

CLIENTLINE ENROLLMENT - (MUST be completed in google chrome)

- go to www.myclientline.net (Hyperlink)
- Click on Orange Enroll Key
- Sign up with your Merchant Account
- Complete enrollment form (do not provide any dashes associated w/phone #; tax id #; etc.)
 - Can leave mobile # Blank
 - Choose Language (English)
 - Chose Merchants Time Zone
 - Provide Your email address (to ensure correct enrollment)
 - Leave Sort Code/Transit # Blank
- Choose CREATE ACCOUNT
- You will receive an email stating that you have been granted access to Business Track – and email will provide you with the hyper link as well as the Clientline Login User ID.
- Continue to Login
- Select Merchant Login

You will have received 2 emails: One email will contain the User ID and a second email will contain the temporary password

- Enter the information/ Select Log in
 - You will be Hyper linked to a page to update the password: Enter in the old password (you received via email). Create a password (must be 9 characters – including one special character and one uppercase letter). example: Autumn21\$
- Once password is created successfully – you will be hyperlinked to “Continue to Login”. Click on this button
- 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