



To create a new account for i4Go the Shift4 account must already be set up and you will need the Customer Configuration Report showing the API Serial Number, Password, Merchant ID and Card Types.

Go to <https://secure.i4go.com> and register a new account. Use the following image as a template. DO NOT HIT THE ENTER KEY TO MOVE BETWEEN FIELDS.

The screenshot shows a web browser window titled "My User Profile - Windows Internet Explorer". The address bar shows "https://sec...". The page content includes the i4Go logo and navigation buttons (Home, My sites, My profile, Logout). Below the logo, it says "Hi ETBrushCreek". A breadcrumb trail reads "main.Home > user.Home > user.Profile".

Contact Information

First Name	Support
Last Name	Support
Title	ET Support
Phone	850-747-0581
Cell	850-832-4317
Fax	850-747-0491
Email Address	support@execu-tech.com
Email Verification	support@execu-tech.com

Mailing Opt-OUT - Check this option to NOT receive any marketing emails from Shift4.
 Sharing Opt-OUT - Check this option to NOT allow Shift4 to share this email address with selected business partners.

Company Information

Company Name	Brush Creek
Address Line 1	66 Brush Creek Ranch Road
Address Line 2	
City	Saratoga
State or Province	WY
Postal Code	82331
Country	United States
Website	

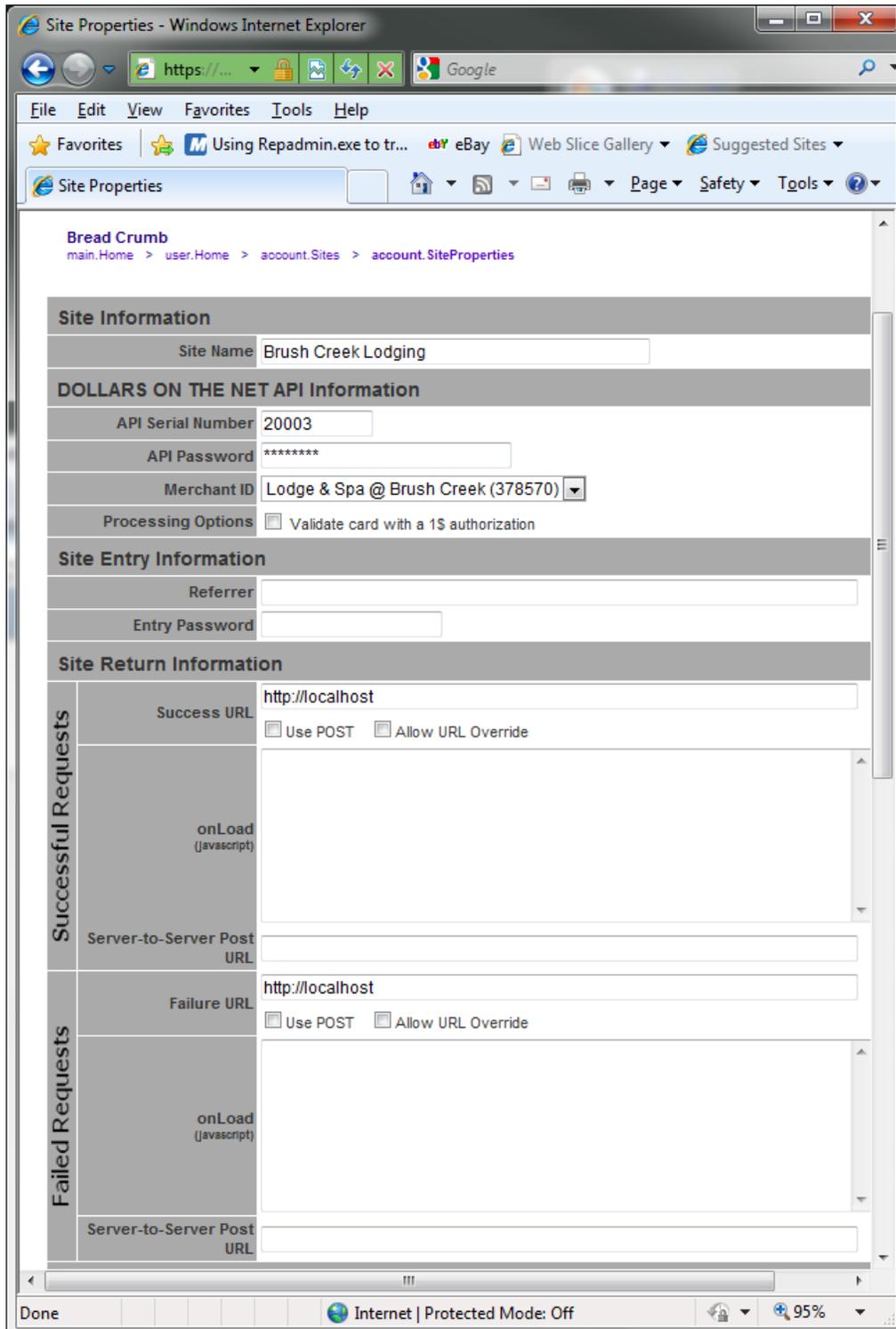
User Information - This user name, is the name you will use to log into your account.

User Name	ETBrushCreek
Password	Change password

Buttons: Save, Reset

After creating the account an email will be sent requiring you to verify the account. Click the link and log in. You will be asked to change the password. Change it to Execu9tech@

Once an account is created you will need to create a Site for each Merchant ID. Once logged in to the account click on the "My Sites" button and then on the "Add a new site" link. The Site Name should be descriptive of the Merchant ID. You'll enter the API Serial Number for the merchant as well as the API Password and when you click on the Merchant ID field it should update with the list of Merchant IDs set up for this customer. If no IDs appear then the account hasn't been linked to i4Go, yet. This takes a couple days after the account it set up with Shift4 and is automatic. There is nothing we have to do but wait. Use the following images as a template.



The Company Logo can be found in \\DATASVR\datadrive\Graphics\i4Go and is named i4Go_secure.png. The Payment Types Accepted should be selected based on the Customer Configuration Report. JC = JCB and NS = Discover.

