

# EASI Portal Registration Guide

The Discover® EASI portal provides a resource to engage/communicate with the EASI team, obtain program documents and collateral, request test cards, and receive news and announcements from Discover® Global Network. Follow the steps below to register for the EASI portal today!

**Step 1: Go to** <https://DiscoverEASI.com>

**Step 2: To Register**

Click the “Join Now” link

**Step 3: Enter your contact information.**

1. Personal email addresses and certain email domains are not allowed. An error message will appear if there is an issue.
2. Punctuation is limited. Please use only periods (.), dashes (-), ampersands (&), or asterisks (\*)

**Step 4: Enter company information.**

1. Use the “Same as above” checkbox to copy data from the Contact section. If different from contact, data may be keyed manually.
  2. Enter the Corporate Legal Name. Note: If you receive an error message on the Corporate Legal Name, it may be that the company is already registered. Email us at [EASI@Discover.com](mailto:EASI@Discover.com) for assistance to join the existing company profile.
  3. Enter your company’s website address (URL).
  4. Enter the Respondent. This individual will be the primary contact for the company. This person will not receive any notification from this initial registration.
  5. Enter Signing Authority and their email. This is the person who is authorized to execute an NDA or other agreement if determined to be necessary. This person will not receive any notification from this initial registration.
- \* -Punctuation is limited. Please use only periods (.), dashes (-), ampersands (&), or asterisks (\*)
6. Select which functions are performed by your company.

**Step 5: Invite colleagues.**

1. To add colleagues, click the plus sign, then enter additional user information.
2. Click “Invite”. Repeat for all employees to be added. (NOTE -These may also be added after the registration is approved.)

**Step 6: Business Purpose**

1. Provide a brief description of why you would like access to the EASI portal. Access to Technical Documents may be left “as is”.

**Step 7: Verify**

1. Enter the verification code and click “Review”.

**Step 8: Review Your registration request.**

1. Click “Edit” to go back and make any needed changes.
2. Click “Submit” if ready to request portal access.

**Congratulations! A confirmation email will be sent to you that the request was received. The EASI team typically completes the review process within 2 business days. Once approved, you will receive login credentials via separate emails.**

For questions or assistance with the registration process,  
please email us at [EASI@Discover.com](mailto:EASI@Discover.com).