

NEXUS

Register for a New NexusConnect Account

A supplier can easily create their NexusConnect account in just a few minutes.

- 1. Navigate to connectedbynexus.com and click "sign up"

The screenshot shows the 'Log in' page with fields for 'Email or Username' and 'Password'. A blue button labeled 'Log in' is at the bottom. A callout bubble points to the 'or sign up' link in the top right corner.

- 2. Complete all fields under Create Account.

The screenshot shows the 'Create Account' page, Step 1 of 2. It includes sections for 'COMPANY DETAILS' (Company name, Tax Identifier), 'ACCOUNT INFO' (First name, Last name, Email, New password, Confirm new password), and 'SECURITY QUESTIONS' (three questions with dropdown menus and answer fields). A 'Next' button is at the bottom right.

- 3. Accept the System Terms of Service

The screenshot shows the 'System Terms of Service' dialog box. It contains a scrollable text area with the terms of service. At the bottom, there are 'Close' and 'Accept' buttons.

- 4. Then click Next

- 5. Confirm Company Details, then click Sign up

The screenshot shows the 'Set Up Company' page, Step 2 of 2. It includes sections for 'CONFIRM COMPANY DETAILS' (Company name, Tax Identifier, DBA Company name), 'ADDITIONAL COMPANY INFO' (Website, Phone, Remit email address, Escalation email address), 'COMPANY ADDRESS' (Street Address 1, Street Address 2, Country, State/Province/Region, City, ZIP Code), and 'Become a Preferred Supplier' (toggle switch, radio buttons for 'All my buyers' and 'Individually', and a 'Sign up' button).

- 6. Once sign up is complete, enter new credentials on the connectedbynexus.com home screen, then click "Log in"

The screenshot shows the 'Log in' page with fields for 'Email or Username' and 'Password'. A blue button labeled 'Log in' is at the bottom. A callout bubble points to the 'Log in' button.

NOTE: you can become a preferred supplier by opting in to receive virtual cards from all buyers on this screen. Do so by toggling the "able to process cards" switch on, and selecting "All my buyers".