

AccessOne Merchant Enrollment Steps

We encourage you to enroll in the AccessOne Portal. AccessOne will allow you to view daily deposits, perform research and access your monthly statements and help you manage your processing expense.

To enroll in AccessOne today, simply follow the steps below.

STEP 1:

Shortly after your conversion date, an email was sent to the email address we have on file for Epicor® Payment Exchange™ with a link to AccessOne Enrollment. Please locate the email which contains the subject line of “New Password Notification.”

STEP 2:

Click on the Link in the email and complete the enrollment form.

Username: Provide your Merchant Account Number here

(Note: this is your new processing merchant number. This number will be the user ID any time you want to access AccessOne).

First Name: User’s First Name

Last Name: User’s Last Name

Temp Password: This field will be pre-filled for you.

Password: Please create a password that is 8-20 characters with 1 number and 1 special character.

Re-enter Password: Re-enter the same password that you have entered above.

Email address: Enter the email address that password resets should be sent to.

Choose a security question: Pick a security question that you will remember.

Choose the answer to the security question: Pick the appropriate answer to the question.

STEP 3:

Click Submit: You will be logged directly into AccessOne.

Need Help? Give us a call at 800.853.1499 and we will be happy to assist.

About Epicor

Epicor Software Corporation drives business growth. We provide flexible, industry-specific software that is designed around the needs of our manufacturing, distribution, retail, and service industry customers. More than 40 years of experience with our customers' unique business processes and operational requirements is built into every solution—in the cloud, hosted, or on premises. With a deep understanding of your industry, Epicor solutions spur growth while managing complexity. The result is powerful solutions that free your resources so you can grow your business. For more information, [connect with Epicor](#) or visit www.epicor.com.



Corporate Office

804 Las Cimas Parkway
Austin, TX 78746
USA

Toll Free: +1.888.448.2636
Direct: +1.512.328.2300
Fax: +1.512.278.5590

Latin America and Caribbean

Blvd. Antonio L. Rodriguez #1882 Int. 104
Plaza Central, Col. Santa Maria
Monterrey, Nuevo Leon, CP 64650
Mexico

Phone: +52.81.1551.7100
Fax: +52.81.1551.7117

Europe, Middle East and Africa

No. 1 The Arena
Downshire Way
Bracknell, Berkshire RG12 1PU
United Kingdom

Phone: +44.1344.468468
Fax: +44.1344.468010

Asia

238A Thomson Road #23-06
Novena Square Tower A
Singapore 307684

Singapore
Phone: +65.6333.8121
Fax: +65.6333.8131

Australia and New Zealand

Suite 2 Level 8,
100 Pacific Highway
North Sydney, NSW 2060
Australia

Phone: +61.2.9927.6200
Fax: +61.2.9927.6298