

**Monetra®**

**Merchant Account Setup Worksheet**

**Merchant Account Setup Worksheet v10.4.1 Build 240724011**

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# Factor4 Gift Cards (FACTOR4)

Help Desk Phone:

## Supported Card Types: (G)ift

Merchant Field	Field	Required	Monetra Name	Description
Location ID	1 - 8 Numeric	G	LOCATIONID	Factor4-provided Location ID
Client ID	1 - 8 Numeric	G	CLIENTID	Factor4-provided Client ID
Terminal ID	1 - 4 Numeric	G	TERMINALID	Factor4-provided Terminal ID
Integration Auth	1 - 128 Alpha-Numeric	G	F4USER	Username set up with Factor4
Integration Pass	1 - 128 Alpha-Numeric	G	F4PASS	Password set up with Factor4
BIN Range	1 - 100 Free Form		BINRANGE	Only supply if not using default bin range of 9. Specify as MIN1[-MAX1][:MINLEN1[-MAXLEN1]];[MIN2[-MAX2][:MINLEN2[-MAXLEN2]]] etc.

## Factor4 Gift Cards (FACTOR4)

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

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)

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

Location ID

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Client ID

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## Terminal ID



Integration Auth

[illegible]

## Integration Pass

## BIN Range