Monetra®

Merchant Account Setup Worksheet

Merchant Account Setup Worksheet v9.10.1 Build 240429007

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Chase Paymentech - Tampa (PAYMENTECH)

Help Desk Phone: 800-254-9556

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

Merchant Field	Field	Required	Monetra Name	Description
Merchant ID	12 Numeric	C D E G	MERCHID	Merchant Number as provided by processor (not Discover or Amex merchant numbers)
Client Number	4 Numeric	C D E G	CLIENTNUM	Client Number as assigned by processor
Terminal ID	3 Numeric	C D E G	TERMID	Terminal Identification Number
Merchant Postal Code	5 - 9 Alpha-Numeric	C	ZIPCODE	Merchant postal code (no spaces or dashes). Used for Level II qualifications.
Merch Category Code	4 Numeric		MERCHCAT	Merchant Category Code (aka MCC or SIC). Recommended for proper interchange compliance.
Customer Defined Data Field	1 - 10 Alpha		CUSTOMERDATA	Possible values: stationid, clerkid, comments, ordernum. Defines which field is sent in the Customer Defined Data Token.
Tokenization	1 - 5 Free Form		TOKENIZATION	Whether or not to tokenize all transactions. Transactions originating as tokens will always be accepted, and encrypted transactions will always be tokenized. It is strongly recommended that the merchant account be configured to preserve the last 4 digits of the card number in the token format.
Auth-User	1 - 30 Free Form		AUTHUSER	Authorization User assigned for NetConnect HTTPS Internet Gateway
Auth-Pass	1 - 30 Free Form		AUTHPASS	Authorization Password assigned for NetConnect HTTPS Internet Gateway
Gift Bin Range	1 - 100 Free Form		BINRANGE	Only supply if not using default ranges of 603571. Specify as MIN1-MAX1;MIN2-MAX2 etc.

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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

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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

Client Number

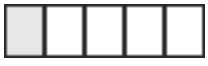
Terminal ID

Merchant Postal Code

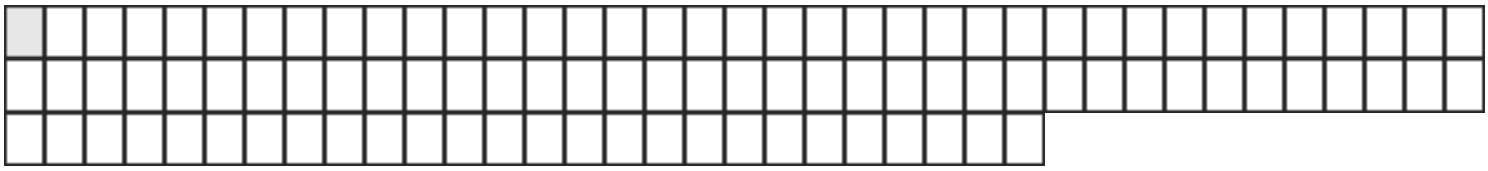
Merch Category Code

Customer Defined Data Field

Tokenization



Auth-User

Auth-Pass

Gift Bin Range