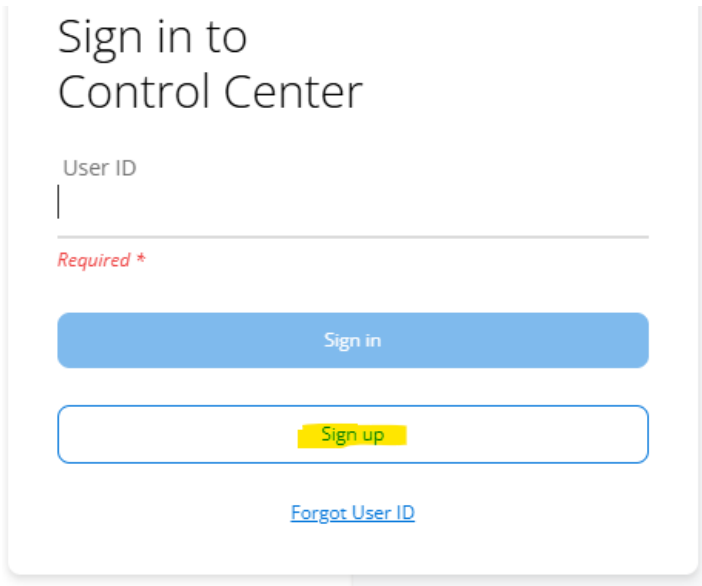


Signing up for Commerce Control Center Reporting

(previously BusinessTrack/ClientLine)

1. Go to <https://www.businesstrack.com/manage/landing>
2. Click “Sign Up”

A screenshot of a web form titled "Sign in to Control Center". It features a "User ID" input field with a red "Required *" label below it. There are two buttons: a blue "Sign in" button and a white "Sign up" button with a yellow highlight. A blue link "Forgot User ID" is located below the buttons.

Sign in to
Control Center

User ID
|

Required *

Sign in

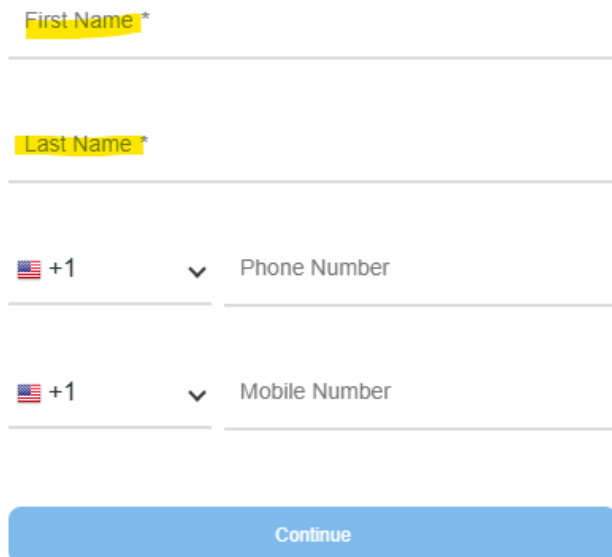
Sign up

[Forgot User ID](#)

3. Enter your first and last name (phone number not required)

Enter your details to sign up

Complete the required fields to finish the registration process.

A screenshot of a registration form titled "Enter your details to sign up". It includes fields for "First Name *" and "Last Name *", both highlighted in yellow. Below these are two phone number fields, each with a country code dropdown (showing "+1") and a label ("Phone Number" and "Mobile Number"). A blue "Continue" button is at the bottom.

First Name *

Last Name *

+1 Phone Number

+1 Mobile Number

Continue

4. Enter your email, preferred language and the Postal Code associated with your merchant account.

User Details

Email *

Verify Email *

Language *

English



Zip / Postal Code *

Back

Continue

5. Enter the merchant ID number, bank account number, and Tax ID. If you do not know the Merchant ID or bank account number, please contact MerchantServices@cu.edu. CU's Tax ID is 84-6000555. You do not need to enter the Bank Sort Code/Transit #.

Merchant Account Details

Merchant # *

This Field is Required

Business Checking Account # *

This Field is Required

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.*

Back

Create Account

6. You will receive an email with log in instructions.