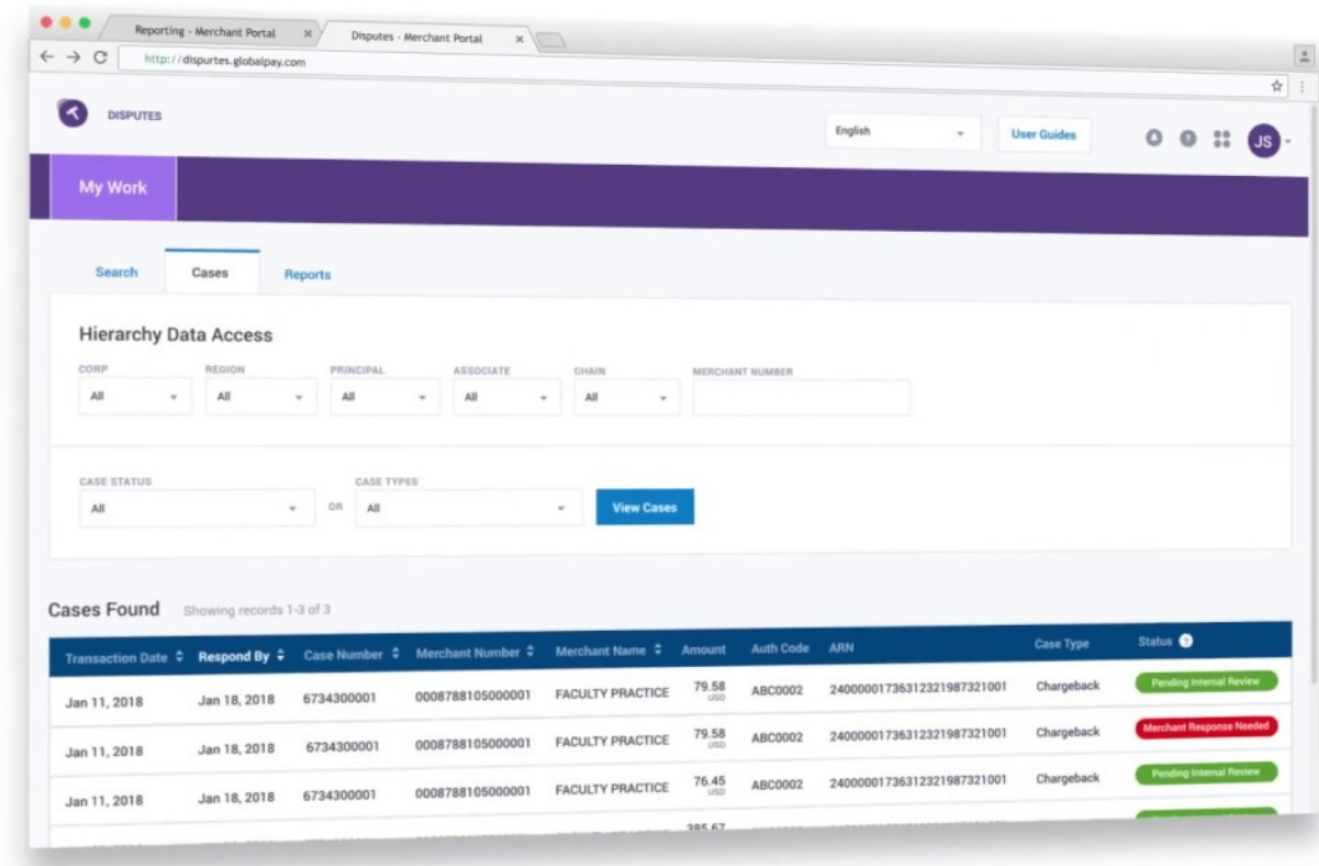


# globalpayments SM-192040-v1 Merchant Portal Instructions

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## globalpayments SM-192040-v1 Merchant Portal



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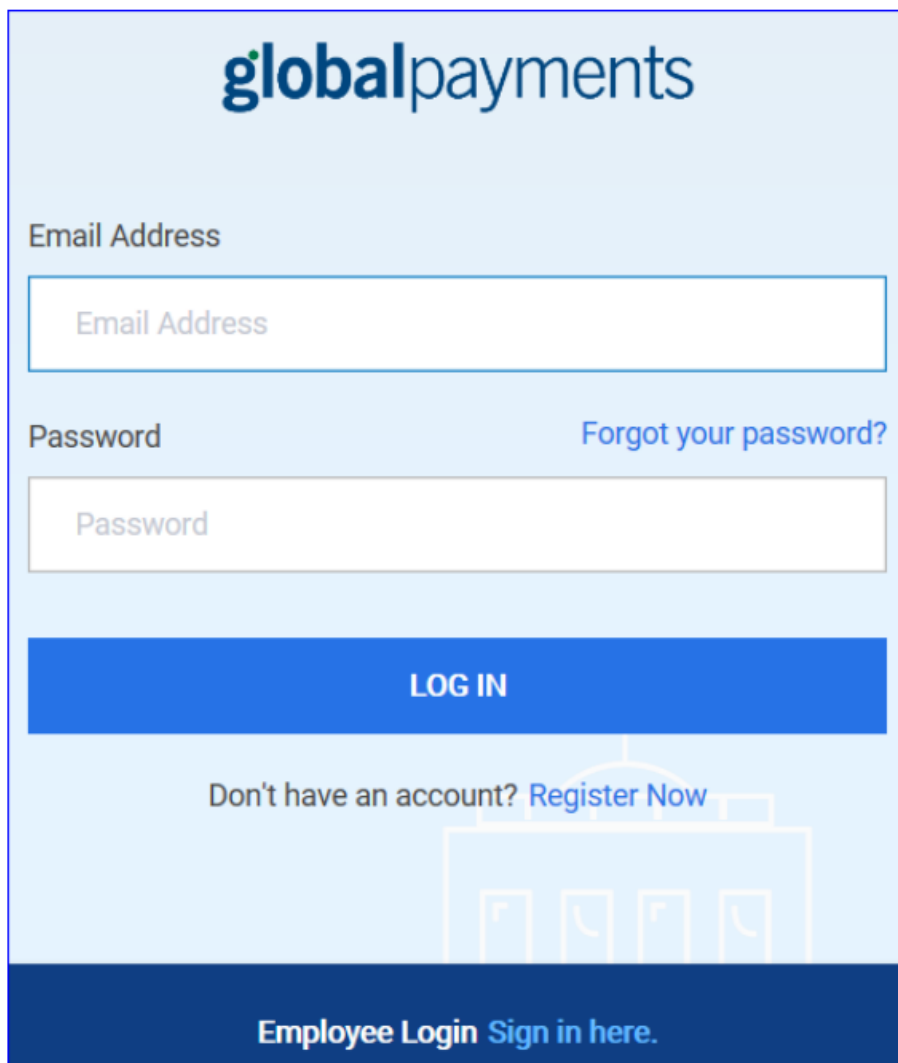
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## Registering Using your BusinessView Email Address

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

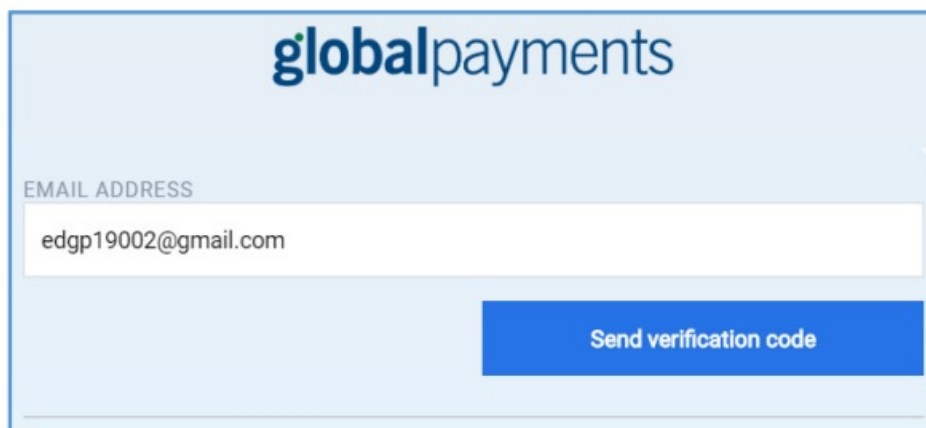
Go to the Merchant Portal login page at <https://reporting.globalpay.com>, then click on the “Register Now” link, just below “LOG IN”.



The screenshot shows the login page for Global Payments. At the top is the 'globalpayments' logo. Below it is a section for 'Email Address' with a text input field. Underneath is a 'Password' section with a text input field and a link 'Forgot your password?' to its right. A large blue 'LOG IN' button is positioned below the password field. Below the button, the text 'Don't have an account? Register Now' is displayed, with 'Register Now' as a link. At the bottom of the page, there is a dark blue footer with the text 'Employee Login Sign in here.' where 'Sign in here.' is a link.

### Step 2

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

A screenshot of the Global Payments verification interface. At the top is the 'globalpayments' logo. Below it is a section labeled 'EMAIL ADDRESS' containing a text input field with the email 'edgp19002@gmail.com'. To the right of this field is a blue button labeled 'Send verification code'.

globalpayments

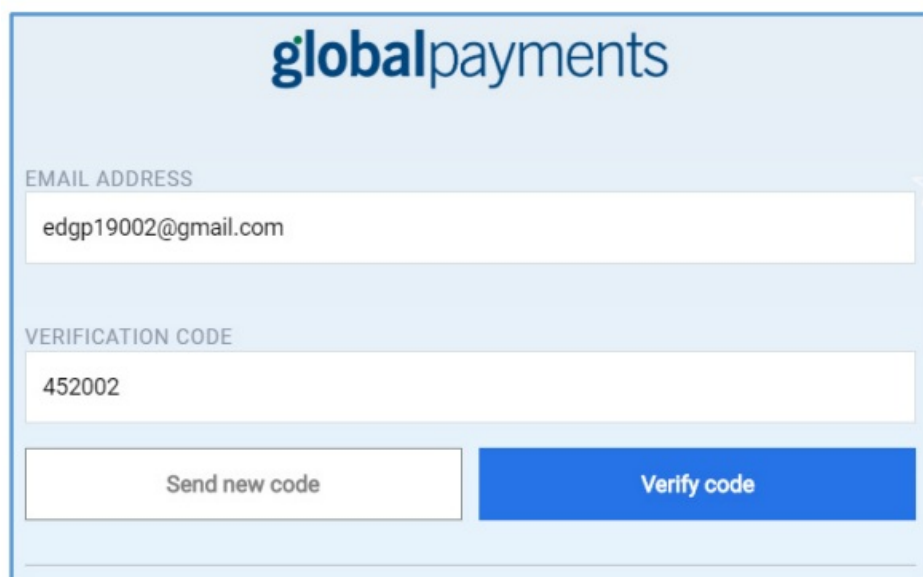
EMAIL ADDRESS

edgp19002@gmail.com

Send verification code

### Step 3

Enter the verification code, then click “Verify code”.

A screenshot of the Global Payments verification interface at the third step. It features the 'globalpayments' logo at the top. There are two input fields: the first is labeled 'EMAIL ADDRESS' and contains 'edgp19002@gmail.com'; the second is labeled 'VERIFICATION CODE' and contains '452002'. Below these fields are two buttons: a white button labeled 'Send new code' and a blue button labeled 'Verify code'.

globalpayments

EMAIL ADDRESS

edgp19002@gmail.com

VERIFICATION CODE

452002

Send new code

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.

EMAIL ADDRESS

edgp19002@gmail.com

✓ E-mail address verified. You can now continue.

Change e-mail

NEW PASSWORD [What is this?](#)

\*\*\*\*\*

CONFIRM NEW PASSWORD

\*\*\*\*\*

DISPLAY NAME

Display Name

FIRST NAME

Testing

SURNAME

Uzer-B

Cancel

Create

## Step 5

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

