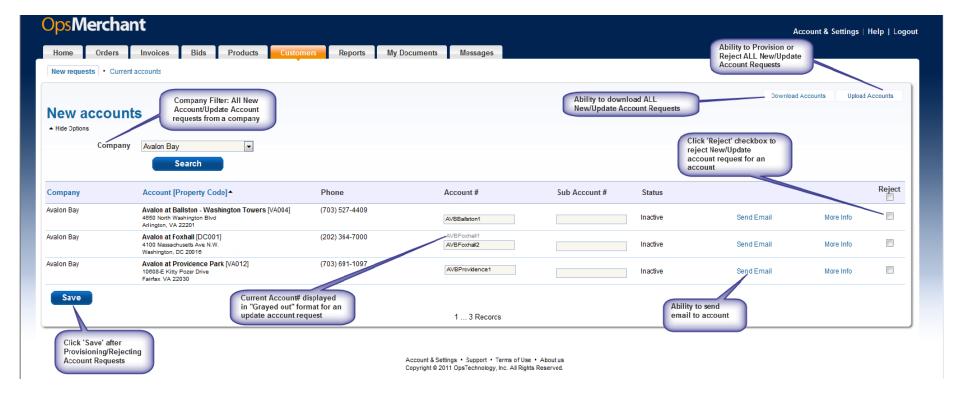
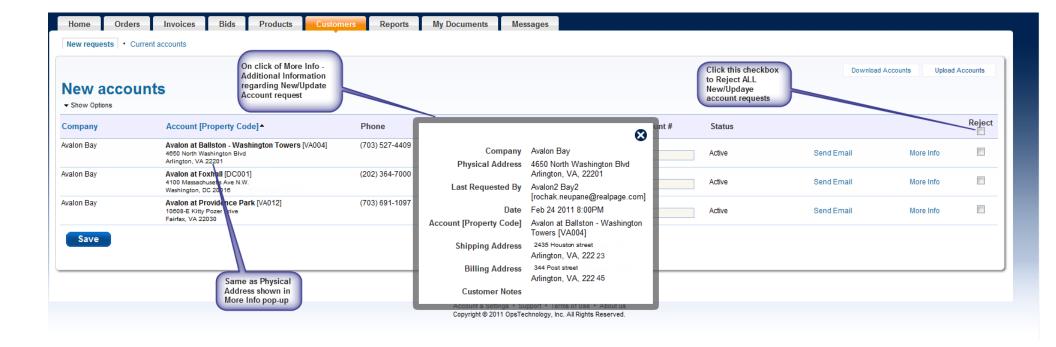
## **OpsMerchant Account Provisioning Functionality**

New Account or Update Account requests from companies (PMCs) are displayed as 'Messages' in the OpsMerchant Dashboard as shown below:



On click of a New Account message from a company, the supplier will be taken to the Account Provisioning screen shown below.





The 'New Requests' screen above contains a list of new account requests or update account requests from that particular company.

The supplier can perform the following actions on this screen:

Provision Account# for a New Account or Update Account request.

## Provision Account numbers for New Account Request/Update Account requests

- The Supplier can review each request and provide an Account#.
- For Update Account Requests, the corresponding current account# is displayed on the screen in a "grayed out" format under the Account# and Sub Account# fields for each account request as applicable.
- The "Send Email" link provides an option to send an email to the requestor of the Account.
- The 'More Info' link provides additional information about the account being requested.
- After reviewing all requests for that company, the supplier can save information entered by clicking the 'Save' button.