

Monetra®

Merchant Account Setup Worksheet

Merchant Account Setup Worksheet v10.10.0 Build 250421003

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First Data - Compass (Settle) (COMPASS_SETTLE)

Help Desk Phone: Not on file

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

Merchant Field	Field	Required	Monetra Name	Description
Presenters ID	6 Alpha-Numeric	C D E G	PID	Presenters ID (aka PID)
Class/Job ID	8 Alpha-Numeric	C D E G	CLASSID	Class or Job ID for MessageWay
Division Number	6 - 10 Numeric	C D E G	DIVISION	Division Number or Merchant ID
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	Only for use when split routing. Merchant Category Code (aka MCC or SIC)

First Data - Compass (Settle) (COMPASS_SETTLE)

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:

Mail-Order/Phone-Order(M) E-Commerce(E)

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.

Presenters ID

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Class/Job ID

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Division Number

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Merchant Postal Code

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Merch Category Code

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