

**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.



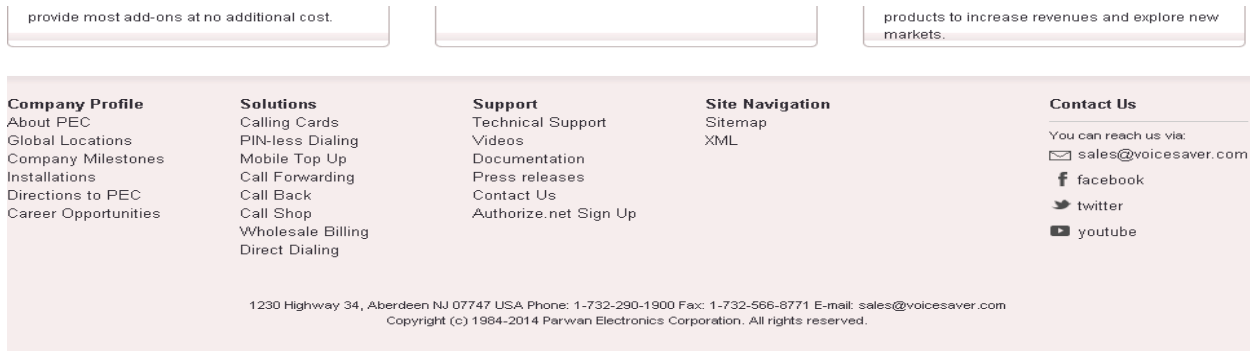
### Step 3:

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



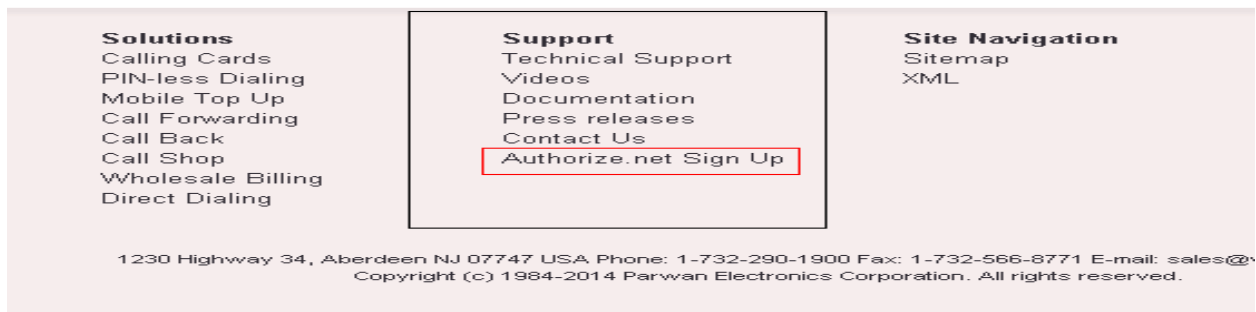
#### Step 4:

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



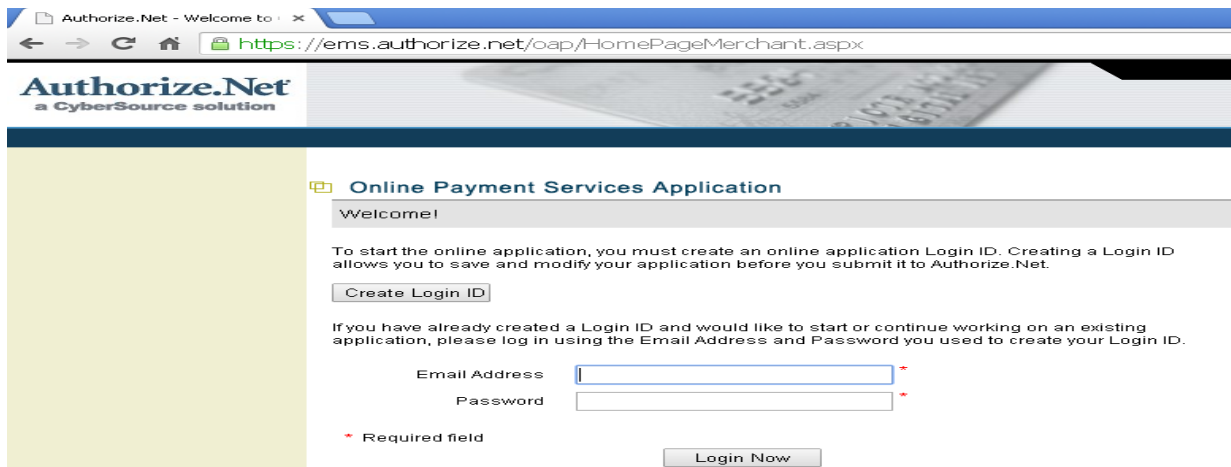
#### Step 5:

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



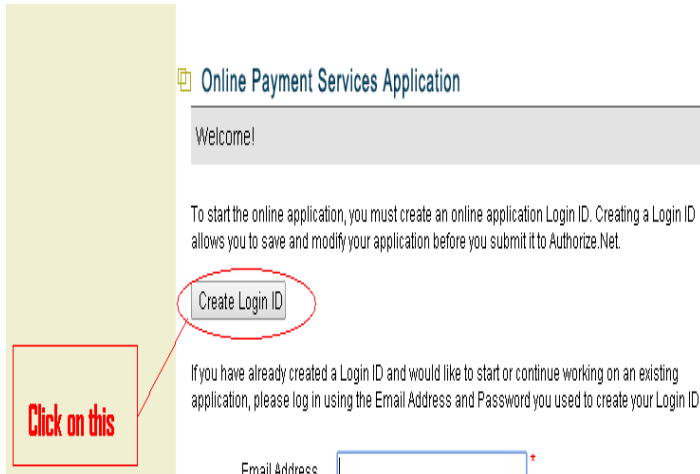
#### Step 6:

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

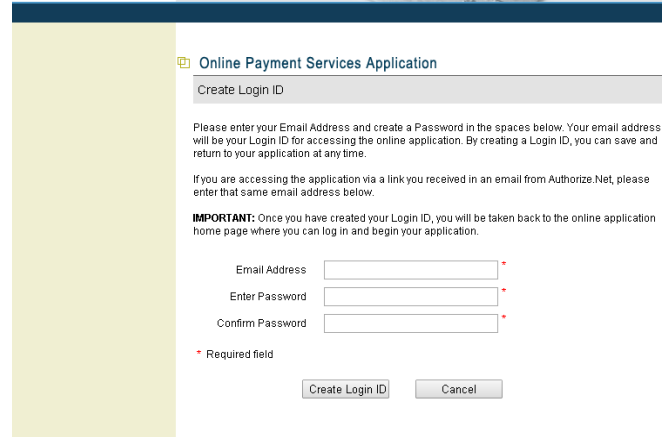


### Step 7:

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

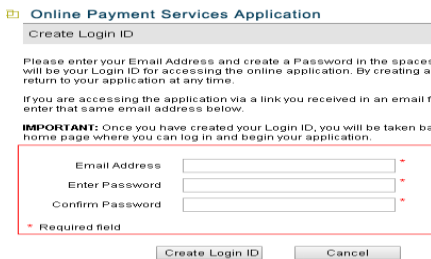


Authorize.Net  
a CyberSource solution



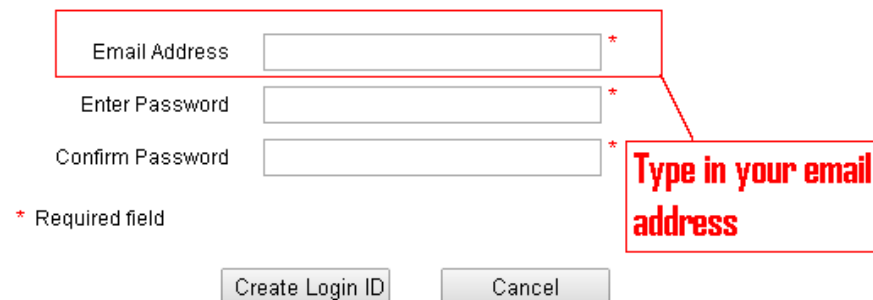
### Step 8:

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**.

\* Required field

Create Login ID Cancel

### Step 12:

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

Authorize.Net  
a CyberSource solution

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.”

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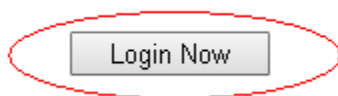
Email Address  
Password

\* Required field

Login Now

### 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 checkboxes 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 checkboxes for Advanced Fraud Detection Suite (AFDS) and Customer Information Manager (CIM).

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**Application Process**

- Your Applications
- Application Link

**Payment Gateway Account**

- Step 1: Select Services
- Step 2: Company and Owner Information
- Step 3: Payment and Account Card and Merchant Check Settings

**Internet Merchant Account**

- Step 1: Select Services
- Step 2: Company and Owner Information
- Step 3: Merchant Account Application
- Step 4: Internet Merchant Account Application

**eCheck/Net Service**

- Step 1: Select Services
- Step 2: Company and Owner Information
- Step 3: eCheck/Net Underwriting Information

**Application**

- Review Fees
- Review Application

**Online Payment Services Application**  
Step 1: Select Services

Welcome to the first step of the online application. To get set up, you will need to apply for a payment gateway account and a merchant account. If you already have a merchant account, be sure to enter your account information in the area provided in the application.

An Authorize.net Payment Gateway Account is the tool that enables you to authorize, settle and manage credit card and merchant check payments.

A Merchant Account is an account that is used specifically for the purpose of collecting proceeds from bank account and credit card payment transactions. A Credit Card Payment (CCP) merchant account is used by merchants who receive payments electronically or in situations where payment is not physically presented to the merchant. It is the equivalent of the type of the transaction. A Card Present (CP) merchant account is used by merchants who receive payment in a physical location where payment is physically presented to the merchant by the customer at the time of the transaction.

What is the primary sales channel for your business?  
Select Box Present | Internet | e-Commerce | Web site, etc.

What services would you like to apply for?  
 Payment Gateway for Credit Card Processing  
 Internet Merchant Account for Credit Card Processing  
 Electronic check processing using eCHECK2100

Would you like to sign up for the following value-added products?  
 Advanced Fraud Detection Suite (AFDS)  
 Customer Information Manager (CIM)

Next