

Business Track® How to Enrol

Thank you for signing up. Follow the easy steps below to complete your enrolment.

How do I enrol?

To obtain a User ID and Password, go to www.businesstrack.com

1. Click on **Enrol**
2. Click **Begin Enrolment**
 - To view the benefits of this service, visit the Demo
3. Complete all the fields, then click **Next**
4. **Enter your Merchant Number (begins with 520334)**
 - Business Checking Account Number is the bank account we deposit your funds into
 - You will need to remember your secret question and answer to complete enrolment later
5. Click **Next**
 - Follow the information shown, then select our free reporting tool and any other application needed
6. Click **Submit**
 - When access has been approved, you will receive an email that will contain a User ID and the link to complete the enrolment process

To complete your enrolment?

After completing the previous steps, you should have received your User ID and a link to complete your enrolment. Follow the link in the email or:

1. Go to www.businesstrack.com
2. **Click on Enrol and Complete Enrolment**
3. **Enter your User ID and the Image Validation**
 - You will be presented with a Temporary Password
4. **Enter the User ID and Temporary Password**
5. **You will be prompted to change the Temporary Password**
 - Enter your merchant number to create your Authentication Cookie
 - After entering your merchant number you will see the Weekly Overview Dashboard

Logging in/out

1. Go to www.businesstrack.com
2. **On the home page, select Merchant Login**
3. **Enter your User ID and Password, then click Submit**
4. **Select Reporting from the Portal Main Menu**

If you are a single-location user, you will be directed to the Weekly Overview Dashboard. Users with access to multiple locations will see a drop-down menu, allowing them to select the location they require.

Access will be set automatically to the highest level you have been granted. To access a different level of hierarchy, enter the hierarchy or merchant number in the ID Field and select the appropriate level from the dropdown. Click **Submit** to access the Weekly Overview Dashboard at the set level.



If you need help, please contact the Technical Support **Help Desk at 0345 606 5055**.† Line open 9 a.m. – 5 p.m., Monday to Friday.

†Telephone calls may be recorded for security purposes and monitored as part of our quality control process.