

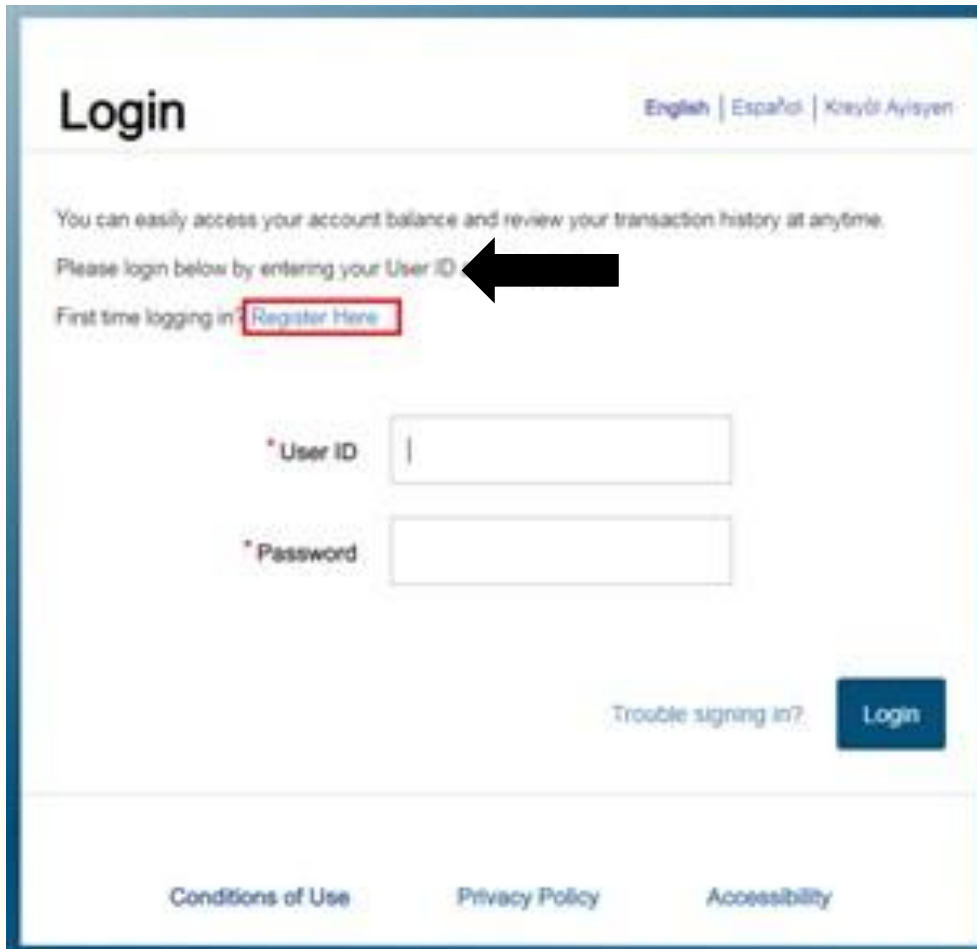
Complete all the Required Check Boxes to Successfully Set up Your Account.

<input type="checkbox"/>	Registration of User ID and Password
<input type="checkbox"/>	Step 1: Select Register Here.
<input type="checkbox"/>	Step 2: Enter Required Information and create a User ID and Password.
<input type="checkbox"/>	Step 3: Log into Cardholder Portal with new credentials.
<input type="checkbox"/>	Setting Challenge Questions
<input type="checkbox"/>	Step 4: Click Add Button to start first Question.
<input type="checkbox"/>	Step 5: Select a Challenge Question and enter Answer.
<input type="checkbox"/>	Step 6: click SAVE.
<input type="checkbox"/>	Step 7: Repeat steps 4-6 until all three Challenge Questions are set.
<input type="checkbox"/>	Linking User ID to Account
<input type="checkbox"/>	Step 8: Click Add Account and Enter Card Number.
<input type="checkbox"/>	Step 9: Enter Validation Criteria.
<input type="checkbox"/>	Step 10: Click Add Card.

Contact ebtEDGE.Cardholder.portal@fisglobal.com if you have further questions.

Registration of New User ID and Password

1. Select **Register Here** on the Login page.




2. Complete the required fields and **click Register**. The **Register** button becomes active after the user enters the required information on the screen.

Please fill out all details accurately to create a User Profile.

Required Fields

User ID *

Password *

Re-enter Password* 

First Name *

Last Name *

Email Address *

Phone Number *

Register Cancel

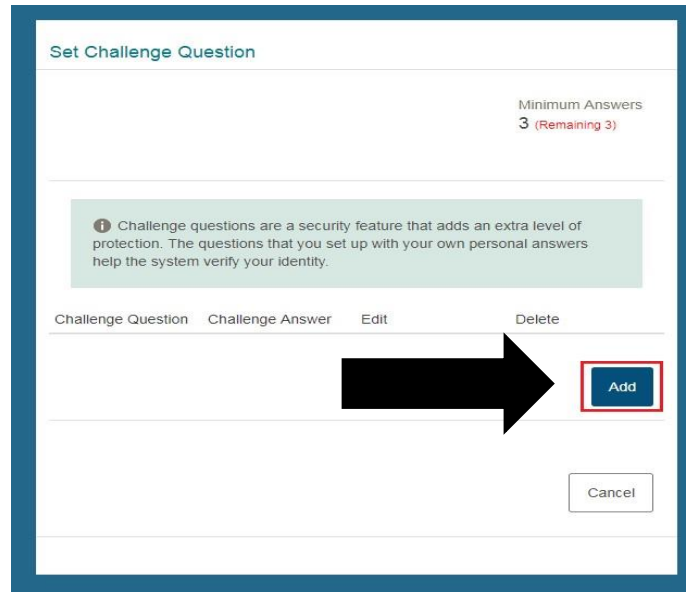
Already Registered? [Click here to Login](#)

Required Information:

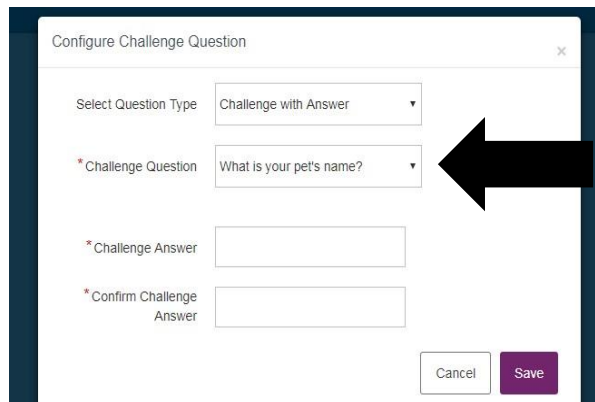
- **Unique User ID** ○ The User ID must be between **4-35 characters** in length and contain at least one alphabetical character.
 - **Password with Confirmation** ○ The Password can be **8-6 characters** and must contain at least **one upper case alphabetical character, one lower case alphabetical character, and one number**. Special characters such as @, #, and \$ can be used.
 - **First Name**
 - **Last Name**
 - **Email Address**
 - **Phone Number**
3. Once the User ID and Password have been **successfully** created, the application will redirect the cardholder to the Login page. **The Cardholder then proceeds with logging into the application with the User ID and Password created. Click [Here](#) to Return Home.**

Setting Challenge Questions

- The first time the cardholder logs into the application, the page will **automatically be redirected to the Set Challenge Question page**. These questions will be used to reset a password if forgotten. The cardholder clicks the **Add** button.



- The application displays the Configure Challenge Question window. The cardholder selects a question from the **Challenge Question drop-down** and input their answer and confirm their answer.

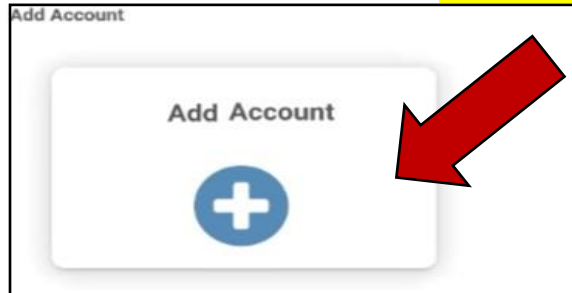


- After all required fields are entered, click **Save**.
- Repeat steps 4-6 until all three challenge questions are set.** When all **three challenge** questions are successfully set, the cardholder's log in is complete, and the application displays the home page.

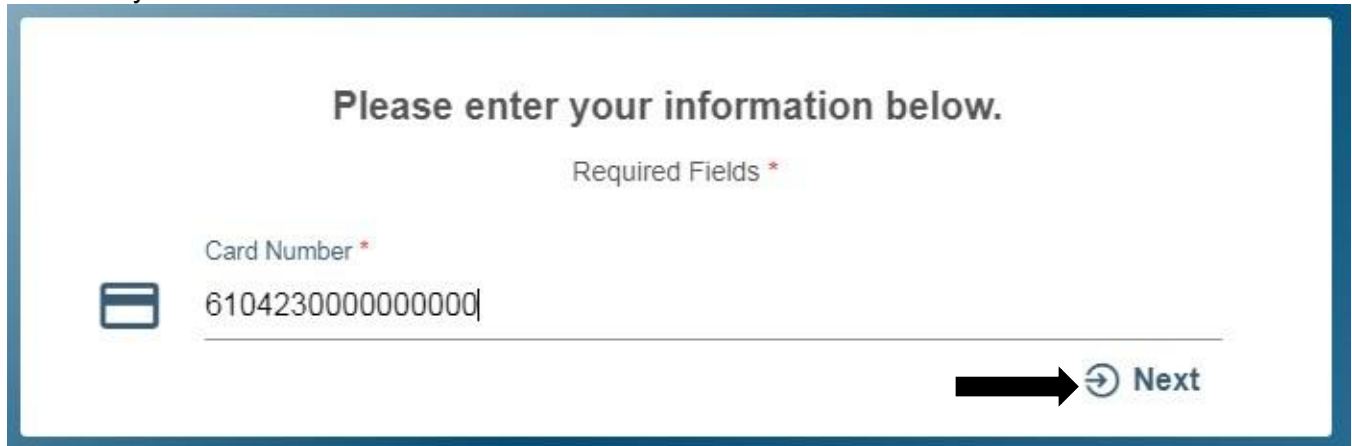
Click [Here](#) to Return Home.

Linking Account to User ID

- To add an account to the User ID, the cardholder clicks the **Add Account**.



Enter the Card Number. Once the card number is validated, the screen will expand to show **Next**. Click the **Next** button to validate the card and display additional fields to validate the identity of the cardholder.

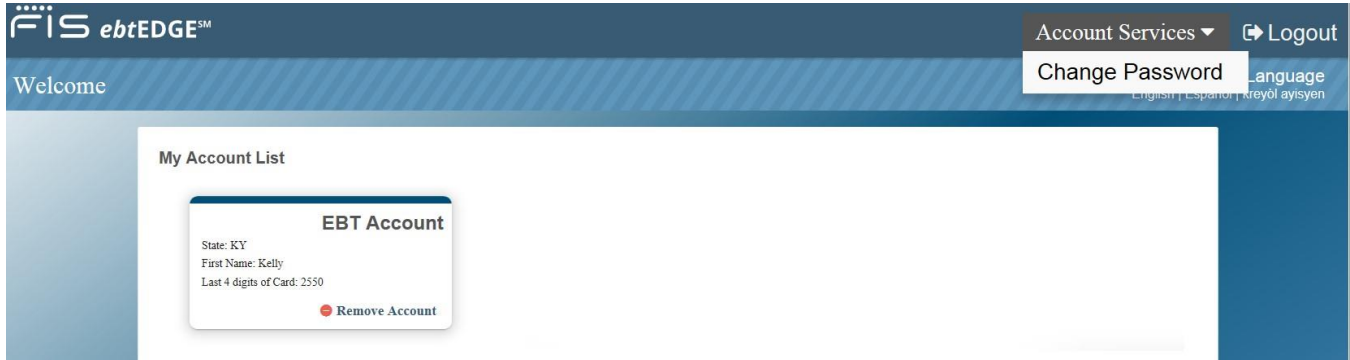


- Enter the validation criteria. This is the same information that is used to validate the cardholder's identity when a cardholder selects or changes the password to a card. Once all required fields are complete, the **Add Card** button will be enabled.
- Click **Add Card**. When the card has been successfully added, the application will redirect the cardholder to the home page.

Click [Here](#) to Return Home.

Change Password

- Select **Change Password** under **the Account Services drop-down** on the **home page**.



2. Enter the **current password** in the Old Password field, and then the new password with confirmation. **(*If you forgot your password go to Forgot Password to learn how to reset it.*)**

* Old Password:

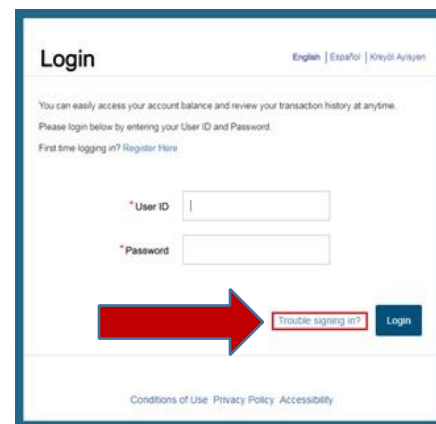
* New Password:

* Confirm New Password:

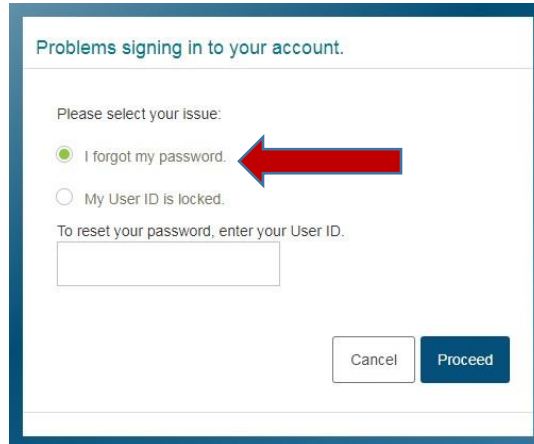
3. Select the **Save** button to update the password. When the password has been successfully changed, the application will redirect the cardholder to the Login page where they can log in using the new password.

Forgotten Password

1. Select the **Trouble signing in** link on the Login page.



2. Select the **I forgot my password** option. Enter the User ID to reset the password and click **Proceed**.



3. Enter the answers to all three challenge questions and click **Proceed**.
4. An email like the sample shown below will be sent to the **email address used to register the User ID**.
5. Log in to the application using the User ID and temporary password **that was sent in the**

From: IdP Dev Messenger <idp-noreply@fisglobal.com>
 Date: Thu, Mar 14, 2019, 7:06 AM
 Subject: Password Reset Notification
 To:

The password for your account TESTSTATEID has been reset to: 0L79YU4MG1
 The information contained in this message is proprietary and/or confidential. If you are not the intended recipient, please: (i) delete the message and all copies; (ii) do not disclose, distribute or use the message in any manner; and (iii) notify the sender immediately. In addition, please be aware that any message addressed to our domain is subject to archiving and review by persons other than the intended recipient. Thank you.

email.

6. The application redirects the cardholder **to reset their password**. Enter the current **temporary** password in the Old Password field and the new password with confirmation. Click **Proceed** when all fields are complete.



7. Upon successful password reset, the application redirects the cardholder to the home page.

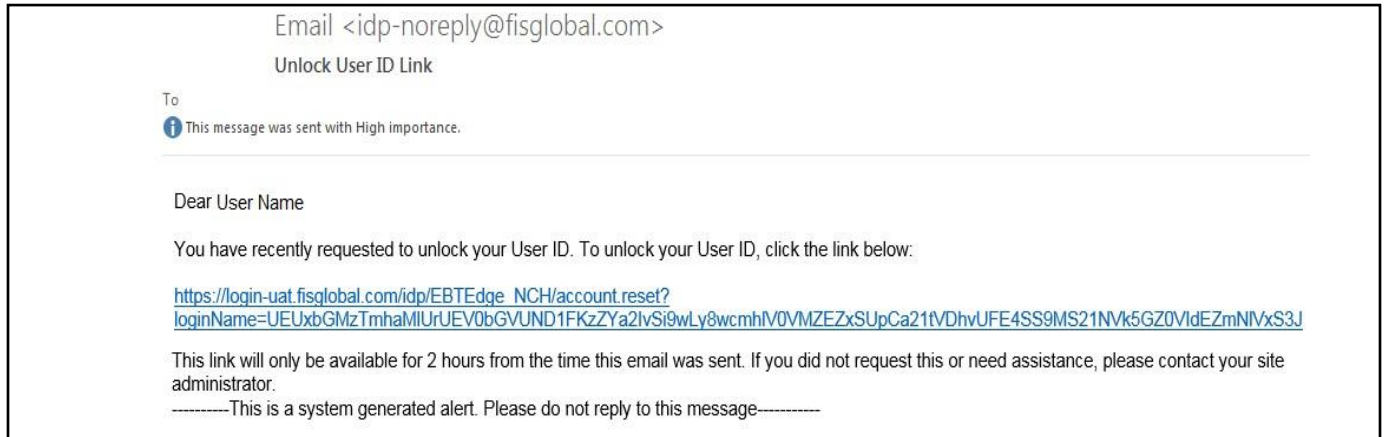
Unlock User ID

8. Select the **Trouble signing in** link on the Login page.

Note: The User ID will become locked out after 3 consecutive invalid access attempts. User will receive an email to the registered email address stating the User ID is locked due to failed login attempts.

9. Select the **My User ID is locked** option. Enter the User ID to reset the password and click **Proceed**.

10. Enter the answers to all three challenge questions and click **Proceed**.
11. An email like the sample shown below will be sent to the email address used to register the User ID.



12. The user will be re-directed to the home page and a message will display that the User ID was unlocked. The user can then log in to the application or reset their password.

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