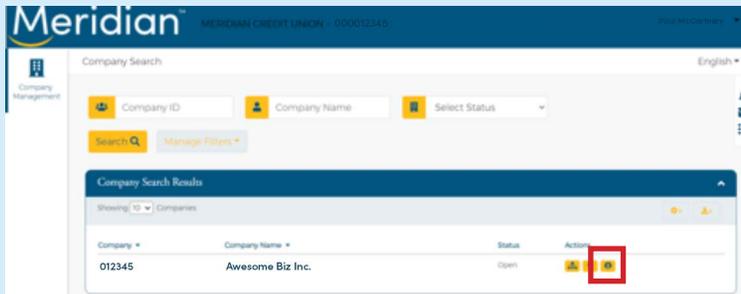
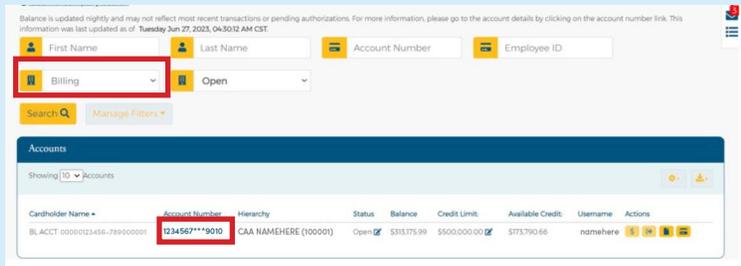


Learn how Business Admins can register a Billing Account and Business Cardholder for eZCard

Step 1: Log into eZBusiness



Step 2: Choose desired account type



From your Account List, locate EITHER:

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

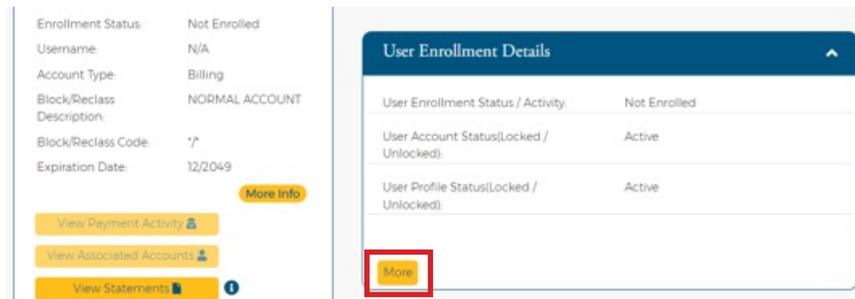
OR

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



Step 4: Click on “Enroll” and follow the prompts



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.

