

**Monetra®**

**Merchant Account Setup Worksheet**

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

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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>

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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

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

Terminal ID

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