


## Signing Up

To gain access to the Boarding Service portal, fill in the information specified below.

1. Enter your **email address** and confirm it. On this email address you will receive the user credentials and required link to setup your account.
2. Type your **first name** and **last name**.
3. Fill in your **phone number**.
4. Type in your full legal **business name**.
5. If you already have an existing Verifone account or Verifone equipment in your store, check the **I'm already an existing customer to Verifone, let's look up my account!** checkbox. Follow the instructions below, in the [Existing Verifone account](#) section, for more details.
6. Once all the information is filled in make sure to agree to the Verifone's **Terms of Service**, once you read them, and confirm the **I'm not a robot** powered by Captcha.
7. Press on **Continue** to submit the user set up request.



Already have an account?[Log in](#)

### Let's get started...

**Email address**

**Confirm Email address**

**First Name**

**Last Name**


**Phone number**

**Enter your business name**

☐ I'm already an existing customer to Verifone, let's look up my account!

☒ I agree to [Terms of Service...](#)

☒ I'm not a robot


  
reCAPTCHA  
[Privacy](#) • [Terms](#)

Continue

## Existing Verifone account

If you already have a Verifone account, fill the following details into the form:

1. Enter your **business address**. You can use Google look up for selection to easily autofill the correct address.
2. Type in the **Verifone account number**. Identify the *Verifone account number* by looking at your latest invoice copy.
3. (Optional) Enter your **store number** provided by your parent or corporate company. The *store number* is unique for your business and helps to identify your company entity and potential estate of sites.
4. Type the last four digits of the business bank **account number** (ACH). This number is needed to verify the true identify and authorization of the user.

Follow the **Tool Tip**  information guidance instructions or text to fill in the data accurately.

☒ I'm already an existing customer to Verifone, let's look up my account!

**Just the basics- Tell us some additional company details to verify your identity**

### Enter and look up your legal business address

Enter the address to where your company is officially registered

### Enter Verifone Account number

The Account number is found on your invoice or previous order acknowledgement

### Enter your Store number (Optional)

OR

A Store number is typically provided by the parent or corporate company

### Confirm your identity by providing your bank account number (last 4 digits)

Enter the last four digits of your bank account number Verifone currently use to bill you

☒ I agree to [Terms of Service...](#)

 I'm not a robot



Continue

Verifone validates the information of business name, business address, account number (last four digits) and optional value of store number to look up any existing account. You will be granted access to your existing Verifone account only if you provide a true match of the required information.

The portal displays a confirmation message if the user creation is successful and user credentials are sent to the registered email address. Follow the user credentials email to reset the password and [log in](#) to the portal



your password. The link expires in 72 hours.

## User sign up is successful

You've been successfully requested as an user to our Boarding services.

An E-mail confirmation will be been sent containing user login credentials and password set up to Get started