

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 a login form with fields for 'Email or Username' (containing 'mail@mail.com') and 'Password'. Below the fields is a 'Log in' button. A blue circle highlights the 'or sign up' link in the top right corner of the form.

2. Complete all fields under Create Account.

The screenshot shows the 'Create Account' form, 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'. A red arrow points to the 'Next' button at the bottom right.

5. Confirm Company Details, then click Sign up

The screenshot shows the 'Set Up Company' form, 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), and 'COMPANY ADDRESS' (Street Address 1, Street Address 2, Country, State/Province/Region, City, ZIP Code). A red arrow points to the 'Sign up' button at the bottom right.

3. Accept the System Terms of Service

The screenshot shows the 'System Terms of Service' dialog box. It contains text regarding the terms of service and a 'Close' button and an 'Accept' button. The 'Accept' button is highlighted with a red arrow.

4. Then click Next

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

The screenshot shows the login page on connectedbynexus.com. It includes fields for 'Email or Username' (containing 'mail@mail.com') and 'Password'. Below the fields is a 'Log in' button. A red arrow 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".