CLIENTLINE ENROLLMENT – (MUST be completed in google chrome)

- Go to https://www.www.businesstrack.com
- Click on Orange Enroll Key
- Click on "Sign up with your Merchant Account"
- Complete enrollment form by filling out all requested information
  - Name, Phone Number, Zip Code, Language, Email, Merchant #, Bank Account # and Tax ID (Do not have any dashes in these boxes)
- Click Create Account
- You will receive a message stating that you have been granted access to Business Track
- Click on blue box "Continue to login" and page will refresh
- Choose Merchant login
- You will have received 2 emails:
  - 1. email will contain the User ID
  - 2. email will contain the temporary password
- Enter in username and a temporary password
- You will then be asked to update the password: Enter in the old password (you received via email)
- Create your new password (must be 9 characters – including one special character and one uppercase letter)
- Once password is created successfully – Click on "Continue to Login"
- You will be directed to the Merchant Log in Page
- Type in your User ID and New Password
- An Email will be sent to you providing a verification security code
- Enter in the security verification code
- Accept Terms and Conditions and you will be directed to the main page of Business Track