

Monetra®

Merchant Account Setup Worksheet

Merchant Account Setup Worksheet v10.10.0 Build 250421003

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Litle & Co. Big Batch (version 12) (Litlev12BB)

Help Desk Phone: Not on file

Supported Card Types: (C)redit

Merchant Field	Field	Required	Monetra Name	Description
Aggregator Username	1 - 20 Free Form	C D E G	LITTLEBBUSER	Aggregator Username, as assigned by Litle & Co.
Aggregator Password	1 - 20 Free Form	C D E G	LITTLEBBPASS	Aggregator Password, as assigned by Litle & Co.
Aggregator Identification	1 - 46 Free Form		MERCHNAME	Free form identification. Used by Litle & Co. to easily identify who is sending the file.
Merchant ID	1 - 50 Free Form	C D E G	MERCHID	Merchant ID, as assigned by Litle & Co.
Merchant Postal Code	5 - 9 Alpha-Numeric	C	ZIPCODE	Merchant postal code (no spaces or dashes). Used for Level II qualifications.

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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 recieved the information provided below, enter it into the Monetra system as per the current installation procedures

Circle a SINGLE industry type listed below:

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

Circle ALL payment types that apply:

Visa MasterCard American Express Discover Diners Club JCB

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

Aggregator Username

[illegible]

Aggregator Password

[illegible]

Aggregator Identification

[illegible]

Merchant ID

[illegible]

Merchant Postal Code

[illegible]