



*Workforce Development Division*

**Job Aid**

# Establishing Your Fusebox Account

# Logging into Fusebox

- Fuse box is a stand alone application we will access to pull our reconciliation report at the end of the day.
- Each employee responsible for preparing the deposit and closing the office will be granted access. (Seniors, Work leaders, and Managers)
- Designated employees will receive an email to set up their account once access is granted.
- Employee's user name will be the employee's DMVID.
- DMV's Financial Services Department will maintain all Fusebox accounts and access.

# How to set up your FuseBox account

Once DMV's financial management department grants you access you will receive three emails from Fusebox.

1<sup>st</sup> email: Welcome to FuseBox-Username

2<sup>nd</sup> email: Welcome to FuseBox-Password

3<sup>rd</sup> email: Password Changed

The first email will be titled “**Welcome to Fusebox-Username**”  
This email will tell you what your user name is.  
You must wait for the next email to login.

Example:

Dear Sheri Vaughan:

You have been enrolled as a user for Fusebox, our robust payments gateway. Fusebox provides fast, convenient and secure access to help you manage your electronic payments activity. To access the Fusebox site, simply click on <https://fusebox.elavon.net>. You will also want to add it to your favorites.

**Your Username is DMVXXX.** For security reasons, your password will be sent in a separate email.

If you are in need of product training please go to <http://gatewaytraining.elavon.com> .

If you have any questions regarding this email, please contact a gateway services representative at 866-265-6225.

Sincerely,  
Elavon  
Gateway Registration Services

The second email will be titled **“Welcome to FuseBox-Password”** this email **contains your temporary password**. Once you receive this email you **will click on the link in the email** to begin the process of setting up your account.

## Example

Dear Sheri Vaughan:

You have been enrolled as a user for Fusebox, or the password you currently use to access Fusebox has been reset. Fusebox provides fast, convenient and secure access to help you manage your electronic payments activity. To access the Fusebox site, please go to <https://fusebox.elavon.net>. You will also want to add it to your favorites.

**Your Password is sMrjR2Sq.ZhP**

You will be prompted to change your password upon initial login.

If you are a new user, your Username will be sent in a separate email for security reasons.

If you are in need of product training please go to <http://gatewaytraining.elavon.com> .

If you have any questions regarding this email, please contact a gateway services representative at 866-265-6225.

Sincerely,

Elavon

Gateway Registration Services

**Step 1:** Have your username and temporary password available.

**Step 2:** Click on the link provided in 2<sup>nd</sup> email you received;  
<https://fusebox.elavon.net>

**Step 3:** Enter your User Name and Temporary Password, click “Submit.”



A screenshot of a web login form titled "Login" in a blue header bar. The form contains two input fields: "User Name" with the text "sheri.vaughan" and "Password" with masked characters "••••••••". Below each field is a blue link: "Forgot your User Name?" and "Forgot your Password?". A blue "Submit" button is centered below the password field, highlighted with a yellow circle and a mouse cursor. At the bottom of the form, there is a decorative graphic of several blue circles arranged in an arc.

**Step 4:** You will be prompted to change your password from the temporary one provided.

**Note:** New password must contain at least 1 Uppercase letter , 1 Lowercase letter, 1 number, and 1 Special Character.

Change Your Password

Your new password does not meet security requirements. Ensure the new password meets the criteria listed on this page and resubmit.

Password requirements:

1. At least 8 characters
2. Include at least 1 character from 4 of the following categories
  - Uppercase letter
  - Lowercase letter
  - Number
  - Special character, such as: !#\$%&'()\*+,-./
3. No variation of the word "password" or your User Name
4. No reuse of previous 4 passwords

Note:

1. Passwords expire every 90 days
2. Passwords must be changed before expiration, or account will be locked
3. Account locked after 5 invalid login attempts

User Name

sheri.vaughan

Old Password

••••••••

New Password

Re-type New Password

Submit

## **Step 5:** Update security questions, click “submit.”

**Update Security Questions**

The following is a series of questions that you need to configure for your security. You will not see this screen in subsequent logins.

You must select 6 different questions and enter an answer for each

Answers are not case sensitive

Question1

Select

▼

Answer

Question2

Select

▼

Answer

Question3

Select

▼

Answer

Question4

Select

▼

Answer

Question5

Select

▼

Answer

Question6

Select

▼

Answer

Please re-enter your password

Submit



**Step 6:** The system will update your profile and you will be taken to the home page **“Welcome to Elavon Gateway”** screen.

