

Monetra®

Merchant Account Setup Worksheet

Merchant Account Setup Worksheet v8.7.2 Build 55401

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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.

Elavon Clearing File (ELAVONCF)

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

Circle a SINGLE industry type listed below:

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

Circle ALL payment types that apply:

Visa MasterCard American Express Discover Diners Club Carte Blanche JCB SwitchSolo

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

Bank ID	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																															
Merchant ID	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																
Destination ID	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																																	
DBA Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Merchant City	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																							
Merchant State	<input type="text"/>	<input type="text"/>																																			
ZipCode	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																												
Country Code	<input type="text"/>	<input type="text"/>	<input type="text"/>																																		
Service Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																										
User Acceptance Testing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																																