



# Application: Access to EVO Client Portal BIS

Company name

Client no. / Terminal ID

Please complete and sign and send to [support.EMEA@EVOpayments.com](mailto:support.EMEA@EVOpayments.com) or per fax to +49 221 99577-8777 or per mail to **EVO Payments International GmbH, Department Client Service, Elsa-Brändström-Str. 10-12, 50668 Köln, Germany.**

The EVO client portal BIS (Business Information System) delivers information on credit card transactions. It also includes information which provide you with a detailed overview of your transactions and the state of your accounts and balances:

- > **Chargeback:** The contact partner will be informed of new retrieval requests (requests for vouchers) / chargebacks per e-mail. He/She can submit appropriate objections or replies and will be informed of changes in the processing status.
- > **Document Center:** The contact partner has online access to credit card clearing documents and invoices. He/She will be informed per e-mail as soon as EVO has prepared these documents.
- > **Risk-Reports:** The contact partner obtains access to the chargeback and fraud monitoring. Moreover, the contact partner will receive information on risk management topics.
- > **Standard-Reports:** The Merchant will be supplied with standard reports depending on the services ordered. The types of reports provided depend on the commissioned products.

Please complete the application form on the PC or in clearly legible block letters. Please check the access rights desired for each person. If access rights are to be established for more than two persons, please copy this application form and fill it out appropriately.

## Authorized user 1

Mr.\*    Ms.\*   \_\_\_\_\_  
First and last name\*

\_\_\_\_\_   Phone\*   \_\_\_\_\_   Mobile phone

\_\_\_\_\_   Fax   \_\_\_\_\_   E-mail\*

### Access to:

- Chargeback
- Document Center
- Risk reports
- Standard reports (BIS)

different company name:

Company name and address

## Authorized user 2

Mr.\*    Ms.\*   \_\_\_\_\_  
First and last name\*

\_\_\_\_\_   Phone\*   \_\_\_\_\_   Mobile phone

\_\_\_\_\_   Fax   \_\_\_\_\_   E-mail\*

### Access to:

- Chargeback
- Document Center
- Risk reports
- Standard reports (BIS)

different company name:

Company name and address

\* Mandatory fields

\_\_\_\_\_  
Name in capital letters

\_\_\_\_\_  
City, date, signature

