Monetra®

Merchant Account Setup Worksheet

Merchant Account Setup Worksheet v10.10.0 Build 250421003 Generated On: May 1, 2025

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TSYS (aka Vital/VisaNet) (vital)

Help Desk Phone: 800-847-2772

Supported Card Types: (C)redit, (D)ebit, (E)BT

Merchant Field	Field	Required	Monetra Name	Description		
Bank ID	6 Numeric	CDEG	BANKID	Bank Identification Number (aka BIN)		
Merchant ID	1 - 12 Numeric	CDEG	MERCHID	Merchant Number as provided by processor (not Discover or Amex merchant numbers)		
Store ID	1 - 4 Numeric	CDEG	STOREID	Store Identification Number		
Terminal Number	1 - 4 Numeric	CDEG	TERMID	not V Number or V#		
Agent ID	6 Numeric	CDEG	AGENTID	Agent Identification Number		
Chain ID	6 Numeric	CDEG	CHAINID	Chain Identification Number		
Merchant Postal Code	5 - 9 Alpha- Numeric	С	ZIPCODE	Merchant postal code (no spaces or dashes). Used for Level II qualifications.		
Timezone	1 - 3 Alpha- Numeric	CDEG	TIMEZONE	Processor provided 3 digit number or short abbreviation E C M or P		
Merch Category Code	4 Numeric	CDEG	C D E G MERCHCAT			
Merchant Name 1 - 25 Free Fo		CDEG	MERNAME	Merchant Name without punctuation like commas or periods		
Merchant City	1 - 13 Free Form	CDEG	MERCHLOC	City of the merchant withou punctuation like commas or periods		
V Number	8 Numeric		VNUMBER	V Number if a V exists as th first digit of the number replace with 7		
State Code	2 Capital Alpha	CDEG	STATECODE	2 letter abbreviation for State in which merchant resides. Capital letters only		
Service Phone	11 Phone Number	CDEG	SERVICEPHONE	Phone number for client to call for assistance formatted as NNN-NNNNNN		
Merchant ABA Num	9 Numeric	D	MERCHABA	Merchant number for direct debit switch		
Settlement Agent Num	4 Alpha-Numeric	D	MERCHSETTLE	Merchant settling agent for direct debit		
Prestigious Property	1 Capital Alpha		PPROPERTY	Lodging Prestigious Property indicator		
Sharing Group	1 - 30 Alpha- Numeric	D	SHARINGGROUP	Contains listing of direct debit and EBT networks supported by merchant account		
FCS ID	1 - 7 Alpha-		FCSID	Food and Consumer Identifier for EBT		

Merchant Field	Field	Required	Monetra Name	Description				
	Numeric							
Reimbursement Attribute	1 Alpha-Numeric	D	REIMBATTR	Designates Reimbursement Fee applicable to direct debit transactions				
Amex Level2 Support	1 - 5 Free Form		AMEXL2	Boolean flag to pass Level II data on AMEX card or not. Yes/No field. Default: No.				
Merchant Verification Value	10 Alpha-Numeric		MVV	Merchant Verification Value or MVV required on Health Benefits transactions				
Pinless Network ID	4 Numeric		NETWORKID	Network ID for processing Pinless Debit transactions				
Authentication Code	6 - 10 Alpha- Numeric		AUTHCODE	Authentication Code for Gen2 Terminal Authentication. Processor- assigned. Do not fill in if not assigned.				
GenKey	24 Alpha-Numeric		GENKEY	Generated Gen2 Terminal Authentication key. Auto- retrieved on first transaction for Gen2 Terminal Authentication, do not edit.				

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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:

Retail(R) Mail-Order/Phone-C	Order(M) E-Commerce(E)	Restaurant(F) Lodging(H) Au	utomated Fuel(AF) Retail Self-Serve((RS)
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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.

Bar	nk II	2		

Merchant ID

	 	- 1	 		

Store ID



Terminal Number

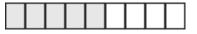




Chain ID



Merchant Postal Code

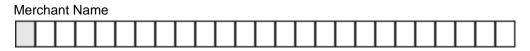


Timezone



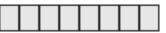
Merch Category Code





Merchant City





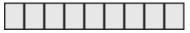
State Code



Service Phone



Merchant ABA Num



Settlement Agent Num



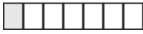
Prestigious Property



Sharing Group



FCS ID



Reimbursement Attribute



Amex Level2 Support



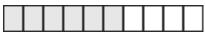
Merchant Verification Value



Pinless Network ID



Authentication Code



GenKey											