

Monetra®

Merchant Account Setup Worksheet

Merchant Account Setup Worksheet v8.8.1 Build 56976

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Elavon Clearing File (ELAVONCF)

Help Desk Phone: (800) 377-3962

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 - 16 Numeric | C D E G | MERCHID | Merchant Number as provided by processor (not Discover or Amex merchant numbers) Do not include Terminal ID. |
| Destination ID | 4 Alpha-Numeric | C D E G | DESTID | Destination ID assigned by Elavon |
| DBA Name | 1 - 25 Free Form | | MERNAME | Merchant Name (Doing Business As) without punctuation like commas or periods |
| Merchant City | 1 - 13 Free Form | | MERCHLOC | City of the merchant without punctuation like commas or periods |
| Merchant State | 2 Capital Alpha | | STATECODE | 2 letter abbreviation for State in which merchant resides. Capital letters only |
| ZipCode | 5 - 9 Alpha-Numeric | | ZIPCODE | ZipCode for merchant location |
| Country Code | 3 Alpha | | COUNTRY | 3 Character country code for this location |
| Service Phone | 10 Numeric | C D E G | SERVICEPHONE | Customer Service Number formatted as NNNNNNNNNN |
| User Acceptance Testing | 1 - 5 Free Form | | UAT | Boolean flag to indicate User Acceptance Testing. Defaults to N. Do not fill unless explicitly told. |

User Acceptance Testing

