

Monetra®

Merchant Account Setup Worksheet

Merchant Account Setup Worksheet v9.10.0 Build 240318009

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Elavon Encompass (aka NOVA) (nova)

Help Desk Phone: (800) 377-3962

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) |
| Terminal ID | 1 - 16 Numeric | C D E G | TERMID | Terminal Identification Number. Suppress leading zeros. |

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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>

Circle a SINGLE industry type listed below:

Retail(R) Mail-Order/Phone-Order(M) E-Commerce(E) Restaurant(F) Lodging(H) Retail Self-Serve(RS)

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.

Bank ID

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | | | |
|--|--|--|--|--|--|--|

Terminal ID

| | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | |
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