

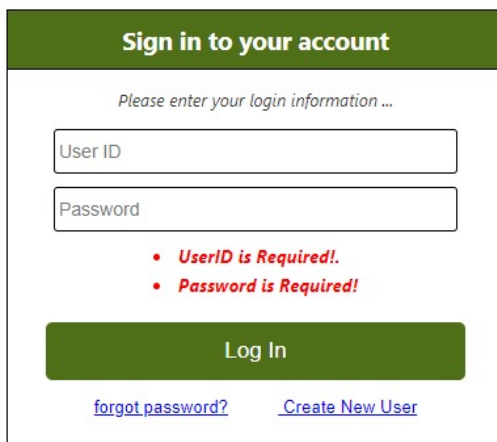
NEW USER MERCHANT PORTAL SET-UP PROCESS

Welcome to Valutec! Here is the step-by-step process to register your new account. On or after the day of conversion, you will be able to access VTMP through a link in iQ, or directly on the **VTMP website**. Your access to VTMP will be set up using the same email addresses used previously in MercuryView.

If you have any questions or issues setting up your account, please complete a support form at **Gift Card Service Request Form**

STEP 1

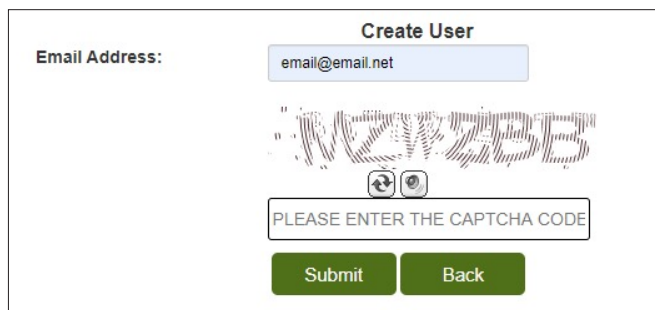
Go to vtmp <https://www.vtmerchantportal.com> and click on **Create New User**.



The screenshot shows a login form titled "Sign in to your account". It includes a header with the title, a prompt "Please enter your login information ...", two input fields for "User ID" and "Password", and a "Log In" button. Below the fields are two red error messages: "• UserID is Required!" and "• Password is Required!". At the bottom, there are two links: "forgot password?" and "Create New User".

STEP 2

Enter your email address (the same email address as you used in MercuryView) and the captcha code, and then click on **Submit**.



The screenshot shows a "Create User" form. It has a label "Email Address:" followed by an input field containing "email@email.net". Below the input field is a CAPTCHA image showing the word "WORLD" in a stylized font. Underneath the CAPTCHA are two small icons: a refresh icon and a help icon. Below these is an input field labeled "PLEASE ENTER THE CAPTCHA CODE". At the bottom, there are two buttons: "Submit" and "Back".

STEP 3

If your email address matches an email address in the VTMP system, you will receive an email from **valutecadmin@fisglobal.com** with registration instructions and the registration link. You should click the link to complete your VTMP registration as soon as you receive the email, as the registration link expires after 72 hours.

If your email address does not match an email address in the VTMP system, you will receive the error: **“Email address does not exist,”** and you’ll need to complete a support form at **Gift Card Service Request Form**

Valutec

New Account Setup Notification

Welcome to VT Merchant Portal Account Setup

An account has been created for you to access the online portal. Before you may begin using your Valutec account, you must follow the link below to continue setting up your account. Once you have completed your registration you will need to remember your credentials for future access. Please note that you will have 72 hours to use the link below. If you are unable to setup your account during that period, you will need to contact Merchant Support for further assistance.

User ID: **ID1234**

<https://www.vtmerchantportal.com/Default.aspx?WT=F70DED0E1DC04657A435B23FB6F894E42021F04CAD02B1164681867DD52199C53A24>

Note: If you believe you received this notification in error, please contact us at cservice@valutec.net

STEP 4

On clicking the registration URL from the email, it will be redirected to “New User Registration” like below. Fill out the New User Registration and click **Complete Registration**. Once you have successfully completed your registration you will receive a confirmation screen.

New User Registration

Please complete all fields below.

Email Address
email@email.net

Company Name
Beth's Boutique

First Name

Last Name

Primary Telephone

Mobile Number

Security Question #1
What is the LAST name of your current manager at your primary place of employment?
Security Question #1 Answer

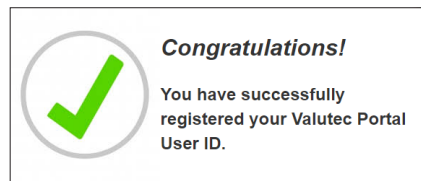
Security Question #2
What is the HOUSE NUMBER of the home you lived in ten years ago? (EG If ten years ago yo
Security Question #2 Answer

Security Question #3
What is your employee ID/Employee number?
Security Question #3 Answer

Choose A Password
* Passwords should be at least 8 characters in length, start with a letter and have at least one of each: lowercase letter, uppercase letter, digit and special character that is one of the following ~!@#+-=\$

Choose a Password

Confirm Password



Complete Registration

STEP 5

Close the Congratulations screen. Registration is complete and you can now go back to login page with your User ID and New password to login.

Sign in to your account

Please enter your login information ...

User ID

Password

- **UserID is Required!**
- **Password is Required!**

Log In

[forgot password?](#) [Create New User](#)

Note: If you need to add users to your VTMP account, you'll need to complete a support form at **Gift Card Service Request Form**

QUESTIONS?

Please call us at 800-509-0625 or via our **Gift Card Service Request Form**