

Monetra®

Merchant Account Setup Worksheet

Merchant Account Setup Worksheet v10.10.0 Build 250421003

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Givex - Giftcard (Givex)

Help Desk Phone: 800-962-4935 or clientservices@givex.com

Supported Card Types: (G)ift

Merchant Field	Field	Required	Monetra Name	Description
User ID	1 - 25 Free Form	G	AUTHUSER	User ID, as assigned by Givex
Password	1 - 25 Free Form	G	AUTHPASS	Password, as assigned by Givex
Bin Range	1 - 100 Free Form		BINRANGE	Only supply if not using default certificate numbers beginning with 603628. Specify as MIN1-MAX1;MIN2-MAX2 etc.
Default NSF Value	1 - 5 Free Form		DEFAULTNSF	If True, will allow insufficient funds (NSF) by default. If False, will not allow NSF by default. Default is True.
Use Secure Balance Inquiry	1 - 5 Free Form		SECUREBALINQ	Note: Merchants must contact Givex directly to enable Secure Balance Inquiry requests on their account. If True, will send the new Secure Balance Inquiry request. If False, will send existing request. Default is False.
Allow Ticket Numbers	1 - 5 Free Form		ALLOWTICKET	If True, will allow sending non-standard ticket numbers if the account field is prefixed by "TICKET ". Default is False.

Givex - Giftcard (Givex)

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:

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.

User ID

[illegible]

Password

[illegible]

Bin Range

A large grid consisting of 3 rows and 20 columns of squares. The total number of squares is 60. The square at the top-left corner (Row 1, Column 1) is shaded gray.

Default NSF Value

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Use Secure Balance Inquiry

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Allow Ticket Numbers

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