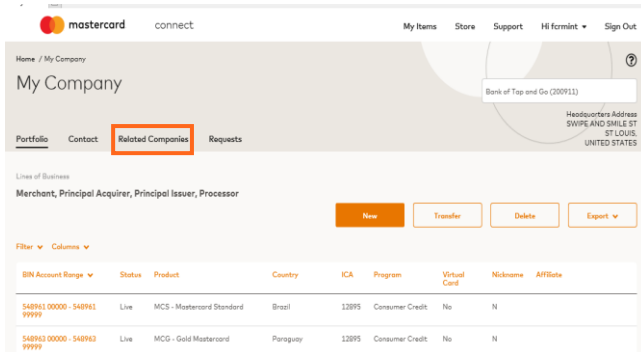
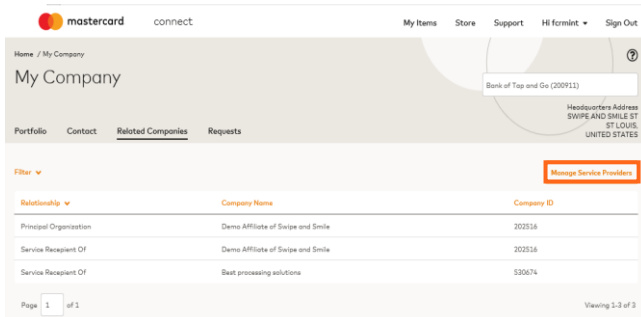


From the Home screen click **Open** to access the My Company Manager application.

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

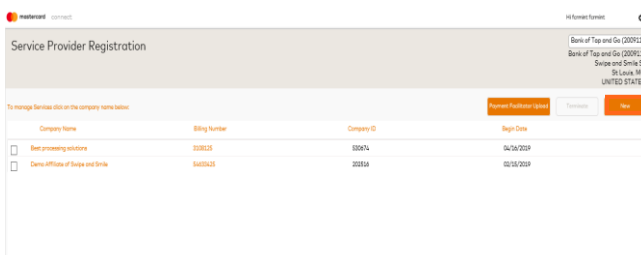


2. Click the **Manage Service Providers** link.



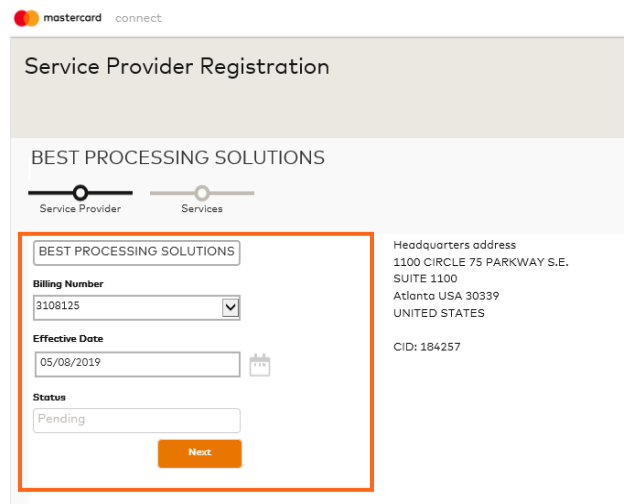
Note: The Service Provider Registration landing page displays.

3. Click the **New** button.



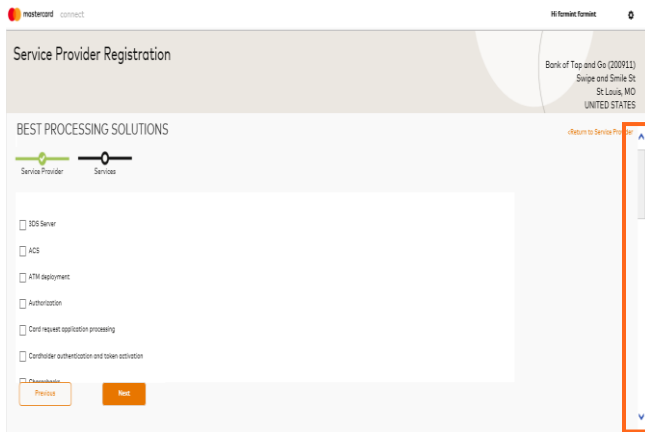
4. Do the following:

- Key the EXACT name of the service provider you want to register in the **Service Provider Name** field. If Mastercard has an existing profile for that service provider it will display and you may select it.
- Click the drop down in the **Billing Number** field and select a billing number, also referred to as an ICA.
- The **Effective Date** field prefills with today's date. To change it click on the calendar icon and select the date you want.
- The **Status** field defaults to *Pending*.
- Click **Next** to establish the relationship and continue with the process.



*Note: If the service provider profile does **NOT** exist you would start the process to add it on this screen. It takes 48 hours for the new service provider to become active. Once the service provider is in the system you can register it.*

- A list of services display. Select all the services you want to register with the service provider.



Service Provider Registration

Bank of Top and Go (200911)
Swipe and Smile St
St Louis, MO
UNITED STATES

BEST PROCESSING SOLUTIONS

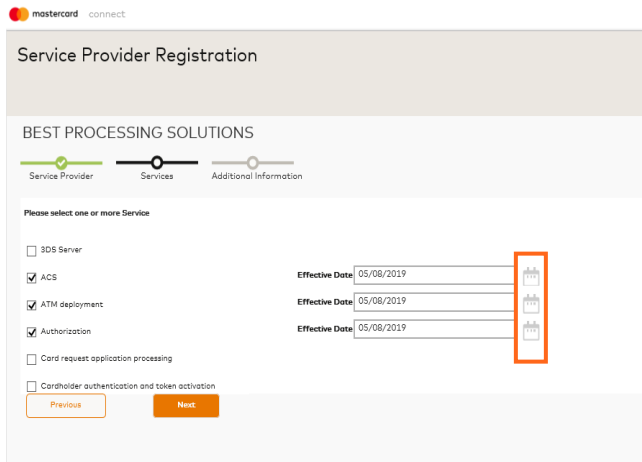
Service Provider Services

- 3DS Server
- ACS
- ATM deployment
- Authorization
- Card request application processing
- Cardholder authentication and token activation

Previous Next

Note: Click the scroll bar to see all available services.

- The effective date associated with the selected services defaults to today. Click the calendar icon to select a different date if needed and click **Next**.



Service Provider Registration

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Service Provider Services Additional Information

Please select one or more Service

- 3DS Server
- ACS
- ATM deployment
- Authorization
- Card request application processing
- Cardholder authentication and token activation

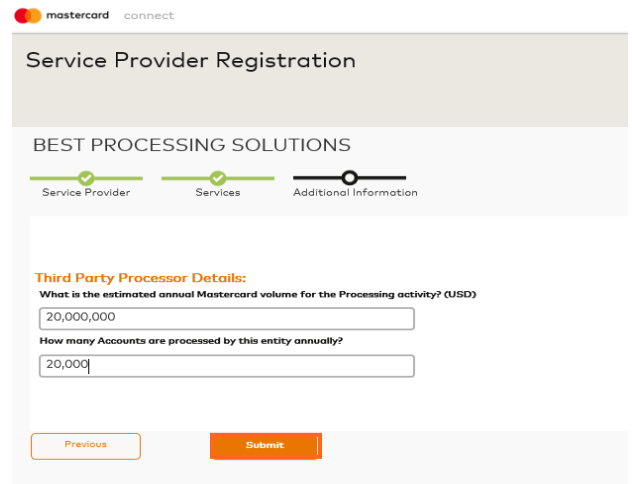
Effective Date: 05/08/2019

Effective Date: 05/08/2019

Effective Date: 05/08/2019

Previous Next

- You will be prompted to provide additional information if needed. After providing the necessary information click **Submit**.



Service Provider Registration

BEST PROCESSING SOLUTIONS

Service Provider Services Additional Information

Third Party Processor Details:

What is the estimated annual Mastercard volume for the Processing activity? (USD)

20,000,000

How many Accounts are processed by this entity annually?

20,000

Previous Submit