Monetra®

Merchant Account Setup Worksheet

Merchant Account Setup Worksheet v9.10.0 Build 240318009

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Global Payments (GLOBALPAY)

Help Desk Phone: Not on file

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

Merchant Field	Field	Required	Monetra Name	Description
Merchant ID	4 - 15 Alpha-Numeric	C D E G	MERCHID	Merchant Number as provided by Global Payments (not Discover or Amex merchant numbers). For Canada the merchant ID value is listed as the Terminal ID (Credit) field on the VAR sheet.
Zip Code	3 - 9 Alpha-Numeric	C D E G	ZIPCODE	Zip code of merchant location
Bank ID	6 Numeric		BANKID	Bank Identification Number (aka BIN). Not used or the value assigned prior to migration may continue to be used.
Merch Category Code (MCC/SIC)	4 Numeric		MERCHCAT	Merchant Category Code (aka MCC or SIC)
Prestigious Property	1 Capital Alpha		PPROPERTY	Visa Prestigious Property Program indicator. Valid values are B, S, and D
Process Mode	1 - 16 Alpha-Numeric		PROCESSMODE	Process Mode for internet gateway. Do not fill unless explicitly told

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Instructions for use:

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) Restaurant(F) Lodging(H) Automated Fuel(AF) Retail Self-Serve(RS)

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.

Merchant ID

Zip Code

Bank ID

Merch Category Code (MCC/SIC)

Prestigious Property

Process Mode