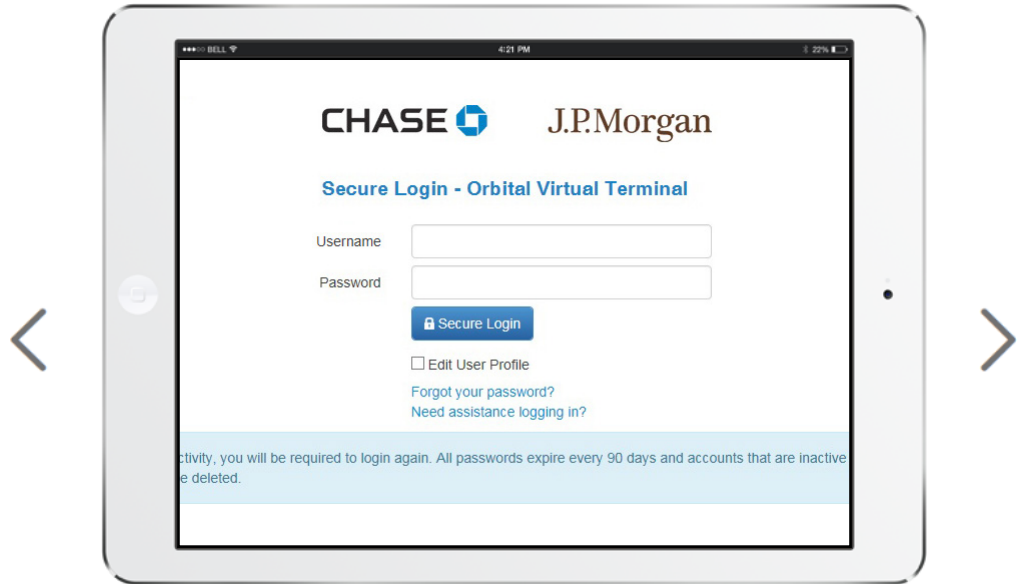


Steps

- 1 | **Go to the Orbital Virtual Terminal landing page**
- 2 | Enter your sign-in credentials
- 3 | Set up answers to security questions
- 4 | Land on the New Order page



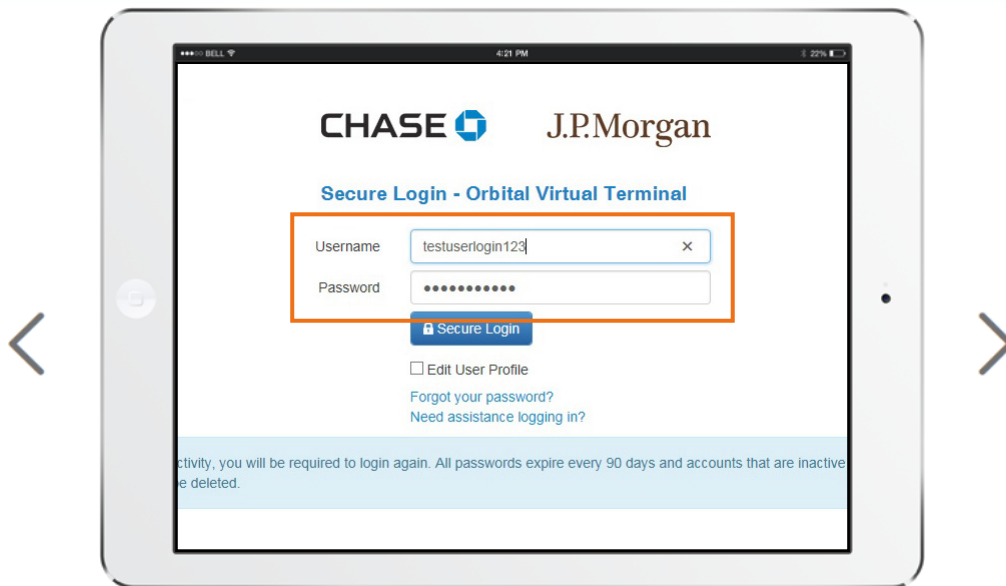
Step 1

Visit Orbital Virtual Terminal

Go to <https://secure.paymentech.com/manager>.

Steps

- 1 | Go to the Orbital Virtual Terminal landing page
- 2 | **Enter your sign-in credentials**
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Step 2

Enter your sign-in credentials

If you are a new user, we sent your username and temporary password in two separate emails. If you cannot locate this information, call client support at **1-866-645-1314**.

Steps

- 1 | Go to the Orbital Virtual Terminal landing page
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User Account Information

Username: gossedemotes123

1 First Name: Denise

Last Name: Gosse

Email Address: denise.m.gosse@chasepaymentech.com

Mobile Phone:

Security Questions

Select a challenge question from each dropdown menu and provide an answer in the box below it.

1:

2:

3:

Helpful Tips

Usernames

- Merchant Services strongly advises against sharing login information within an organization, as it violates PCI standards. Please contact your Account Executive or Merchant Services to set up unique user accounts.

Challenge Questions

- Select questions you can easily remember but others would find difficult.
- Your answers can be between 4 and 50 characters.
- You can use letters, numbers, spaces, periods and commas.
- Need assistance, Please contact your Account Executive or customer service at [866-645-1314](tel:866-645-1314).

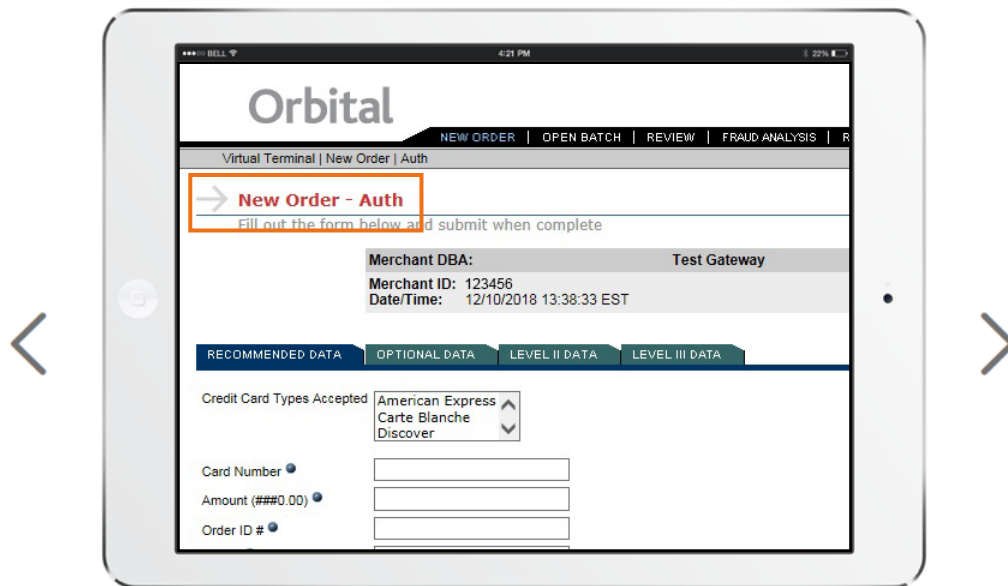
Step 3

Set up answers to security questions

The first time you sign in, you will be **prompted to create a new password**. You will then **choose three security questions** and provide answers. These questions will be used to challenge you when you attempt to reset your password or sign in from a different computer. After submitting your security questions, you'll need to sign in again with your newly-chosen password.

Steps

- 1 | Go to the Orbital Virtual Terminal landing page
- 2 | Enter your sign-in credentials
- 3 | Set up answers to security questions
- 4 | **Land on the New Order page**



Step 4

Land on the New Order page

After you have successfully signed in with your new username and password, you'll land on the **New Order** page.