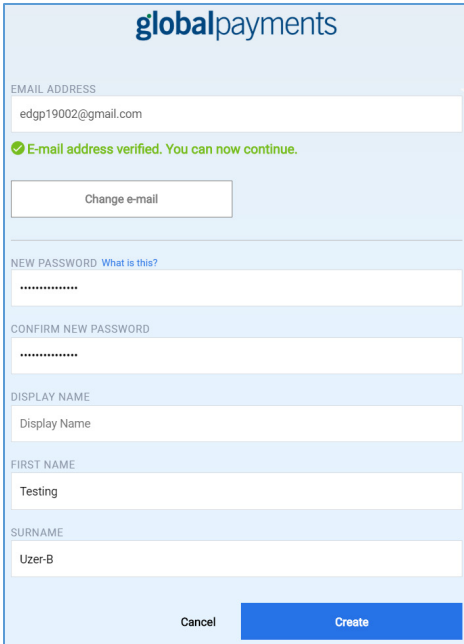
Enter the verification code, then click "Verify code".



The screenshot shows the 'globalpayments' logo at the top. Below it, there is a form with two input fields. The first is labeled 'EMAIL ADDRESS' and contains the text 'edgp19002@gmail.com'. The second is labeled 'VERIFICATION CODE' and contains the text '452002'. At the bottom of the form, there are two buttons: a white button labeled 'Send new code' and a blue button labeled 'Verify code'.

### Step 4

Complete the remaining fields ("Display Name" is optional), then click on "Create". You will be redirected to the "Terms & Conditions" page.



The screenshot shows the 'globalpayments' logo at the top. Below it, there is a form with several fields. The first is labeled 'EMAIL ADDRESS' and contains the text 'edgp19002@gmail.com'. Below this field, there is a green checkmark icon followed by the text 'E-mail address verified. You can now continue.' Below this message is a white button labeled 'Change e-mail'. Below the 'Change e-mail' button is a horizontal line. Below the line, there are three input fields: 'NEW PASSWORD' with a link 'What is this?' and a masked password '.....', 'CONFIRM NEW PASSWORD' with a masked password '.....', and 'DISPLAY NAME' with the text 'Display Name'. Below these fields are two more input fields: 'FIRST NAME' with the text 'Testing' and 'SURNAME' with the text 'Uzer-B'. At the bottom of the form, there are two buttons: a white button labeled 'Cancel' and a blue button labeled 'Create'.

### Step 5

Review the terms and conditions, then click "Accept". You will be taken into the Portal.