

**Monetra®**

**Merchant Account Setup Worksheet**

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

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# Elavon Clearing File (ELAVONCF)

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)
Merchant ID	1 - 16 Numeric	C D E G	MERCHID	Merchant Number as provided by processor (not Discover or Amex merchant numbers) Do not include Terminal ID.
Destination ID	4 Alpha-Numeric	C D E G	DESTID	Destination ID assigned by Elavon
DBA Name	1 - 25 Free Form		MERNAME	Merchant Name (Doing Business As) without punctuation like commas or periods
Merchant City	1 - 13 Free Form		MERCHLOC	City of the merchant without punctuation like commas or periods
Merchant State	2 Capital Alpha		STATECODE	2 letter abbreviation for State in which merchant resides. Capital letters only
Merchant Postal Code	5 - 9 Alpha-Numeric	C	ZIPCODE	Merchant postal code (no spaces or dashes). Used for Level II qualifications.
Country Code	3 Alpha		COUNTRY	3 Character country code for this location
Service Phone	10 Numeric	C D E G	SERVICEPHONE	Customer Service Number formatted as NNNNNNNNNN
User Acceptance Testing	1 - 5 Free Form		UAT	Boolean flag to indicate User Acceptance Testing. Defaults to N. Do not fill unless explicitly told.

### 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)

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.

Bank ID

--	--	--	--	--	--

Merchant ID

[illegible]

Destination ID

--	--	--	--

DBA Name

[illegible]

## Merchant City

## Merchant State

--	--

Merchant Postal Code

Country Code

--	--	--

## Service Phone

[illegible]

User Acceptance Testing

