Monetra®

Merchant Account Setup Worksheet

Merchant Account Setup Worksheet v9.10.0 Build 240318009

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Stored Value Systems - Giftcard (SVS)

Help Desk Phone: Not on file

Supported Card Types: (G)ift

Merchant Field	Field	Required	Monetra Name	Description
Merchant ID	1 - 6 Numeric	G	MERCHID	Merchant Number as provided by processor
Terminal ID	1 - 4 Numeric	G	TERMID	Terminal Identification Number
Store ID	1 - 10 Numeric	G	STOREID	Store Identification Number
Division Number	1 - 5 Numeric	G	DIVNUM	Division Number
Routing ID	6 Alpha-Numeric	G	ROUTINGID	Routing ID
Bin Range	1 - 100 Free Form		BINRANGE	Only supply if not using default ranges of 6006 or 6276. Specify as MIN1-MAX1;MIN2-MAX2 etc.

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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 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)

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

Merchant ID

Terminal ID

Store ID

Division Number

Routing ID

Bin Range