CARDHOLDER SELF REGISTRATION INSTRUCTIONS

We have received some questions regarding the user id and password in SmartData. You will create both of these items yourself when you go through the Cardholder Self-Registration steps. See the following instructions with screen shots to guide you through the process.

1. Open the SmartData website


2. Click the Cardholder Self-Registration link (shown below) to begin.
3. Enter your 16-digit card number in the account number field.

4. Enter **01012014** in the Company Registration Code

5. Create a unique User ID
   a. This should be something easy to remember
   b. EX: your SU user name
6. Verify that the First and Last Names that appear below the user id are correct.
   a. These fields should populate automatically. Verify that your first and last names appear correctly before moving on to the next step.

7. Enter your SU email address in both boxes highlighted below.
   a. This is the email address that all notifications regarding your card will come to.
8. Create a password 
   a. At least 8 characters in length, including 2 numbers

9. Choose a security question from the list and provide your answer to it. 
   a. The answer must be more than 3 letters long or else SmartData won’t accept it.
10. Click the **Register Account** button.

11. You should then see the following message.

12. Click the **Return to Login Screen** button.
13. Enter your newly created user ID and password.

14. Click **Sign In**
15. Set your challenge questions.
   a. NOTE – A challenge question must be answered each time you log on.
   b. Remember that your responses must be more than 3 letters long.

16. Click Save

   You have now completed the initial cardholder account setup!