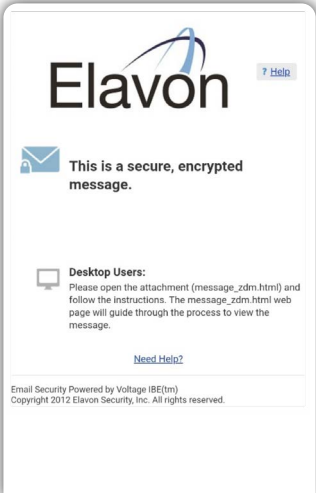


How to create your own Elavon Secure Email account

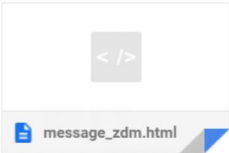
Before you can send and receive secure email messages with Elavon, you must first create your Elavon Secure Email account. Just follow the following simple steps and you'll be up and running in no time:

Step 1

Look out for an email from **chargebacks@elavon.com**

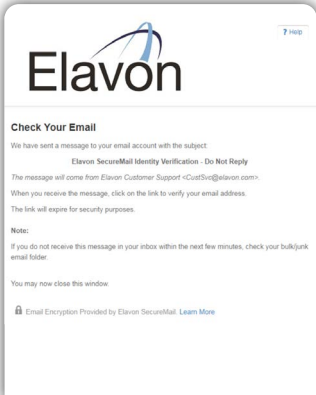


Step 2 Click to open the attachment.



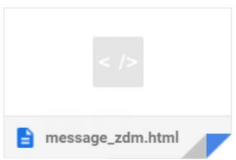
Step 4

You will receive an email confirmation message. Just click on the link in this email to validate your account.



Step 5

Whenever you receive a chargeback notification, open the email attachment and you will see a button to read the message. Simply click to open.




Step 3

Complete each field in the form and click continue to submit.

Password guidelines:

- At least 8 characters in length
- Can contain characters from the following:
 - Uppercase and lowercase alphabetic characters
 - Digits 0 through 9



Contact us for more information

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IRE **0818 202 120**

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