

Monetra®

Merchant Account Setup Worksheet

Merchant Account Setup Worksheet v9.10.1 Build 240429007

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EMD Big Batch (EMD)

Help Desk Phone: Not on file

Supported Card Types: (C)redit

Merchant Field	Field	Required	Monetra Name	Description
Originating ID	5 Numeric	C D E G	ORIGID	Originating ID, as supplied by Worldpay Relationship or Conversion Manager to identify batch aggregator
Merchant ID	1 - 16 Free Form	C D E G	MERCHID	aka Merchant Store Number, as assigned by Worldpay Relationship or Conversion Manager.
Merchant Postal Code	5 - 9 Alpha-Numeric	C	ZIPCODE	Merchant postal code (no spaces or dashes). Used for Level II qualifications.
Merchant Category Code	4 Numeric		MCC	Optional, will be sent as all blanks if not specified
Customer service telephone number	1 - 10 Numeric		STOREPHONE	Required for Card Not Present transactions. Full number, including area code
Store name and location	1 - 25 Free Form		STORENAME	Optional, free-form. Used by Worldpay to identify the store when there is more than one store per city.
Store city	1 - 13 Free Form		STORECITY	Optional. City where store is located.
Store state	2 Alpha		STORESTATE	Optional. 2-character state code of state where store is located.

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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 procedured located at <http://www.monetra.com/documentation>

Circle a SINGLE industry type listed below:

Retail(R) Mail-Order/Phone-Order(M) E-Commerce(E) Retail Self-Serve(RS)

Circle ALL payment types that apply:

Visa MasterCard American Express Discover JCB

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

Originating ID

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Merchant ID

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Merchant Postal Code

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

Merchant Category Code

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Customer service telephone number

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Store name and location

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Store city

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Store state

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