

**Monetra®**

**Merchant Account Setup Worksheet**

**Merchant Account Setup Worksheet v10.16.1 Build 292417**

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# TSYS (aka Vital/VisaNet) (vital)

Help Desk Phone: 800-847-2772

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

Merchant Field	Field	Required	Monetra Name	Description
Bank ID	6 Numeric	C D E G	BANKID	Bank Identification Number (aka BIN)
Merchant ID	1 - 12 Numeric	C D E G	MERCHID	Merchant Number as provided by processor (not Discover or Amex merchant numbers)
Store ID	1 - 4 Numeric	C D E G	STOREID	Store Identification Number
Terminal Number	1 - 4 Numeric	C D E G	TERMID	not V Number or V#
Agent ID	6 Numeric	C D E G	AGENTID	Agent Identification Number
Chain ID	6 Numeric	C D E G	CHAINID	Chain Identification Number
Merchant Postal Code	5 - 9 Alpha-Numeric	C	ZIPCODE	Merchant postal code (no spaces or dashes). Used for Level II qualifications.
Timezone	1 - 3 Alpha-Numeric	C D E G	TIMEZONE	Processor provided 3 digit number or short abbreviation E C M or P
Merch Category Code	4 Numeric	C D E G	MERCHCAT	Merchant Category Code (aka MCC or SIC)
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
V Number	8 Numeric		VNUMBER	V Number if a V exists as the first digit of the number replace with 7
State Code	2 Capital Alpha	C D E G	STATECODE	2 letter abbreviation for State in which merchant resides. Capital letters only
Service Phone	11 Phone Number	C D E G	SERVICEPHONE	Phone number for client to call for assistance formatted as NNN-NNNNNNN
Merchant ABA Num	9 Numeric	D	MERCHABA	Merchant number for direct debit switch
Settlement Agent Num	4 Alpha-Numeric	D	MERCHSETTLE	Merchant settling agent for direct debit
Prestigious Property	1 Capital Alpha		PPROPERTY	Lodging Prestigious Property indicator
Sharing Group	1 - 30 Alpha-Numeric	D	SHARINGGROUP	Contains listing of direct debit and EBT networks supported by merchant account
FCS ID	1 - 7 Alpha-		FCSID	Food and Consumer Identifier for EBT

Merchant Field	Field	Required	Monetra Name	Description
	Numeric			
Reimbursement Attribute	1 Alpha-Numeric	D	REIMBATTR	Designates Reimbursement Fee applicable to direct debit transactions
Amex Level2 Support	1 - 5 Free Form		AMEXL2	Boolean flag to pass Level II data on AMEX card or not. Yes/No field. Default: No.
Merchant Verification Value	10 Alpha-Numeric		MVV	Merchant Verification Value or MVV required on Health Benefits transactions
Pinless Network ID	4 Numeric		NETWORKID	Network ID for processing Pinless Debit transactions
Authentication Code	6 - 10 Alpha-Numeric		AUTHCODE	Authentication Code for Gen2 Terminal Authentication. Processor-assigned. Do not fill in if not assigned.
GenKey	24 Alpha-Numeric		GENKEY	Generated Gen2 Terminal Authentication key. Auto-retrieved on first transaction for Gen2 Terminal Authentication, do not edit.
Merchant Street	1 - 24 Alpha-Numeric		ACCEPTORSTREET	Street address of the merchant
Main Phone	1 - 11 Alpha-Numeric		ACCEPTORPHONE	The main phone number for the merchant
URL	1 - 24 Alpha-Numeric		ACCEPTORURL	Merchant website URL

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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 received the information provided below, enter it into the Monetra system as per the current installation procedures

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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)

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Circle ALL payment types that apply:

Visa MasterCard American Express Discover Diners Club JCB

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

Bank ID

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Merchant ID

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Store ID

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Terminal Number

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Agent ID

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Chain ID

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Merchant Postal Code

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Timezone

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Merch Category Code

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