Signing up for Business Track/ClientLine Reporting

1. Go to https://www.businesstrack.com/manage/landing
2. Click the orange "Enroll" button to create a new account:

Create an Account

Analyze payment processing with an easy-to-use suite of online tools, gaining greater insight to quickly and effectively manage your electronic transactions.

Your future success requires that you have the business insight today to make informed business decisions tomorrow.

Enroll

3. Click Sign Up with Your Merchant Account:

Business Track®

Sign up for Business Track

- **Sign up with your Merchant Account**

  If you are a new merchant user, enter your merchant account details to sign up for a Business Track account. Upon approval, you will be emailed a User ID.

- **Sign up with your Omaha OCS Account**

  If you have an Omaha OCS ID, enter your OCS account details to sign up for a Business Track account. Upon approval, you will be emailed a User ID.

4. Fill In your personal information:

We'll confirm your information to help keep your account secure.

Contact details

First Name *

Last Name *

Country Code
🇺🇸 +1 ⌄

Phone Number

Country Code
🇺🇸 +1 ⌄

Mobile Number

Zip / Postal Code *

Language * ⌄

Email *

Verify Email *

Postal Code should be the postal code of the merchant account you are signing up to access

5. Fill in the Business Information and click Create Account

Merchant Account details

Merchant # *

Business Checking Account # *

Tax ID

Tax ID is only required for merchants in the United States.

Bank Sort Code/Transit #

Bank Sort Code/Transit # is only required for merchants outside of the United States.

Create Account

Back to Home Page

CU's Tax ID is 84-6000555, for questions on Merchant # or Checking Account # contact Alisha Palas(alisha.palas@cu.edu) or Krista Leary(krista.leary@cu.edu). You do not need to list a Bank Sort Code/Transit #

6. You will receive an email with log in instructions to complete set up.

Helpful Hints:

- Each time you log in, you will receive an email with a new log in code.
- You can manage disputes through this portal by navigating to Applications→Dispute Management:

Business Track®

Home	Applications ▾	User Preferences

Dispute Management

Announcement

ClientLine Enterprise

Upcoming Business Track changes on November 15, 202

Click the link below for additional information on how to fir

- Reporting, Transaction Search, Settlements, Statements etc. can be found by navigating to Applications→ClientLine Enterprise

Business Track®

Home	Applications ▾	User Preferences

Dispute Management

Announcement

ClientLine Enterprise

Upcoming Business Track changes on November 15, 202

Click the link below for additional information on how to fir

- For questions or password resets please contact Alisha Palas (alisha.palas@cu.edu) or Krista Leary (krista.leary@cu.edu)