

**Monetra®**

**Merchant Account Setup Worksheet**

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

**Generated On: May 18, 2024**

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# Intuit (aka Echo/NCN) [ECHK] (check only) (ECHK)

Help Desk Phone: Not on file

Supported Card Types: None

Merchant Field	Field	Required	Monetra Name	Description
Vfy Merchant ID	1 - 20 Free Form	C D E G	VFYMERCHID	Merchant ID assigned by processor for verification. nnnnnn-nnnnnn-nnnnn   nnnnnn-nnnnnn.nn-nnnnn
ECC Merchant ID	1 - 20 Free Form	C D E G	ECCMERCHID	Merchant ID assigned by processor for ECC. nnnnnn-nnnnnn-nnnnn   nnnnnn-nnnnnn.nn-nnnnn
Merchant Name	1 - 25 Free Form	C D E G	MERNAME	Merchant Name without punctuation like commas or periods
Merchant City	1 - 13 Free Form	C D E G	MERCHLOC	City of the merchant without punctuation like commas or periods
State Code	2 Capital Alpha	C D E G	STATECODE	2 letter abbreviation for State in which merchant resides. Capital letters only
Zipcode	5 Numeric	C D E G	ZIPCODE	Five digit zipcode of merchant location
Custom Echo Data	1 - 5 Free Form		CUSTOMECHO	Boolean Value. Use ordernum as echo data. Merchant must require echo data is unique. Default to N

### 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) Restaurant(F) Lodging(H)

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

Vfy Merchant ID

[illegible]

ECC Merchant ID

[illegible]

## Merchant Name

[illegible]

# Merchant City

State Code

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## Zipcode

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## Custom Echo Data

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