

Global Operating Certificates

Home Page Dashboard Tour

The Global Operating Certificates Home Page or Dashboard serves as the primary navigation tool to guide you through your quarterly Operating Certificates submission process. It also shows at a glance, the status of your current quarter submission progress, and provides access to useful reports, templates, news and other information.

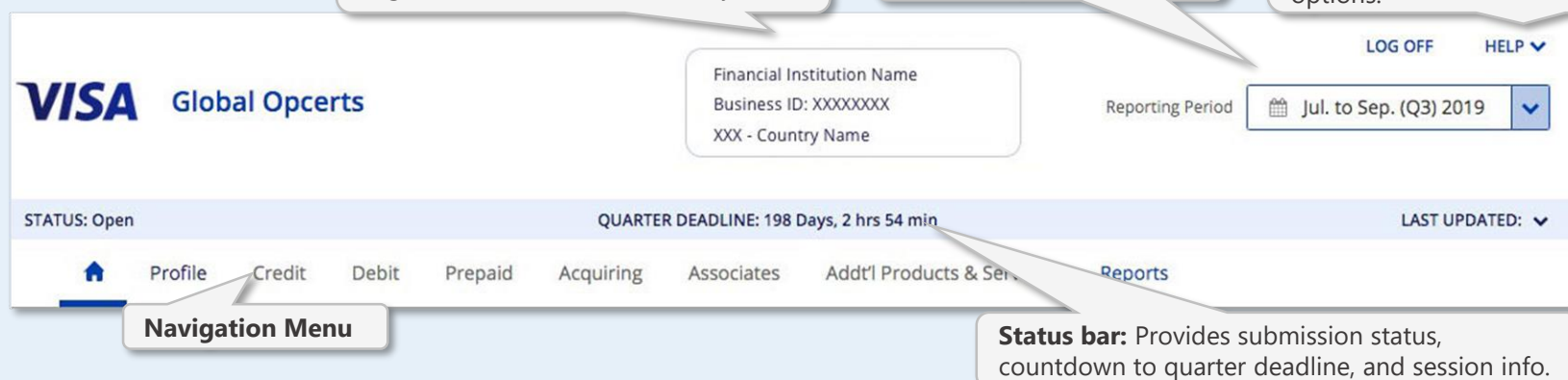


1 -Masthead

Client Information:
Organization Name, BID, Country Code

Reporting Period: Select current or prior period.

Help drop-down menu:
Direct access to Support options.



2 – Navigation Menu

Home Icon:
Navigate back to Home Page/
Dashboard.

Profile: Access to Account Profile screens.

Product category links and drop down menus:
Navigate to products and product categories.

Associate:
Navigate directly to the Associate forms.

Reports: Metric Summaries, Fees, Reports, Currency Exchange, and Certification.

Acquiring: Navigate to the Acquiring form.

Additional Products & Services:
Navigate to either the Plus or BIN Reporting form.

Profile Credit Debit Prepaid Acquiring Associates Add'l Products & Services Reports

3 – 8 Step Process

The **8 Step Process** guides you through the quarterly process steps to certification, and informs you which step you are in for the reporting period.



4 – Metric Validation Process

Metric Validation Progress

Meters display the percent of validated entries for each product category in your profile.



For each product type, the system will show the percent completion of the reporting and validating of your metrics.

5 – Fees & Reports



Fees & Reports

Reports are available for current quarter, and will update as metrics are entered/uploaded.

Fees are available after metrics have been validated and submitted for pricing.

Comparison reports will be available once metrics have been generated for multiple quarters.

Quick access to view Fees and Reports.

6 – Latest News From Visa

The News card will display the latest three news items that are applicable to you.

Latest News from Visa

[All News >](#)



Operating Certificate Billing Process

Dec. 20, 2018

As part of the new Global Operating Certificate, you will see the following changes: 1- The Metric ...

[Read More >](#)



Help Section

Dec. 19, 2018

In the new Global Operating Certificate you now can send us a help ticket with the tool. Simply clic ...

[Read More >](#)



Training and Resources

Dec. 19, 2018

The new Global Operating Certificate has many options for clients when support is required. The cont ...

[Read More >](#)

You can also access the full News page from this link.

7 – Download Template



Download Template

Download the latest Operating Certification template for easy data uploading.

Download the customized Operating Certificates formatted template, for populating your product metrics to upload to the system.

8 – Upload Metrics

Upload your completed product metrics template by clicking this card.



Upload Metrics

Upload your .xls file to import your metric data.

9 – Currency Exchange



Currency Exchange

Quarterly exchange rate of your currency to USD.

Navigate to the Currency Exchange screen to see the FX rate used to calculate your volumes for this quarter.

10 – Help



Help

Visit our [HELP](#) page for getting additional assistance

Navigate to the Help screen to view all Help and Support options, including:

- Download the OpCerts User Guide
- Frequently Asked Questions
- OpCerts Glossary
- Quick Reference Guides
- Contact Support Request Form