Equifax ePORT® Registration Guide

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EQUIFAX

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Becoming an ePORT Customer

This guide is provided to assist customers with the registration process for Equifax ePORT® – Equifax's secure Internet delivery channel for consumer and commercial credit information. There are required steps that must be taken prior to registering for ePORT:

1. Your company must be a current Equifax customer with an assigned Equifax Customer (Member) Number in order to access the Equifax System. If you are not a customer of Equifax, you must first register at: **http://www.equifax.com/customers/business_to_business/business_to_business.html.** This link will direct you to an application to become an Equifax customer. Once you have become an Equifax customer, you must have the Member Number available before attempting to register for ePORT.

2. If you believe you are a customer of Equifax, but are not sure of your Member Number, contact Equifax at 1-800-685-5000. If you are an Equifax system affiliate customer, contact your system affiliate support desk for this information.

Click this link and complete the form to become an Equifax customer:

http://www.equifax.com/customers/business_to_business/business_to_business.html.

ePORT Registration

To register for ePORT, go to **https://www.eport.equifax.com** and click the **"ePORT Registration"** link which will bring you to the ePORT Registration Instructions.

Registration on ePORT is an easy 4-step process:

1. Identify your business, including your account (member) number.
2. Agree to the Equifax Internet guidelines.
3. Provide your personal information and print any required documents.
4. Login to ePORT.

Once the user is registered on ePORT he/she can login to ePORT to register for individual ePORT services.

Click the **"Click here to register on ePORT"** link to proceed to Step 1.

Step 1 - Customer Verification

Provide company information as well as general personal information. After completing this information, click **"Step 2"** to continue. The field for *"Existing Customer Account Number"* is your Equifax Member Number.

Step 2 - Equifax Internet Addendum

After reviewing the Equifax Internet Addendum in Step 2, enter the "Client" name, click the two **"I Agree"** boxes and complete the "Signer's Name and Today's Date" boxes. Then type "I Agree" in the last box provided. Proceed to step 3 by clicking the **"I Agree"** link →

Step 3 - Requestor Information

Step 3 requires additional identification information. Required elements include:

- Telephone Number

- Address Information

- E-mail Address

- User ID – *User selects personal User ID*

- Password – *User selects password (combination of alpha/numeric characters)*

- Challenge Question / Response

- Emergency Contact Information

The example below shows the Step 3 data entry screen.

In Step 3, the option to print the registration information and legal agreement information is provided. The user must first complete the emergency section prior to printing. After completing this information, proceed by clicking the **"Login to ePORT"** button:

Step 4 - Authentication and Approval

In step 4, the user information is authenticated, and access to ePORT is provided. The user must login to ePORT to continue the registration process. The Company ID and User ID are carried forward and pre-filled. Users are required to enter their Password. Once the Password is entered, users must click the submit button. An e-mail will be sent (see sample below) with a summary of registration information for future reference.

Sample Registration Email

```
Dear C,

Thank you for registering Colson Enterprise on ePORT.  Listed below is a summary of the
information that is needed to access ePORT.  Save this email in a safe place.
You will need this information to login.

          Company ID:  12371
          User ID: CJCOLSON
          Password:  ******* (For security reasons, this is intentionally missing.)
          Challenge Question: In what County were you born?
          Challenge Response: (For security reasons, this is intentionally missing)
          Account Number:  XXXAA09765 (The first three numbers are deliberately
                           masked for security reasons).

          Company Information:
          C Colson
          Colson Enterprise
          1525 Windward Concourse
          Alpharetta, GA, 30005

Click the link below to login to ePORT:

https://www.eport.equifax.com/eport/login.jsp


*NOTE*
If you are interested in using an ePORT Service, such as eCreditInformation (access to
credit files), you will need to complete the online registration form before you can access
this information. To register for a Service, login to ePORT and select one of the links under
Services.
```

ePORT Login

As stated above, the Company ID and User ID are pre-populated. Only the Password box requires an entry.

Once this is done and submitted, the user is asked to answer the challenge question for further authentication.

Company ID : 1234
User ID : TEST
Password : ******** Note: Password is case sensitive.

Continue the authentication process by clicking the **"Submit"** button:

Challenge Question

The user must correctly answer the password and challenge question to gain access to ePORT.

Registering for ePORT Services

Once you have successfully accessed ePORT, you may register for other available services, such as eCreditInformation. This can be done by clicking on the corresponding link on the ePORT home page. Additional registration information may be required before granting access to certain services. Also, approval for these services may require manual review, resulting in additional processing time.