Sole Provider

Account Setup Information

My Clients Plus

Go to the My Clients Plus website at www.myclientsplus.com and sign up for an account. When you first log into the account, you will see a ‘help’ link located at the bottom of most screens in the account. This ‘help’ link will take you to a downloadable User Guide, as well as several video tutorials.

On the main menu in My Clients Plus, you will see a My Calendar option. When you select this option you will be prompted to set up your Jituzu account. Setting up the Jituzu account through this option will automatically link your My Clients Plus and Jituzu accounts.

Jituzu

Alternately, you can go to the Jituzu website at www.jituzu.com and click the Join Now button. Set up your provider information and your practice information even if the practice is your name.

To synchronize your My Clients Plus account with your Jituzu account, log into Jituzu and click on My Account/Manage Connection.

- There is a drop down box where you can choose My Clients Plus as the billing option.
- The next drop down box is where you choose the Practice (it should already been chosen).
- Choose the appropriate provider in the next drop down box.
- Enter the provider’s username/password from My Clients Plus in Remote Username/Password.
- Click Synchronize.
- Click on the radio button next to the appropriate provider on the next screen. Click Synchronize.

Once you have synchronized the two accounts, you will be able to see/update your Client Setup and Patient information in one system and it will automatically be updated in the other system.

Merchant Account

If you wish to set up a merchant account with Andcore to process credit cards, there is a link in the Merchant Account to complete the Andcore enrollment form, as well as specific rate and fee information and contact information for Andcore.

Andcore is the name of our partner that provides the actual merchant account and makes credit decisions about you and your account.

Jituzu provides the web front-end to the Andcore service, including the reporting of any transactions you have processed. One of the things we think you'll find particularly attractive is our ability to help you reconcile actual bank deposits with the credit card charges they comprise. Only Andcore transactions are available in the Deposit Report.
Note that you will not receive any paper statements from Andcore at the end of the month. Rather, you can log in to your Jituzu account, select the date range of bank deposits you want to view, and see each card transaction and related fees. We think you'll be amazed at how easy and convenient it is to reconcile your bank account.

Once you complete the sign-up process, you will be able to process credit card transactions immediately. No additional setup is required. As your paperwork is processed by Andcore in the background, they may have additional questions for you before they're able to deposit to your bank account, but you'll be able to charge client credit cards immediately.

We will post the current rates and fees on this screen of our website as Andcore makes them available to us. They may change modestly from time to time. A standard [terminal-emulation] credit card swipe device can plug into your computer and be used to qualify for the lower “swiped” card transaction rate. Otherwise, non-swiped transaction rates will be processed as a “keyed” transaction.

A unique feature of this merchant account is that there are no PCI-compliance or other monthly fees associated with this account. Even if your account is inactive or you already have a merchant account with another company, there really is no downside or cost in activating your Andcore account in case you need it.