

**Subject:** Steps on How to Access the  
Authorize.net Sign Up

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## Authorize.net TECHNICAL MEMORANDUM

### Overview:

Anyone who had a hard time looking for the Authorize.net Sign Up page just need to read this 15 step Memorandum.

### Step 1:

Go to any one of the browsers that you would normally use. (I'll be using Google Chrome)



### Step 2:

Type <http://www.pecbilling.com/> into the web address box.



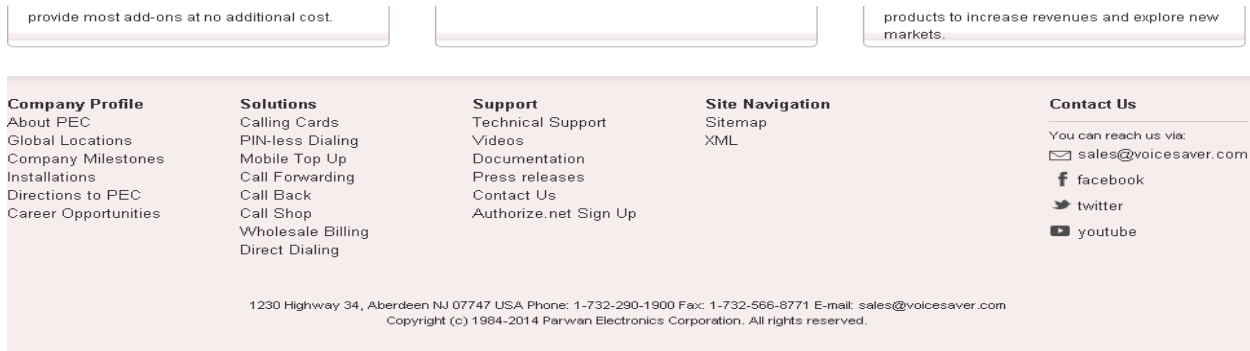
### Step 3:

Press the Enter key and you should reach the PEC homepage. It will look like the image below.



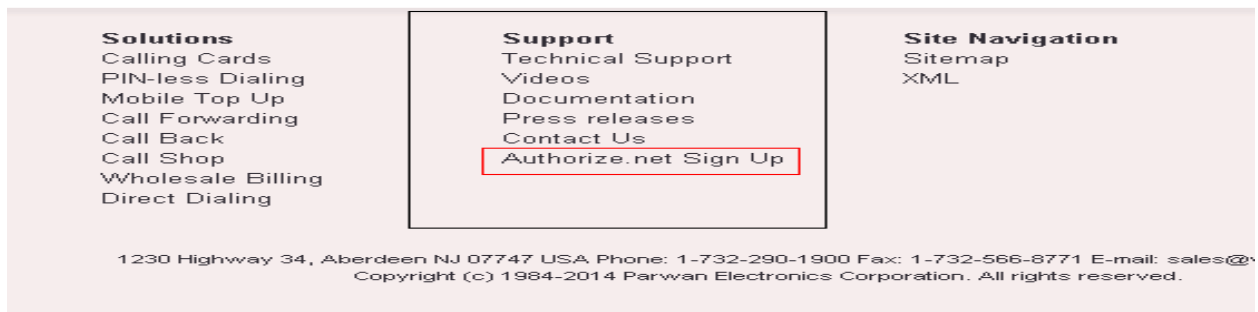
#### Step 4:

Scroll down all the way to the bottom of the page; it will look like the image below.



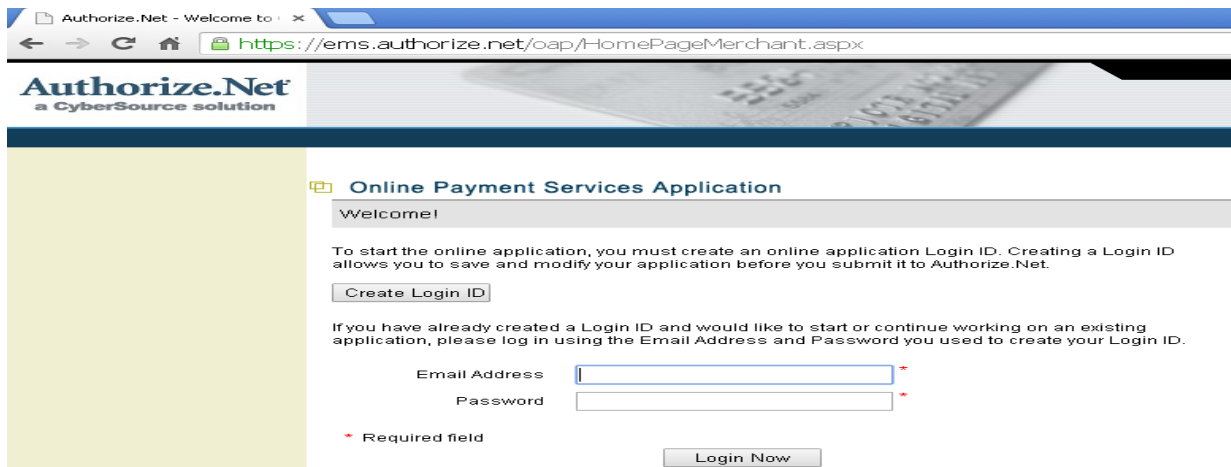
#### Step 5:

You need to find “[Authorize.net Sign Up](#)” link. It is located under the **Support** options.



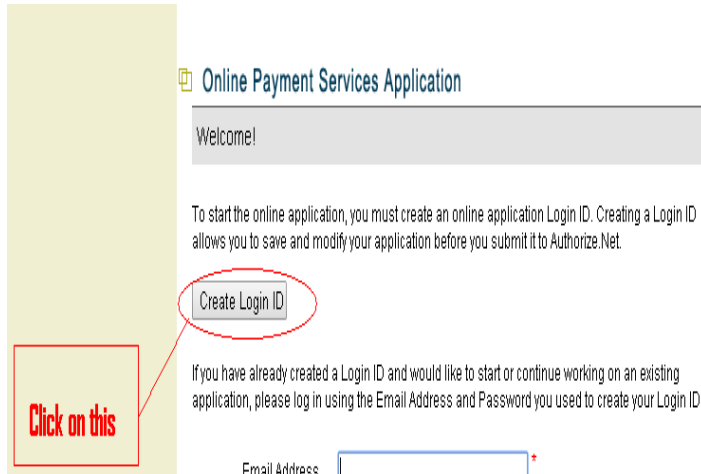
#### Step 6:

Click on “[Authorize.net Sign Up](#)” it will take you to a new page that looks like the image below.

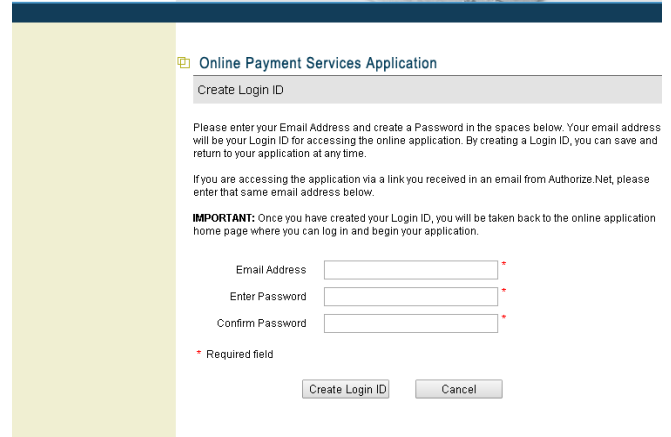


### Step 7:

Click on the Create Login ID button, and a new page will appear just like the image at the below, to the right.

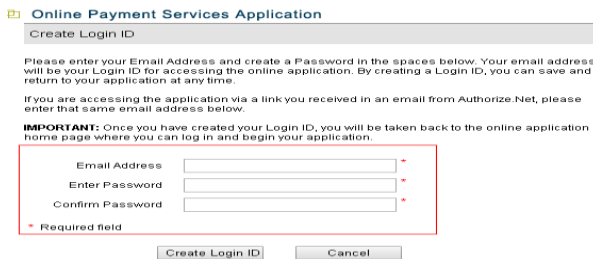


Authorize.Net  
a CyberSource solution



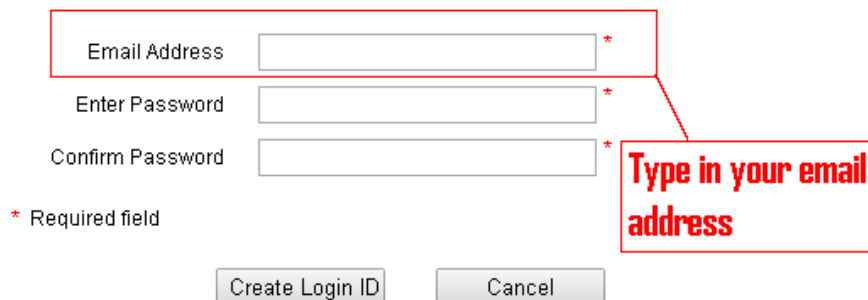
### Step 8:

When you arrive at the new page you'll see three input boxes right next to the words; **Email Address**, **Enter Password**, and **Confirm Password**.



### Step 9:

Put in your email address into the input box next to where it says **Email Address**.



### Step 10:

Now create a password using of alphanumeric characters, and both capital and lower-case letters to ensure that no one can guess your password.

**EXAMPLE: A1aB2bC3c**

### Step 11:

Now put your password into the input boxes located next to **Enter Password** and **Confirm Password**.

Email Address  \*

Enter Password  \*

Confirm Password  \*

\* Required field

Create Login ID Cancel

Enter your password in both input boxes

### Step 12:

Press the Create Login ID button and it should take you back to “Authirize.net Sign Up” page.

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Online Payment Services Application

Welcome!

To start the online application, you must create an online application Login ID. Creating a Login ID allows you to save and modify your application before you submit it to Authorize.Net.

Create Login ID

If you have already created a Login ID and would like to start or continue working on an existing application, please log in using the Email Address and Password you used to create your Login ID.

Email Address  \*

Password  \*

\* Required field

Login Now

### Step 13:

Enter your email address and password in the input boxes next to “Email Address,” and “Password.”

Online Payment Services Application

Welcome!

To start the online application, you must create an online application Login ID. Creating a Login ID allows you to save and modify your application before you submit it to Authorize.Net.

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If you have already created a Login ID and would like to start or continue working on an existing application, please log in using the Email Address and Password you used to create your Login ID.

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Password  \*

\* Required field

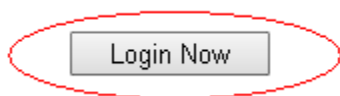
Login Now

Input your email address in this box

Input your password in this box

### Step 14:

After finishing Step 13 click the Login Now button.



## Step 15:

After logging in, you now have access to Authorize.net. From here you just have to go through the site's steps and you'll be able allow your customers to authorize payments.

The screenshot shows the Authorize.net application interface. On the left is a navigation menu with sections: Application Process, Your Applications, Payment Gateway Account, Step 1: Select Services, Internet Merchant Account, eCheck/Net Service, and Application. The main content area is titled 'Online Payment Services Application' and 'Step 1: Select Services'. It contains a welcome message, a definition of a Merchant Account, a dropdown menu for 'What is the primary sales channel for your business?', a section for 'What services would you like to apply for?' with radio buttons for 'Payment Gateway for Credit Card Processing', 'Internet Merchant Account for Credit Card Processing', and 'Electronic check processing using eCHECK2100', and a section for 'Would you like to sign up for the following value-added products?' with radio buttons for 'Advanced Fraud Detection Suite (AFDS)', 'Advanced Fraud Detection Suite (AFDS)', and 'Customer Information Manager (CIM)'. A 'Next' button is at the bottom right.