

**Monetra®**

**Merchant Account Setup Worksheet**

**Merchant Account Setup Worksheet v10.13.0 Build 250925002**

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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

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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) Retail Self-Serve(RS)

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Circle ALL payment types that apply:

Visa MasterCard American Express Discover Diners Club JCB

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

Bank ID

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Terminal ID

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