

**Monetra®**

**Merchant Account Setup Worksheet**

**Merchant Account Setup Worksheet v9.10.1 Build 240429007**

**Generated On: May 18, 2024**

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# NCR Payment Solutions (formerly JetPay) (NCRPS)

Help Desk Phone:

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

Merchant Field	Field	Required	Monetra Name	Description
Terminal ID	1 - 20 Free Form	C D E G	TERMINALID	Assigned by NCR Payment Solutions
Process Tips	1 - 5 Free Form		PROCESSTIPS	Whether or not the merchant will accept and process tips
Password	16 Free Form		NCRPASS	Optional, arranged with NCR Payment Solutions. Exactly 16 characters, case-sensitive

# NCR Payment Solutions (formerly JetPay) (NCRPS)

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)

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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.

Terminal ID

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Process Tips

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Password

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