

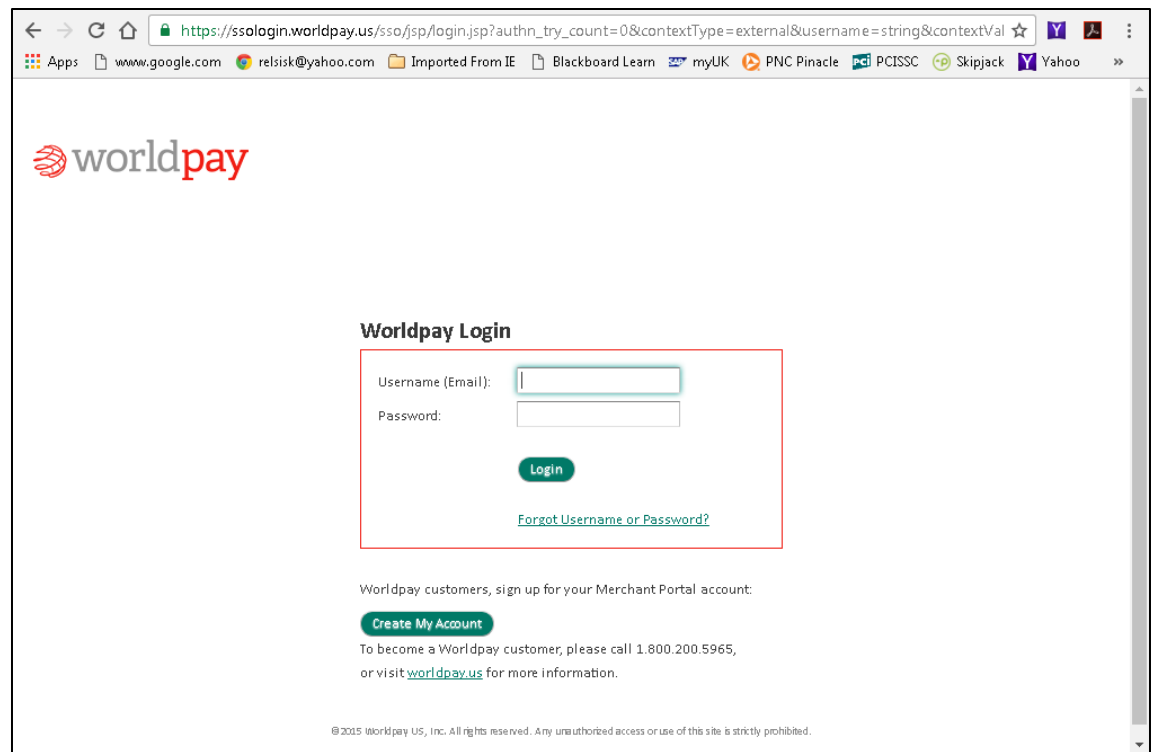
# Instructions for setting up Worldpay online reporting access

## Worldpay Portal

To set up Worldpay online access, go to <http://portal.worldpay.us>

- Use the link below for the Worldpay Portal:

- <http://portal.worldpay.us>



The screenshot shows a web browser window displaying the Worldpay login page. The address bar shows the URL: [https://ssologin.worldpay.us/sso/jsp/login.jsp?authn\\_try\\_count=0&contextType=external&username=string&contextVal](https://ssologin.worldpay.us/sso/jsp/login.jsp?authn_try_count=0&contextType=external&username=string&contextVal). The page features the Worldpay logo at the top left. Below the logo, the heading "Worldpay Login" is centered. Underneath, there is a login form with two input fields: "Username (Email):" and "Password:". A green "Login" button is positioned below the password field. A link for "Forgot Username or Password?" is located below the "Login" button. At the bottom of the page, there is a section for "Worldpay customers, sign up for your Merchant Portal account:" with a green "Create My Account" button. Below this, a message states: "To become a Worldpay customer, please call 1.800.200.5965, or visit [worldpay.us](http://worldpay.us) for more information." The footer contains the copyright notice: "© 2015 Worldpay US, Inc. All rights reserved. Any unauthorized access or use of this site is strictly prohibited."

## Create Worldpay Online Reporting Access

Click on the Create My Account button at the bottom of the page.



### Worldpay Login

Username (Email):

Password:

Login

[Forgot Username or Password?](#)



Worldpay customers, sign up for your Merchant Portal account:

Create My Account

To become a Worldpay customer, please call 1.800.200.5965, or visit [worldpay.us](http://worldpay.us) for more information.

## Create Worldpay Online Reporting Access

Complete the required fields. (First Name, Last Name, Username Email, Retype Email, Password and Retype Password)

For the Customer Number and Checking Account digits, please contact Merchant Card Services at 859-257-3969.

Once you've entered your Username (Email) and Password, click Create Account.

Once you've completed the steps above, please send an email to Karen Lawson to have Worldpay edit your settings and link to your merchant account(s).

Identify the business and the business owner

\* This field is required

First Name: *	<input type="text"/>	Customer Number: *	<input type="text"/>
Middle Initial:	<input type="text"/>	<i>From your Welcome Pack</i>	
Last Name: *	<input type="text"/>	Checking Account: *	<input type="text"/>
		<i>Last 4 digits</i>	

Create a username and temporary password (you must change it on first login)

Username (Email): *	<input type="text"/>	Password: *	<input type="text"/>
Retype Email: *	<input type="text"/>	Retype Password: *	<input type="text"/>

\* Indicates required information

[Create Account](#)