

Monetra®

Merchant Account Setup Worksheet

Merchant Account Setup Worksheet v9.10.1 Build 240429007

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First Data - Rapid Connect Host (rapidconnect_host)

Help Desk Phone: 800-555-9966

Supported Card Types: (C)redit

Merchant Field	Field	Required	Monetra Name	Description
Zipcode	5 - 9 Alpha-Numeric	C D E G	ZIPCODE	Five or Nine digit zipcode of merchant location (US). Six Alpha numeric for Canada. No dashes
Merchant ID	1 - 16 Alpha-Numeric	C D E G	MERCHID	Merchant Identification Number
Terminal ID	8 Alpha-Numeric	C D E G	TERMID	Terminal Identification Number. 0 Pad on left if less than 8 digits
Datawire ID	1 - 32 Alpha-Numeric		DATAWIREID	ID assigned for the Datawire HTTPS internet gateway. If blank will attempt autoprovisioning.
Group ID	5 - 15 Alpha-Numeric	C D E G	GROUPID	Group Identification Number
Ecommerce URL	1 - 13 Free Form		ECOMMURL	URL for the site
Merchant Tax ID	9 - 15 Alpha-Numeric	C	TAXID	Merchant Tax ID / FEIN / Federal Employee ID Number
Merchant FNS Number	1 - 7 Alpha-Numeric	E	FNSNUM	A number issued by the US Department of Agriculture Food and Nutrition Service that is used in SNAP transactions
Service Phone	10 Numeric		SERVICEPHONE	Phone number for client to call for assistance formatted as NNNNNNNNNN
Visa BID	1 - 10 Alpha-Numeric		VISABID	Business Identifier (BID) provided by Visa
Visa AUAR	12 Alpha-Numeric		VISAAUAR	Agent Unique Account Result (AUAR) provided by Visa
First Data Transaction URL	1 - 99 Free Form		TXURL	URL for Sending Transactions to First Data. If Datawire ID blank will attempt autoprovisioning.
Tokenization ID	4 Alpha-Numeric		TOKENIZATION	Assigned Tokenization ID by First Data. When configured, will tokenize all cards. Required when using encryption.
Token Acceptance Only	1 - 5 Free Form		TOKENACCEPTONLY	Setting this value to true when tokenization is enabled will prevent auto-tokenization, but allow acceptance of tokens. Must be off if using encryption.

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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)

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.

Zipcode

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Merchant ID

[illegible]

Terminal ID

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Datawire ID

[illegible]

Group ID

Ecommerce URL

[illegible]

Merchant Tax ID

Merchant FNS Number

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Service Phone

[illegible]

[illegible][illegible]

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