

**Monetra®**

**Merchant Account Setup Worksheet**

**Merchant Account Setup Worksheet v8.7.2 Build 55401**

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# Global Payments - East (aka Atlanta/NDC) (GLOBALPAY)

Help Desk Phone: 800-622-2318

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	4 - 15 Numeric	C D E G	MERCHID	Merchant Number as provided by processor (not Discover or Amex merchant numbers). For Canada the merchant ID value is listed as the Terminal ID (Credit) field on the VAR sheet.
Prestigious Property	1 Capital Alpha		PPROPERTY	Lodging Prestigious Property indicator
Process Mode	1 - 16 Alpha-Numeric		PROCESSMODE	Process Mode for internet gateway. Do not fill unless explicitly told
RFID Capable	1 - 5 Free Form		RFIDCAPABLE	Set to Y if your terminals are rfid capable. Leave empty or set to N otherwise. Equivalent to passing rfid=capable to all transactions. You should pass rfid=true when transaction is done via rfid.

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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 received the information provided below, enter it into the Monetra system as per the current installation procedures located at <http://www.monetra.com/documentation>

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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)

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Circle ALL payment types that apply:

Visa MasterCard American Express Discover Diners Club Carte Blanche JCB

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

Bank ID

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Merchant ID

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Prestigious Property

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Process Mode

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RFID Capable

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