

Monetra®

Merchant Account Setup Worksheet

Merchant Account Setup Worksheet v9.10.1 Build 240429007

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FIServ - PTS (Settle) (PTS)

Help Desk Phone: Not on file

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

Merchant Field	Field	Required	Monetra Name	Description
Merchant Account	1 - 12 Numeric	C D E G	MERCHID	Merchant Account Number as provided by processor
Security Code	1 - 4 Numeric	C D E G	SECCODE	Security Code as provided by processor
Terminal ID	1 - 5 Numeric	C D E G	TERMID	Terminal Identification Number
Merchant Name	1 - 19 Free Form	C D E G	MERCHNAME	Merchant DBA Name
Merchant City	1 - 13 Free Form	C D E G	MERCHCITY	City in which merchant is located.
Merchant State/Province/Country	1 - 3 Free Form	C D E G	MERCHSTATE	Merchant state, province, or country
Merchant Zipcode	5 - 9 Free Form	C D E G	ZIPCODE	Merchant Zipcode (no dashes)
Service Phone	1 - 13 Free Form	C D E G	SERVICEPHONE	Customer service phone number formatted as NNNNNNNNNNN.
AmEx Charge Description	1 - 23 Free Form	C	AMEXDESC	AmEx Charge Description as provide by AmEx.
Merch Category Code	4 Numeric	C D E G	MERCHCAT	Merchant Category Code (aka MCC or SIC)
Merchant Tax ID	9 - 15 Alpha-Numeric		TAXID	Merchant Tax ID / FEIN / Federal Employer ID Number. Required for Level 2 and/or 3 processing.

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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)

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 Account

Security Code

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Terminal ID

--	--	--	--	--

Merchant Name

[illegible]

Merchant City

[illegible]

Merchant State/Province/Country

--	--	--

Merchant Zipcode

--	--	--	--	--	--	--	--	--

Service Phone

[illegible]

AmEx Charge Description

[illegible]

Merch Category Code

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Merchant Tax ID

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