

MasterCard Connect User Sign Up Guide

Welcome to MasterCard Connect™!

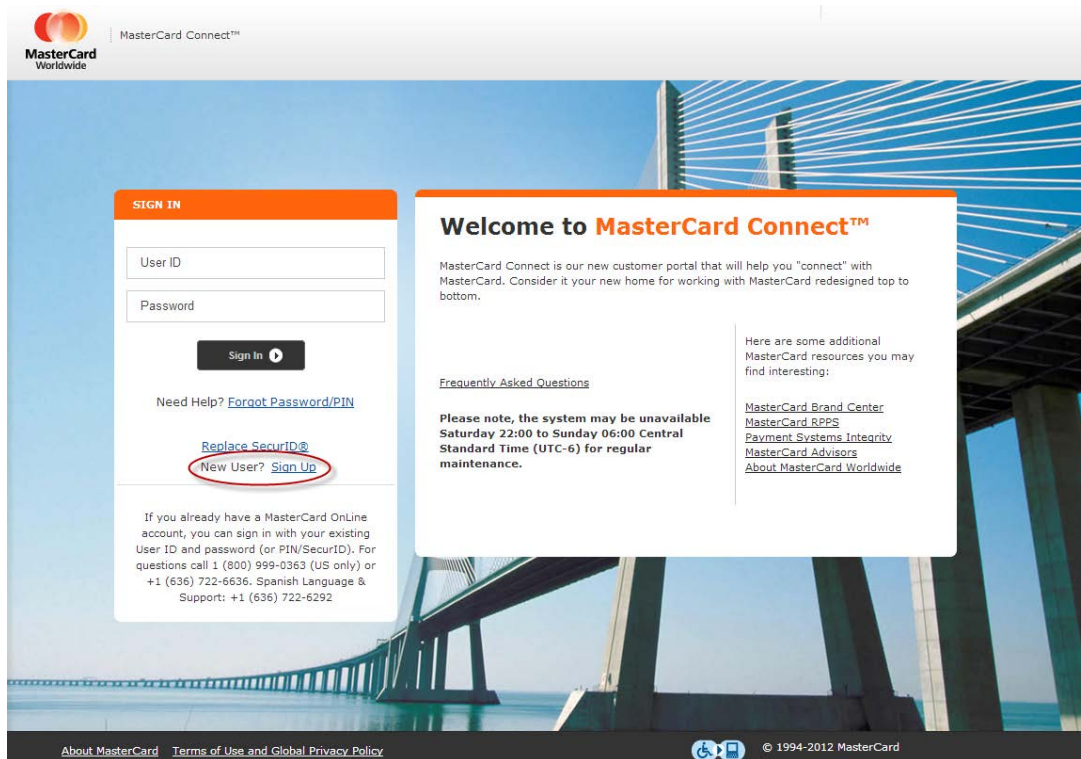
MasterCard Connect is your home for doing business with MasterCard. Connect gives you access to the tools and applications that help you do your job easily and more efficiently. Created from a design that was informed by real users, Connect makes managing your payments business easier than ever.

User Sign Up

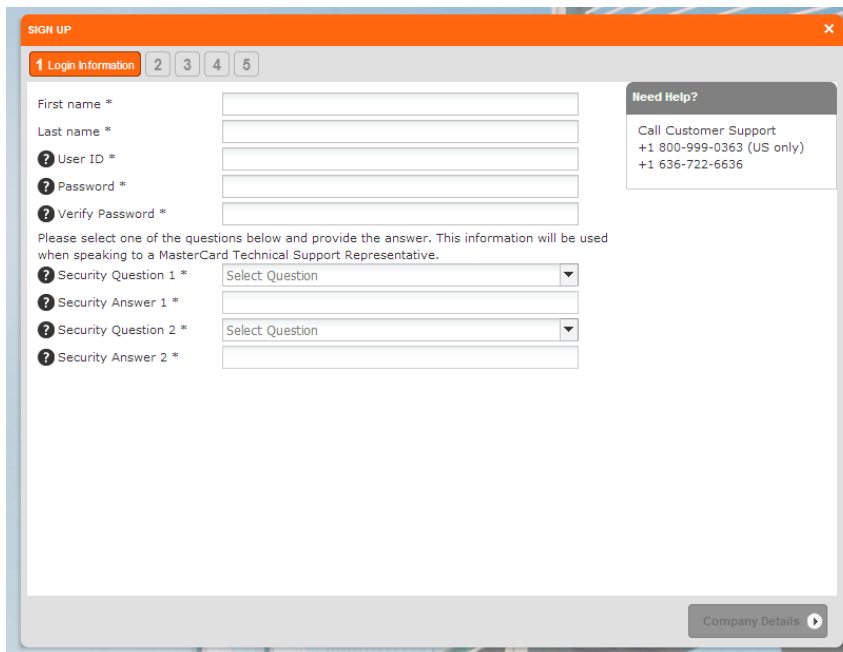
Navigate to MasterCard Connect at www.mastercardconnect.com/

New users can register for MasterCard Connect by clicking the **Sign Up** link in the left hand section on the [landing page](#). The link will open up a window that starts a 5-step process to register for MasterCard Connect.

You can register as a user for MasterCard Connect if your organization has completed the required step of designating at least one Security Administrator for MasterCard Connect. If you're unsure whether your organization has a Security Administrator for Connect, please contact MasterCard Customer Support at customer_support@mastercard.com, 1-800-999-0363 or 1-636-722-6636.



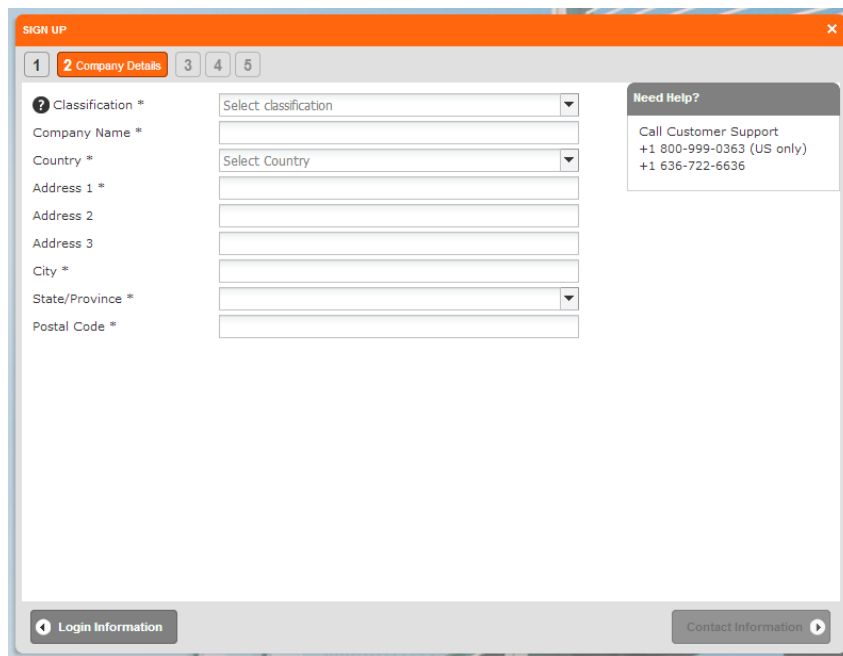
Step 1: Login Information



The screenshot shows a web form titled "SIGN UP" with a progress indicator showing "1 Login Information" selected. The form includes fields for "First name *", "Last name *", "User ID *", "Password *", "Verify Password *", "Security Question 1 *", "Security Answer 1 *", "Security Question 2 *", and "Security Answer 2 *". A "Need Help?" box provides contact information for customer support. A "Company Details" button is located at the bottom right.

1. Enter your first and last names
2. Choose a user ID between 6 and 30 characters long. You can use uppercase and lowercase letters, as well as most special characters (commas and spaces are not allowed).
3. Enter a password at least 8 characters long. We recommend using a combination of uppercase, lowercase, alphanumeric, and special characters to increase the password difficulty. You cannot use commas, spaces, or the User ID as part of the password.
4. Choose two security questions and enter your answers.

Step 2: Company Details



The screenshot shows a 'SIGN UP' window with a progress bar at the top indicating five steps. Step 2, 'Company Details', is active. The form contains the following fields:

- Classification * (dropdown menu)
- Company Name * (text input)
- Country * (dropdown menu)
- Address 1 * (text input)
- Address 2 (text input)
- Address 3 (text input)
- City * (text input)
- State/Province * (dropdown menu)
- Postal Code * (text input)

A 'Need Help?' box on the right contains the following text:

Call Customer Support
+1 800-999-0363 (US only)
+1 636-722-6636

Navigation buttons at the bottom include 'Login Information' (left arrow) and 'Contact Information' (right arrow).

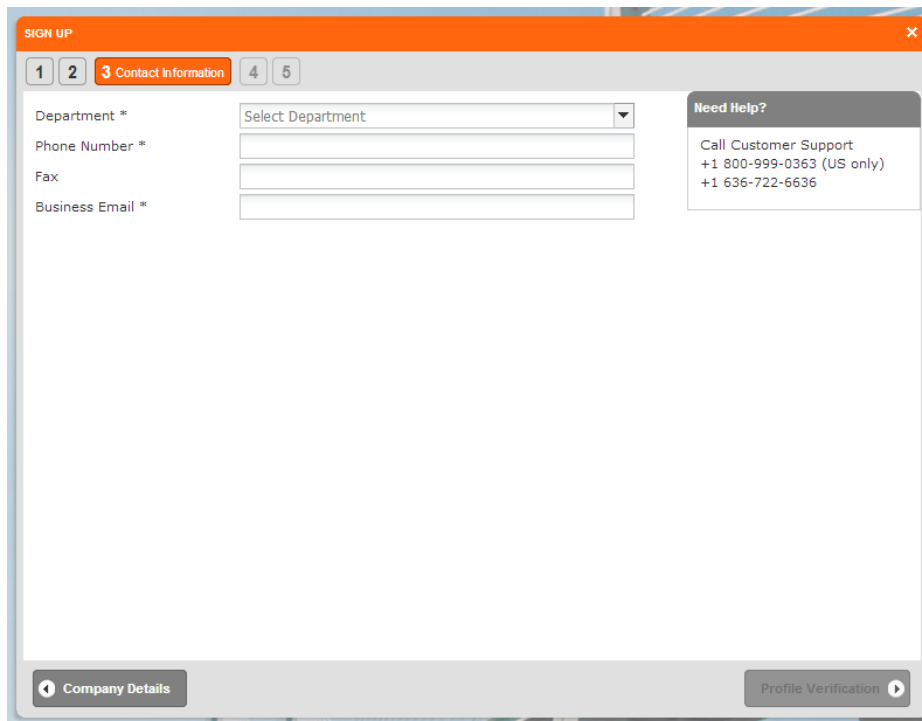
1. Enter your company details. First choose your company's classification from these categories indicating the line of business or relationship with MasterCard:
 - Acquirer/Issuer
 - Bill Payment- RPPS
 - Branded Processor
 - Clients of Customers (MasterCard Integrated Processing Solutions – IPS)
 - Commercial Products Participant
 - Merchant
 - Processor
 - Settlement Agent
 - Vendor Participant

If you're not sure which category applies to your company, please contact your the Security Administrator for MasterCard Connect in your organization.

2. After selecting your company's classification, you may be prompted to enter an ICA. Choose an ICA that is owned by your company (if you're unsure of the ICA, contact your Security Administrator).
3. Select your company name from the available options (start typing your company's name and a list will populate with the pre-loaded options for you).
4. Enter your physical address location.

Note: Your company must have a pre-established relationship with MasterCard and have received a Company ID in order to appear on this list. If you are unsure whether your company has established a relationship with MasterCard you can contact MasterCard Customer Support at customer_support@mastercard.com.

Step 3: Contact Information



The screenshot shows a web browser window titled "SIGN UP" with a close button in the top right corner. Below the title bar is a progress indicator with five numbered steps: 1, 2, 3 (highlighted in orange), 4, and 5. The main content area contains the following fields:

- Department *: A dropdown menu with the text "Select Department" and a downward arrow.
- Phone Number *: A text input field.
- Fax: A text input field.
- Business Email *: A text input field.

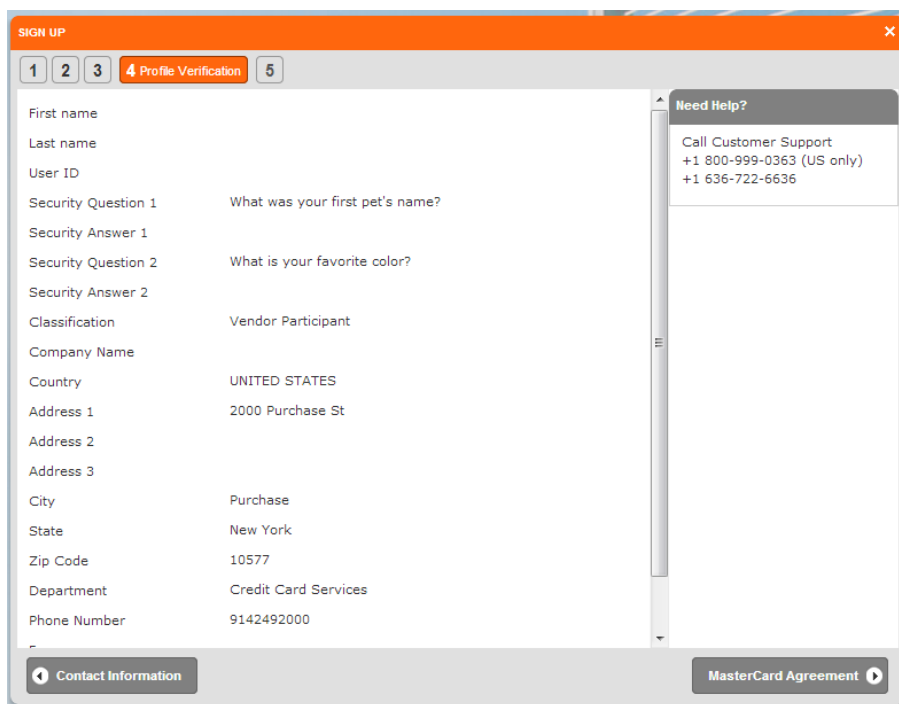
On the right side of the form, there is a "Need Help?" section with the following text:

Call Customer Support
+1 800-999-0363 (US only)
+1 636-722-6636

At the bottom of the form, there are two navigation buttons: "Company Details" with a left-pointing arrow and "Profile Verification" with a right-pointing arrow.

In step 3, please provide your department, phone number, and email address. We'll use this information to populate your user profile in case we need to contact you about your account.

Step 4: Profile Verification



SIGN UP

1 2 3 **4 Profile Verification** 5

First name	
Last name	
User ID	
Security Question 1	What was your first pet's name?
Security Answer 1	
Security Question 2	What is your favorite color?
Security Answer 2	
Classification	Vendor Participant
Company Name	
Country	UNITED STATES
Address 1	2000 Purchase St
Address 2	
Address 3	
City	Purchase
State	New York
Zip Code	10577
Department	Credit Card Services
Phone Number	9142492000

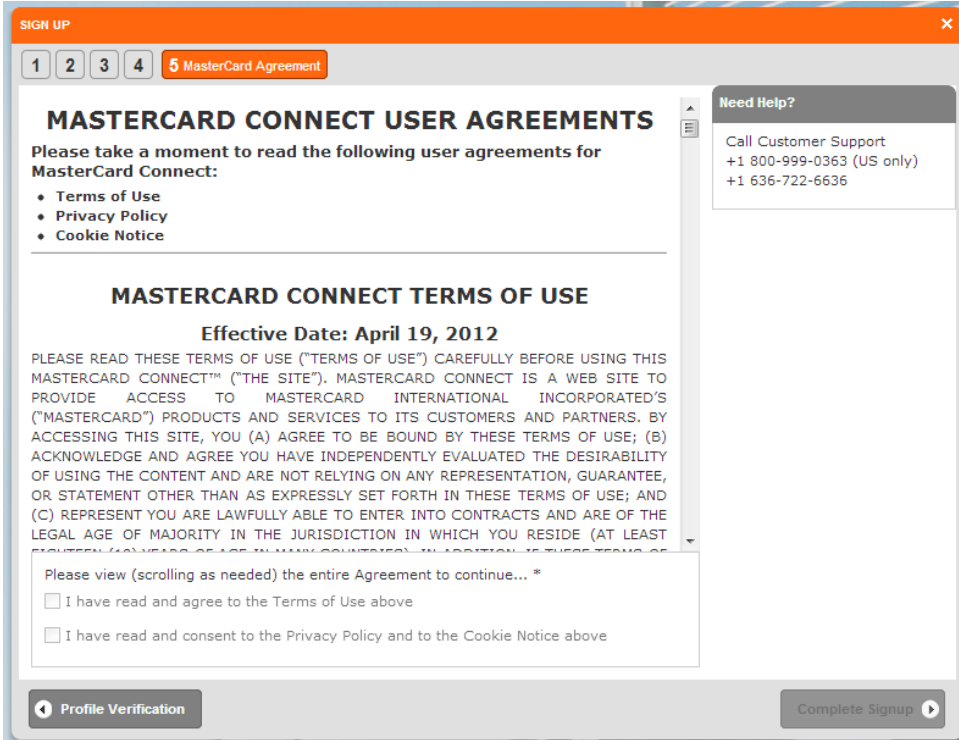
Need Help?

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[Contact Information](#) [MasterCard Agreement](#)

You're almost done! In step four, verify that all your information is correct. Please check for typos, spelling errors, or any other information that you may need to change. Click on a numbered step at the top of the screen to make edits and corrections in that step.

Step 5: MasterCard User Agreements



SIGN UP

1 2 3 4 5 MasterCard Agreement

MASTERCARD CONNECT USER AGREEMENTS

Please take a moment to read the following user agreements for MasterCard Connect:

- Terms of Use
- Privacy Policy
- Cookie Notice

MASTERCARD CONNECT TERMS OF USE

Effective Date: April 19, 2012

PLEASE READ THESE TERMS OF USE ("TERMS OF USE") CAREFULLY BEFORE USING THIS MASTERCARD CONNECT™ ("THE SITE"). MASTERCARD CONNECT IS A WEB SITE TO PROVIDE ACCESS TO MASTERCARD INTERNATIONAL INCORPORATED'S ("MASTERCARD") PRODUCTS AND SERVICES TO ITS CUSTOMERS AND PARTNERS. BY ACCESSING THIS SITE, YOU (A) AGREE TO BE BOUND BY THESE TERMS OF USE; (B) ACKNOWLEDGE AND AGREE YOU HAVE INDEPENDENTLY EVALUATED THE DESIRABILITY OF USING THE CONTENT AND ARE NOT RELYING ON ANY REPRESENTATION, GUARANTEE, OR STATEMENT OTHER THAN AS EXPRESSLY SET FORTH IN THESE TERMS OF USE; AND (C) REPRESENT YOU ARE LAWFULLY ABLE TO ENTER INTO CONTRACTS AND ARE OF THE LEGAL AGE OF MAJORITY IN THE JURISDICTION IN WHICH YOU RESIDE (AT LEAST 18 YEARS OF AGE IN MANY COUNTRIES). IN ADDITION, THESE TERMS OF USE...

Please view (scrolling as needed) the entire Agreement to continue... *

I have read and agree to the Terms of Use above

I have read and consent to the Privacy Policy and to the Cookie Notice above

Need Help?

Call Customer Support
+1 800-999-0363 (US only)
+1 636-722-6636

Profile Verification Complete Signup

After you have verified your profile information, you must read and agree to the MasterCard Connect Terms of use, Privacy Notice, and Cookie Use Notice. Scroll to the bottom of the screen, check the boxes, and you're finished with registration.

Registration Approval

After you submit registration information, the system routes the request to your organization's Security Administrator for review and approval. The Security Administrator will verify that your profile information is correct, and will ensure that you are set up to view the correct data for your organization in MasterCard Connect. When the Security Administrator approves your sign-up request, you will receive an email notification from MasterCard Connect indicating that your account has been created.