

Merchant Commander Online Self-registration

Before you begin, you should have the telephone number for your company's physical location and either your federal employee identification number (FEIN) or, if you are sole proprietorship, your social security number (SSN).

The screenshot shows a web browser window with the URL <https://www.merchantcommanderonline.com>. The page features the US Bank logo and a login form with fields for 'User ID' and 'Password', and a 'Login' button. A callout box labeled '1. Navigate to the Merchant Commander Online web site: www.merchantcommanderonline.com.' points to the browser's address bar. Another callout box labeled '2. Click Register on-line today!' points to a link that says 'New TeleTrans Merchant? Register on-line today!'.

The screenshot shows the 'Self-Registration: Getting Started' page. It includes a welcome message, a list of requirements for self-registration, and a checkbox for agreeing to the Terms and Licensing Agreement. A callout box labeled '3. Click Terms and Licensing Agreement.' points to the 'Terms and Licensing Agreement' link in the text.

Self-Registration: Getting Started

Welcome to online self-registration! In just a few easy steps, you will be able to create a User Profile and begin using TeleTrans. You should only perform self-registration if you have applied for and been approved to perform TeleTrans transactions. Unauthorized access will be tracked and may be prosecuted.

If you prefer, you can register over the phone by calling Client Services at 800-987-6591.

What You Will Need To self-register you will need your...

- **Phone Number:** You will be asked to provide the phone number of the physical location of the company as entered on your application
- **FEIN** (Federal Employee Identification Number)
- or
- **Social Security Number** (if you are a sole proprietorship)

Before continuing, you must agree to the [Terms and Licensing Agreement](#) of this site.

I agree with the Terms and Licensing Agreement for this site.

TERMS AND CONDITIONS AGREEMENT

1. ACKNOWLEDGMENT AND ACCEPTANCE OF TERMS OF MERCHANT COMMANDER ONLINE

Merchant Commander Online (the "Application") is owned and operated by U.S. Bank National Association ("U.S. Bank") and is provided to the Customer under the terms of the Application's Terms and Conditions Agreement ("Ts and Cs") which may be modified without notice. U.S. Bank's operating rules or policies that may be published by U.S. Bank, or any other legal document approved by U.S. Bank, signed the U.S. Bank Fleet Card Agreement or U.S. Bank Fleet Card Program Application and Agreement (or other legal document approved by U.S. Bank). The Ts and Cs, as it may hereafter be modified without notice comprises the entire agreement between Customer and U.S. Bank and supersedes all prior agreements between the parties regarding the subject matter contained herein. By

4. Review the information.

U.S. Bank's failure to exercise or enforce any right or provision of the Ts and Cs shall not constitute a waiver of such right or provision unless acknowledged and agreed to by U.S. Bank in writing. Any cause of action arising out of the Application must be commenced within one (1) year after the cause of action arose; otherwise, such cause of action is permanently barred. The Ts and Cs are provided solely for the convenience of the parties and do not have any legal significance.

5. Click Close Window.

Close Window

Self-Registration: Getting Started

Welcome to online self-registration! In just a few easy steps, you will be able to create a User Profile and begin using TeleTrans. You should only perform self-registration if you have applied for and been approved to perform TeleTrans transactions. Unauthorized access will be tracked and may be prosecuted.

If you prefer, you can register over the phone by calling Client Services at 800-987-6591.

What You Will Need To self-register you will need your...

- Phone Number (physical location of the company)
- FEIN (Federal Identification Number)
- Social Security Number (if you are a sole proprietorship)

6. Select the *I agree with the Terms and Licensing Agreement for this site* check box.

Before continuing, you must agree to the [Terms and Licensing Agreement](#) of this site.

I agree with the Terms and Licensing Agreement for this site.

Begin Registration

7. Click Begin Registration.

User Management: Self-Registration
1 Login 2 Contact Info 3 Identity Verification 4 Summary

Enter in your Login Information:

* = required

User ID:* (6-50 characters)

Password:* (12-100 characters, must include at least one of each of the following: uppercase, lowercase, number and special character.)

Confirm Password:*

Authentication -- select one --

Question 1:*

Answer 1:*

Authentication -- select one --

Question 2:*

Answer 2:*

Authentication -- select one --

Question 3:*

Answer 3:*

Next

8. Type a user ID.

9. Type a password two times.

10. Select and answer all three authentication questions. You need the answers for the authentication questions if you call us for assistance.

11. Click Next.

Learn More: Your user ID must be between 6 – 50 characters. Your password must be between 12— 100 characters and must include at least one uppercase letter, one lowercase letter, and one special character.

User Management: Self-Registration
1 Login 2 Contact Info 3 Identity Verification 4 Summary

Enter the User's Contact Information:

* = required

First Name:*

Middle Initial:

Last Name:*

Job Title:

Company:*

Phone:*

Mobile Number:

Email Address:*

Alt Email Address:

Approver Email Address: ?

Program Coordinator Email Address: ?

Address 1:*

Address 2:

City:*

Country:*

State/Province:*

Zip Code:*

Preferred Time Zone:

Other Information:

Next

12. Specify information on the screen, including your name, telephone numbers, email addresses, company information and address, and time zone.

13. Click Next.

You use the email you specify on this screen if you need to retrieve/reset your password.

User Management: Self-Registration

1 [Login](#) 2 [Contact Info](#) 3 [Identity Verification](#) 4 [Summary](#)

* = required

Data Access:

Enter the following information so that we can verify your identity.

* = required

Company Phone Number: * - -

FEIN: * - -
(Federal Employer Identification Number)

or

SS#: * - -
(Enter if a sole proprietorship)

14. Type the telephone number of your company's physical location. This number becomes your account number.

15. Type your FEIN.

16. Or, type your SSN if you are a sole proprietorship.

17. Click **Complete Registration** to finish the process.

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