Monetra®

Merchant Account Setup Worksheet

Merchant Account Setup Worksheet v9.10.0 Build 240318009

Generated On: April 28, 2024

Copyright 1999-2024 i3 Verticals, LLC

The information contained herein is provided "As Is" without warranty of any kind, express or implied, including but not limited to, the implied warranties of merchantability and fitness for a particular purpose. There is no warranty that the information or the use thereof does not infringe a patent, trademark, copyright, or trade secret.

i3 Verticals, LLC shall not be liable for any direct, special, incidental, or consequential damages resulting from the use of any information contained herein, whether resulting from breach of contract, breach of warranty, negligence, or otherwise, even if Monetra Technologies has been advised of the possibility of such damages. Monetra Technologies reserves the right to make changes to the information contained herein at anytime without notice. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose, without the express written permission of i3 Verticals, LLC

Elavon Clearing File (ELAVONCF)

Help Desk Phone: (800) 377-3962

Supported Card Types: (C)redit, (D)ebit, (E)BT

Merchant Field	Field	Required	Monetra Name	Description
Bank ID	6 Numeric	CDEG	BANKID	Bank Identification Number (aka BIN)
Merchant ID	1 - 16 Numeric	CDEG	MERCHID	Merchant Number as provided by processor (not Discover or Amex merchant numbers) Do not include Terminal ID.
Destination ID	4 Alpha-Numeric	CDEG	DESTID	Destination ID assigned by Elavon
DBA Name	1 - 25 Free Form		MERNAME	Merchant Name (Doing Busines As) without punctuation like commas or periods
Merchant City	1 - 13 Free Form		MERCHLOC	City of the merchant without punctuation like commas or periods
Merchant State	2 Capital Alpha		STATECODE	2 letter abbreviation for State in which merchant resides. Capital letters only
Merchant Postal Code	5 - 9 Alpha- Numeric	С	ZIPCODE	Merchant postal code (no spaces or dashes). Used for Level II qualifications.
Country Code	3 Alpha		COUNTRY	3 Character country code for this location
Service Phone	10 Numeric	CDEG	SERVICEPHONE	Customer Service Number formatted as NNNNNNNNNNNN
User Acceptance Testing	1 - 5 Free Form		UAT	Boolean flag to indicate User Acceptance Testing. Defaults to N. Do not fill unless explicitly told.

Elavon Clearing File (ELAVONCF)

Instructions for use:

Service Phone

Account Rep: Please fill out the form below and then fax (or email) it back to the merchant of record. Note: It is imperative that the information provided below is both accurate and complete for the Monetra system to properly function.

Merchant: Once you have recieved the information provided below, enter it into the Monetra system as per the current installation

procedures located at http://www.monetra.com/documentation Circle a SINGLE industry type listed below: Retail(R) Mail-Order/Phone-Order(M) E-Commerce(E) Circle ALL payment types that apply: Visa MasterCard American Express Discover Diners Club JCB Complete all the required fields below. Grey blocks represent required minimum lengths. Bank ID Merchant ID **Destination ID DBA Name** Merchant City Merchant State Merchant Postal Code Country Code

Jser Acceptance Testing							
					l		