Monetra®

Merchant Account Setup Worksheet

Merchant Account Setup Worksheet v10.10.0 Build 250421003

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First Data - Atlanta (aka Concord/BuyPass) (BuyPass)

Help Desk Phone: 800-827-4396

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

Merchant Field	Field	Required	Monetra Name	Description
Merchant ID	13 Free Form	CDEG	MERCHID	Merchant ID (with Buypass ID) as assigned per processor. This is not the 11 digit Settlement ID
Merchant Name	1 - 40 Free Form		MERNAME	Merchant Name without punctuation like commas or periods
Store ID	1 - 32 Free Form	CDEG	STOREID	Store ID assigned for EFSNet gateway passthrough
Store Key	64 Free Form	CDEG	STOREKEY	Store Key assigned for EFSNet gateway passthrough
Close Type	3 - 6 Alpha		CLOSETYPE	Type of settlement to perform. EOD=End of Day SHIFT=Shift Close USHIFT=Unvalidated shift close(default)

Phone: 800-650-9787 | Web: www.monetra.com | Email: sales@monetra.com

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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 Circle a SINGLE industry type listed below: Retail(R) Mail-Order/Phone-Order(M) E-Commerce(E) Restaurant(F) 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 Merchant Name Store ID Store Key Close Type