

Monetra®

Merchant Account Setup Worksheet

Merchant Account Setup Worksheet v9.10.1 Build 240429007

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Intuit (aka Echo/NCN) [ECHK] (check only) (ECHK)

Help Desk Phone: Not on file

Supported Card Types: None

| Merchant Field | Field | Required | Monetra Name | Description |
|------------------|------------------|----------|--------------|---|
| Vfy Merchant ID | 1 - 20 Free Form | C D E G | VFYMERCHID | Merchant ID assigned by processor for verification. nnnnnn-nnnnnn-nnnnn nnnnnn-nnnnnn.nn-nnnnn |
| ECC Merchant ID | 1 - 20 Free Form | C D E G | ECCMERCHID | Merchant ID assigned by processor for ECC. nnnnnn-nnnnnn-nnnnn nnnnnn-nnnnnn.nn-nnnnn |
| Merchant Name | 1 - 25 Free Form | C D E G | MERNAME | Merchant Name without punctuation like commas or periods |
| Merchant City | 1 - 13 Free Form | C D E G | MERCHLOC | City of the merchant without punctuation like commas or periods |
| State Code | 2 Capital Alpha | C D E G | STATECODE | 2 letter abbreviation for State in which merchant resides. Capital letters only |
| Zipcode | 5 Numeric | C D E G | ZIPCODE | Five digit zipcode of merchant location |
| Custom Echo Data | 1 - 5 Free Form | | CUSTOMECHO | Boolean Value. Use ordernum as echo data. Merchant must require echo data is unique. Default to N |

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) Restaurant(F) Lodging(H)

Complete all the required fields below. Grey blocks represent required minimum lengths.

Vfy Merchant ID

[illegible]

ECC Merchant ID

[illegible]

Merchant Name

[illegible]

Merchant City

State Code

| | |
|--|--|
| | |
|--|--|

Zipcode

| | | | | |
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Custom Echo Data

| | | | | |
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