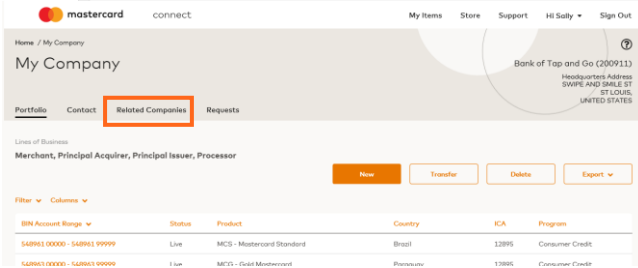
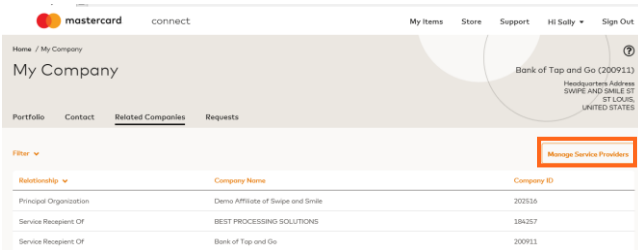


From the Home screen click **Open** to access the My Company Manager application:

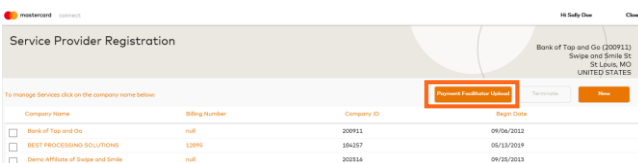
1. Click the **Related Companies** tab.



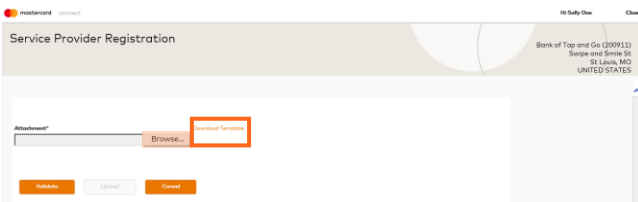
2. Now click the **Manage Service Providers** link.



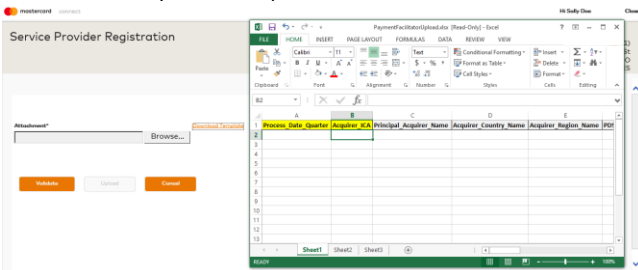
3. Click the **Payment Facilitator Upload** tab.



4. Browse for an existing template you want to attach OR download a template and complete it. To download the template click the **Download Template** link.

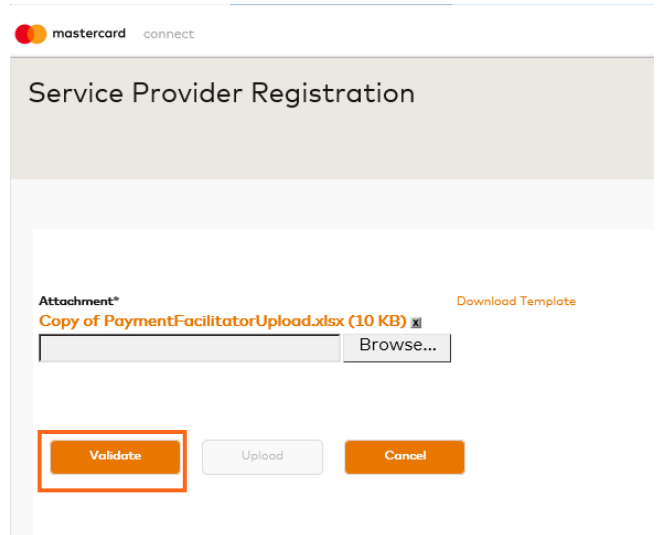


5. Complete all the fields in the template and save the document so you can upload it.

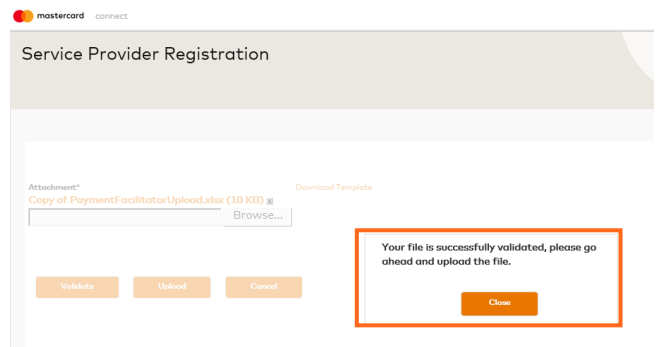


*Note: All the template fields are required.*

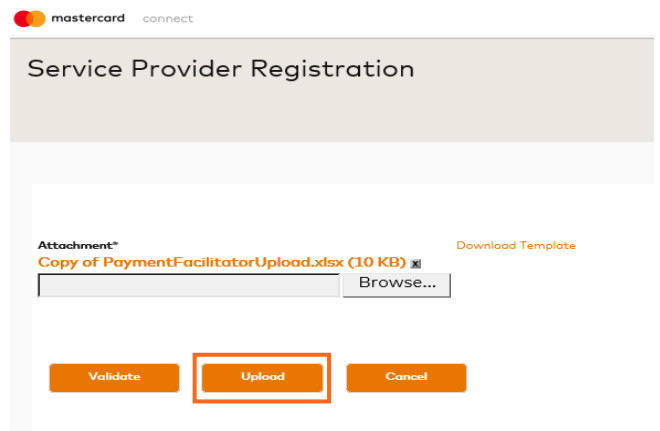
6. Browse for and select the document you created and then click **Validate**.



7. The confirmation message displays indicating the file has been validated. Click **Close**.



8. Now click **Upload**.



*Note: The report has uploaded and the Service Providers list displays again.*