

Monetra®

Merchant Account Setup Worksheet

Merchant Account Setup Worksheet v9.10.1 Build 240429007

Generated On: May 4, 2024

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EMD Big Batch (EMD)

Help Desk Phone: Not on file

Supported Card Types: (C)redit

Merchant Field	Field	Required	Monetra Name	Description
Originating ID	5 Numeric	C D E G	ORIGID	Originating ID, as supplied by Worldpay Relationship or Conversion Manager to identify batch aggregator
Merchant ID	1 - 16 Free Form	C D E G	MERCHID	aka Merchant Store Number, as assigned by Worldpay Relationship or Conversion Manager.
Merchant Postal Code	5 - 9 Alpha-Numeric	C	ZIPCODE	Merchant postal code (no spaces or dashes). Used for Level II qualifications.
Merchant Category Code	4 Numeric		MCC	Optional, will be sent as all blanks if not specified
Customer service telephone number	1 - 10 Numeric		STOREPHONE	Required for Card Not Present transactions. Full number, including area code
Store name and location	1 - 25 Free Form		STORENAME	Optional, free-form. Used by Worldpay to identify the store when there is more than one store per city.
Store city	1 - 13 Free Form		STORECITY	Optional. City where store is located.
Store state	2 Alpha		STORESTATE	Optional. 2-character state code of state where store is located.

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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) Retail Self-Serve(RS)

Circle ALL payment types that apply:

Visa MasterCard American Express Discover JCB

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

Originating ID

Merchant ID

Merchant Postal Code

Merchant Category Code

Customer service telephone number

Store name and location

Store city

Store state