Monetra®

Merchant Account Setup Worksheet

Merchant Account Setup Worksheet v9.10.0 Build 240318009

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Litle & Co. Big Batch (version 12) (Litlev12BB)

Help Desk Phone: Not on file

Supported Card Types: (C)redit

Merchant Field	Field	Required	Monetra Name	Description
Aggregator Username	1 - 20 Free Form	CDEG	LITLEBBUSER	Aggregator Username, as assigned by Litle & Co.
Aggregator Password	1 - 20 Free Form	CDEG	LITLEBBPASS	Aggregator Password, as assigned by Litle & Co.
Aggregator Identification	1 - 46 Free Form		MERCHNAME	Free form identification. Used by Litle & Co. to easily identify who is sending the file.
Merchant ID	1 - 50 Free Form	CDEG	MERCHID	Merchant ID, as assigned by Litle & Co.
Merchant Postal Code	5 - 9 Alpha- Numeric	С	ZIPCODE	Merchant postal code (no spaces or dashes). Used for Level II qualifications.

Phone: 800-650-9787 | Web: www.monetra.com | Email: sales@monetra.com

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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: 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. Aggregator Username Aggregator Password Aggregator Identification Merchant ID Merchant Postal Code