Merchant Service Center

New User Login

- Locate two emails from SharepointMerchantServices2013@firstdata.com Subject: Merchant Service Center – Registration Invitation Subject: Merchant Service Center – New Temporary Login Information
- 2. Open the Registration Invitation email and locate your username.
- 3. Open Centrify <u>https://fdcibmldap.my.centrify.com</u>
- 4. Enter Username and select Next.

Note: Do not copy and paste the username

	Sign In
First Data.	User Nama Saar gidottan
	Next

- 5. Open the New Temporary Login Information email and locate your temporary password.
- 6. Enter temporary password and select Next.

Note: Do not copy and paste the password.

7. After the home page loads select the Account option on the global navigation bar.







12. Select Apps in the global navigation bar.





Add Apps

Account

Q

- 13. Select the Merchant Service Center icon to launch MSC. The application will open in a new window.
- A second authentication is required each time you login. Change the authentication method from Email to Security question

- 15. Enter your security answer and select Next.
- 16. Process Complete

Remember to sign out of Centrify by selecting the drop down arrow on the top right of the window.



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All Apps

Devices

Search Apps

Merchant Service Cente

Authentication Method

Email - ***@firstdata.com

continue with this action.

What is my mother's maiden name

Authentication Method

Security Question

Additional authentication required to continue with this action.

Additional authentication required to

Password Reset

1. Open Centrify <u>https://fdcibmldap.my.centrify.com</u>

2.	Enter Username and select Next.	First Data.	Sign In Uter Name Uter globman
3.	Select Forgot Password and select next.	First Data	Authentication Start Over Password Forgot password?
4.	Select Next.	First Data.	Reset Your Password Start Over

- 5. Locate the email sent to the email address on file.
 From: Privilege Access Account Verification <donotreply@centrify.com>
 Subject: Authentication Needed
- 6. Open the email and select Continue with Authentication.

Don't Know The Sender?
You are receiving this email because you are attempting to login and authenticate your connect with First Data's Privilege Access Portal. If you did not initiate this process, delete this email.



7.	Create a new password, re-enter the password to confirm and select Next.	First Data.	Reset Your Password Start Over New Password Oorfirm New Password New Password
8.	Select Start Over. Login to authenticate using the username and newly created password.	First Data.	Authentication (+) Start Over
9.	Enter Username and select Next. Note: Do not copy and paste the username	First Data.	Sign In Uner Harre Instriptionmen
10.	Enter Password and select Next. Note: Do not copy and paste the password.	Fırst Data.	Authentication Start Over Password Forgot password?

11. Select the Merchant Service Center icon to launch MSC. The application will open in a new window.





- Additional authentication required to continue with this action. Authentication Method 12. A second authentication is required each time you login. Change the Email - ***@firstdata.com authentication method from Email to Security Question Security question Next Additional authentication required to continue with this action. Authentication Method 13. Enter your security answer and select What is my mother's maiden nar Next.
- 14. Process Complete

Remember to sign out of Centrify by selecting the drop down arrow on the top right of the window.

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	About Reload Rights
	Sign Out പ്രി