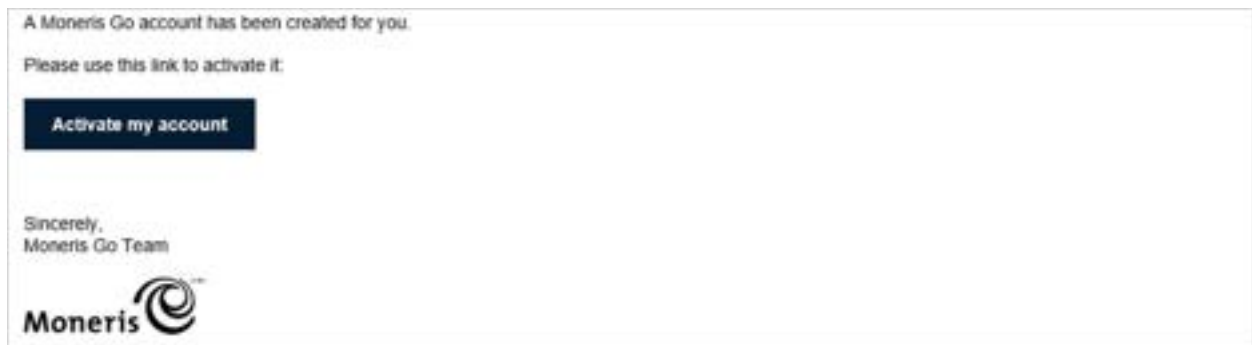


Moneris Go portal – Activating your Moneris Go portal account

If you received a Moneris Go activation email in your inbox, follow the steps below to activate your Moneris Go portal user account.

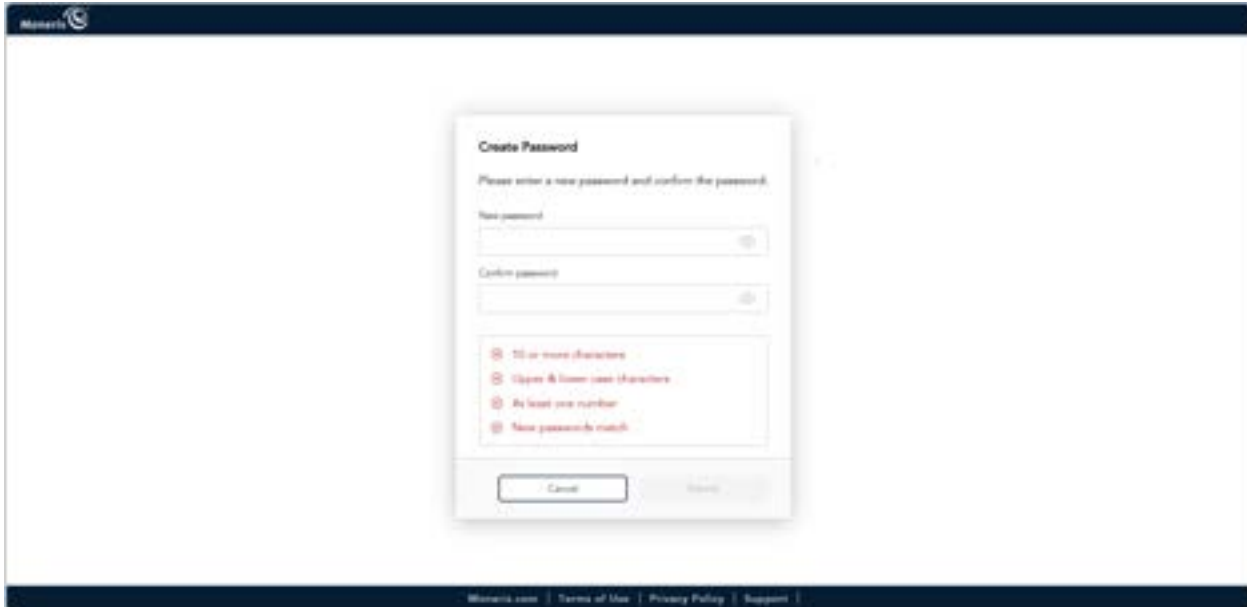
1. Open the "User account activation" email in your inbox and click on the message's **Activate my account** link/button (shown below).



2. When the "Confirm the following details" dialog displays (shown below), do the following:



- a. Confirm that the information pre-filling the **First Name** field and the **Last Name** field is correct.
 - b. In the "Language" drop-down, select the default display language (**English** or **French**) in which to continue the migration.
 - c. Click on the **Create** button and wait for a response.
3. When the "Create Password" dialog displays (shown below), do the following:



- a. In the **Password** field, enter the password that you will use to log into Moneris Portal.
 - b. In the **Confirm new password** field, re-enter the password.
 - c. Click on the **Submit** button and wait for a response.
4. When the "Security questions" page displays (shown below), configure your security questions and answers:

These are setup questions for your account. (2020)

Choose a security question that only you can answer.

Security questions

Select question 1 of 3

What was the first pet you owned?

Your answer:

Select question 2 of 3

What was your first job?

Your answer:

Select question 3 of 3

What was the first city you lived in?

Your answer:

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- Click on each of the **Security question # of #** drop-downs, and select a security question.
- In each **Your answer** field, enter an answer to the corresponding security question you selected.
- Click on the **Submit** button and wait for a response.

- When the "New account: Account has been successfully created" dialog displays (shown below), click on its **Log in** button.

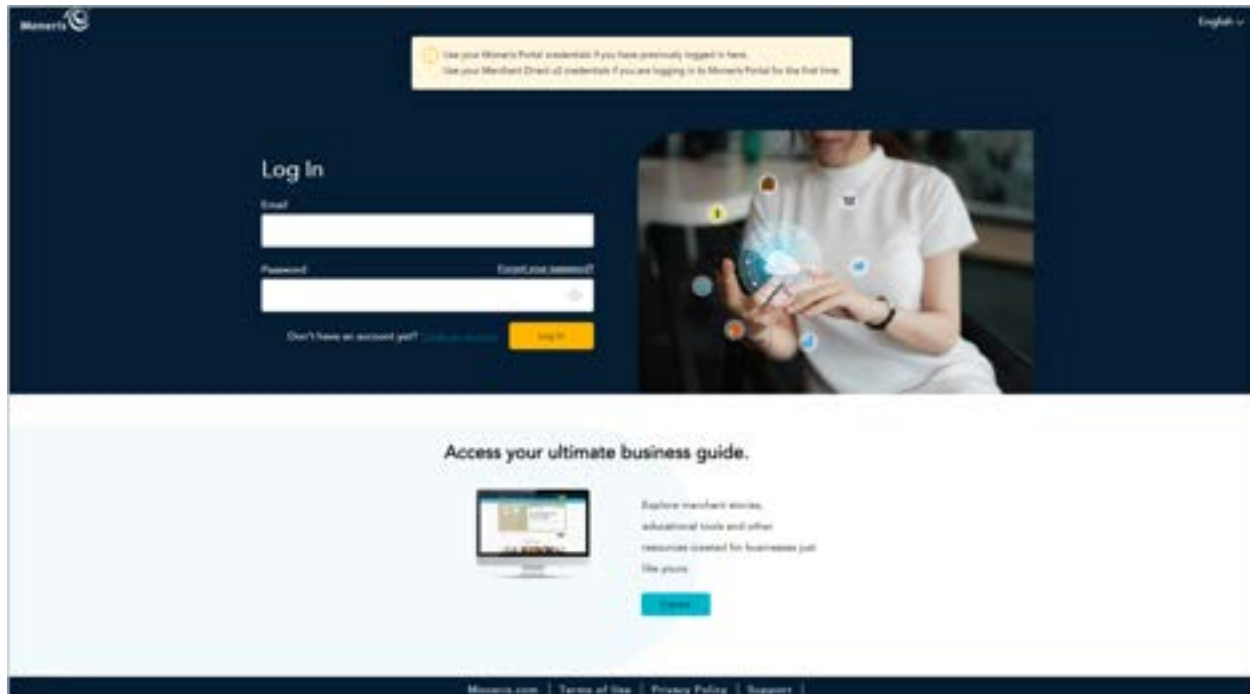
New account

Account has been successfully created.

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6. When the Moneris Portal "Log In" page displays (shown below), enter your login credentials:

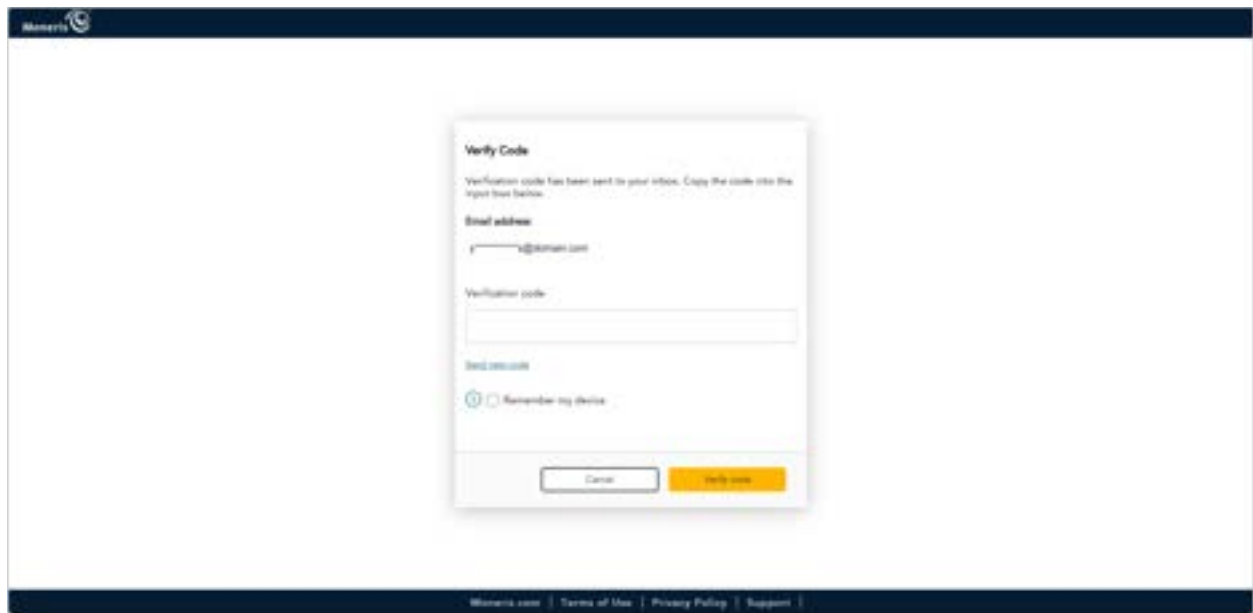
Note: ...You can also access the login page by visiting <https://login.moneris.com/en-login>;



- a. In the **Email** field, enter the email address to which we sent your account activation email.
- b. In the **Password** field, enter the password that you created in step 2.
- c. Click on the **Log In** button and wait for a response.

7. When the "Verify Code" dialog displays (shown below), it means we have sent a 6-digit authentication code to the inbox for your Moneris Portal login email address. Do the following:

Note: ...If you want us to send a new code? click on **Send new code**;



- a. Open the "Moneris verification code" message in your inbox and copy the 6-digit code (shown below) to your device's clipboard.



6-DIGIT CODE

- b. Paste the code in the "Verify Code" dialog's **Verification code** field.
 - If you do not want to be prompted to enter a verification code each time you log in from the same device and browser, checkmark the **Remember my device** box in the dialog

c. Click on the **Verify code** button in the "Verify Code" dialog, and wait for a response.

8. When the "Your portal(s)" page displays (shown partially below), click on the "Moneris Go portal" tile's **Launch** button (shown above) to start a login session in the Moneris Go portal application.



9. Continue in Moneris Go portal - Accessing a store after logging into Moneris Go portal.