Learn how Business Admins can register a Billing Account and Business Cardholder for eZCard

Step 1: Log into eZBusiness

Company Search	1					Eng
Compa	ny ID	Company Name	Select Sta	lus -		
Search Q		•				
Company Sea	rch Results					
Company Sea	rch Results Companies					• 4
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Step 2: Choose desired account type

First Name	👗 Last I	lame	=	Account N	Number	=	Employee ID			
Billing	Ope	n	~							
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ccounts iowing 10 - Accounts indicate Name -	Account Number	Hierarchy		Status Ba	alance Cre	edit Limit:	Available Credit:	Username	Actions	

From your Account List, locate EITHER:

The Billing Account (set Account Type filter to "Billing" or look for BL ACCT under Cardholder name)

OR

The Cardholder Account

Then select the BL ACCT or Cardholder Account by clicking on the account number.

NOTE: cardholders can self-enroll by visiting ezcardinfo.com

Step 3: In the User Enrollment Details section, click on the "More" button

Enrollment Status	Not Enrolled			
Username	N/A	User Enrollment Details		~
Account Type:	Billing			
Block/Reclass Description:	NORMAL ACCOUNT	User Enrollment Status / Activity	Not Enrolled	
Block/Reclass Code:	17	User Account Status(Locked /	Active	
Expiration Date	12/2049 More Info	User Profile Status(Locked / Unlocked):	Active	
View Payment Activ	ity a			
View Associated Acco	unts 🚢	Mare		
View Statements	0	(mare		

Step 4: Click on "Enroll" and follow the prompts

BL ACCT 00000001-10000000	User Enrollment Details					
	Activity	Status Last Activity Date	Actions			
	User Enrollment Status / Activity	Not Enrolled	8 🛋 9			
J (416) 123-4567 🗭	User Security Status (RSA)	Not Enrolled				
🕈 123 Fake St, St. Catherines ON 🛛 🗭	Provide design of the local	5//4	-			
Expiration Date 12/2049	Security inactivity Lock	N/A.				
Previous Account N/A	Password Failures / Generate New Password	0	P			
Number.	User Account Status/Locked / Unlocked)	Unlocked	A			

G Back To Account List



Note for Consolidated Accounts only:

Once the BL ACCT is registered for eZCard, Account Admins can access it from either the eZBusiness platform or via eZCard.

To log into eZCard via eZBusiness, click on the "Emulate" icon in eZBusiness.