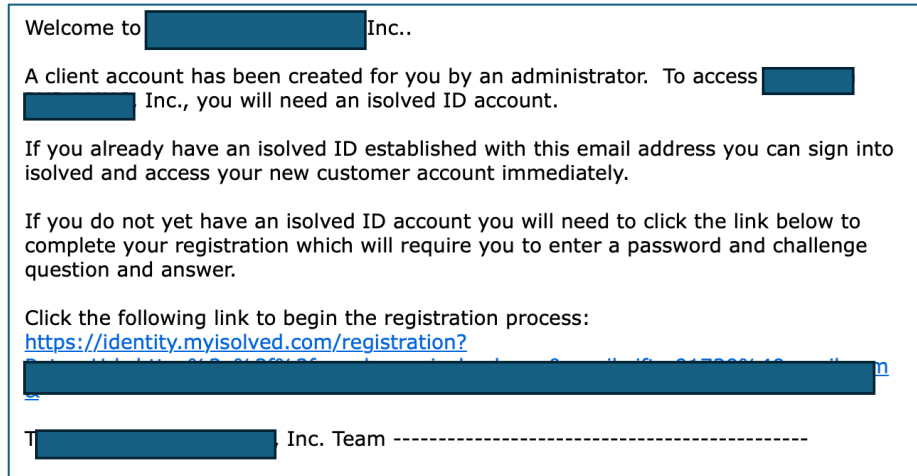


Registering your account and logging in

After PayPlus sets up your business in our isolated software, you will receive a welcome email that looks something like this:



If you didn't receive the email, check your spam folder.

1. Click the link to get started. You will need to enter your user registration information, including a password and answer to a security question. Be sure to write down your password. PayPlus does not have access to your password so if you forget it, you will need to reset it.

New User Registration

Provide the following information to create your account.

First Name **Last Name**

Email
This will be your username

Mobile Phone Number (Optional)
For security verifications and notifications

Country **Mobile Number**

Password

Password

Password requirements:

- A minimum length of 12 characters
- At least one digit (0-9)
- At least one uppercase character (A-Z)
- At least one lowercase character (a-z)
- At least one special character

Confirm Password

Choose a security challenge question
Helps validate your identity if you forget your password

Answer to the security challenge question

Confirm the answer to the security challenge question

2. Fill out the required information and then click on the **Create Account** button. You will receive a confirmation email that **you must respond to within 24 hours**.

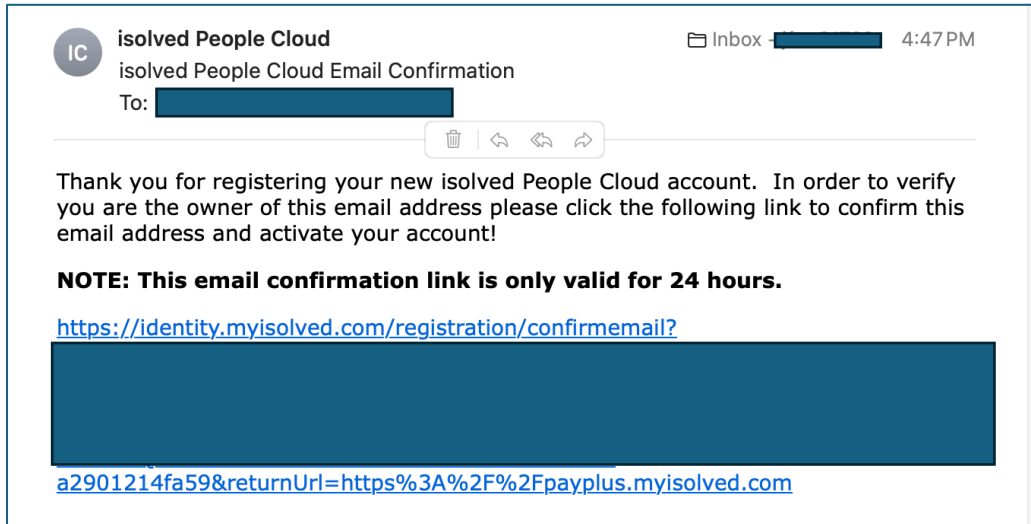
Confirm the answer to the security challenge question

Once your registration is complete you will receive a confirmation email to verify your email address. NOTE: You must complete the email confirmation within 24 hours.

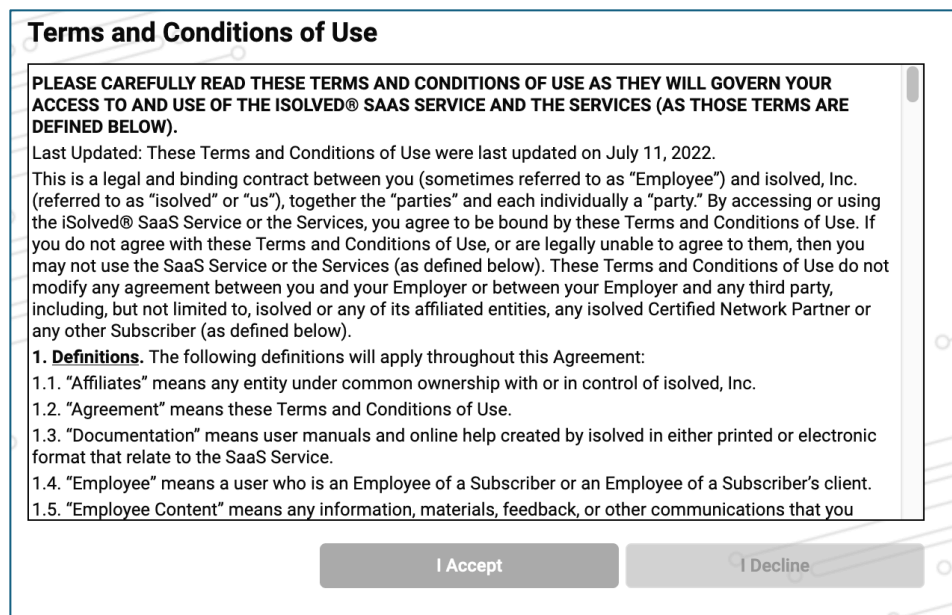
Create Account

Account Confirmation

Please validate that you are the owner of the email address for this account. You will receive a message at the email address entered with a link to confirm your account.



3. Click the link in the confirmation email.
4. You will be need to have a verification code sent to your email. If your computer lets you log in without a password, such as with a Touch Key, or if you use an Authentication app, you can set those up instead of having codes emailed to you. (You can set those up any time; you don't have to do this on your first login.)
5. You should now be logged. You will need to accept the terms and conditions. Scroll to bottom and click **I ACCEPT**.



You are all set! In the future, all you will need to do is login using your username (your work email) and password.