# One Stop Boarding Tool

October 2014

**First Data**™

Beyond the transaction™

# OBJECTIVES

This presentation will prepare you to:

- Identify the **features and benefits** of the One Stop Boarding Tool

- Demonstrate how to **navigate** through the One Stop Boarding Tool

- Identify the **components** of the One Stop Boarding Tool

- Demonstrate how to **board a merchant** and submit the application

- Properly **board a fictitious account** in One Stop

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# AGENDA

- Access

- Manage Users

- Overview / Dashboard

- Entering A New MPA

- Multiple / Additional Locations

- Reports

- Client Approval Queue

- Merchant Approval Queue (C2A)

- Administration and Settings

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# OVERVIEW

# PURPOSE

One Stop Boarding Tool

It is important to understand all the required fields that need to be populated, as well as the non-required fields within the One Stop Boarding Tool

- Accuracy is required to ensure correct information is boarded. Incorrect information can result in your merchant's funds being held

- Once submitted it is crucial you are aware how to track the process/status of the application

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# PURPOSE

One Stop Boarding Tool

## One Stop provides the following functionality:

- Account Boarding

- Credit Underwriting

- Fraud / Risk Management

# DO YOU HAVE EVERYTHING YOU NEED?

## Read through the list below to ensure you have everything you need to board an account

- ✓ Make sure merchant is acceptable according to the Credit Policy

- ✓ Review MPA to ensure all information is present

- ✓ Review Section 9 to evaluate & assign appropriate grids in section 7
  - ✓ Auth Grid, User Defined Grid, MPG Grid, MFC and/or TDG Grid

- ✓ Identify and assign correct MCC Code

- ✓ Identify frontend platform based on POS Device specified in section 6
  - ✓ **Omaha**: Terminals
  - ✓ **Nashville**: Internet Gateways & Software
  - ✓ **Buypass**: Petroleum & Supermarket Industries
  - ✓ **North**: Software & VARS no where else certified

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# ACCESS AND MANAGE USERS

# ACCESS & LINKS
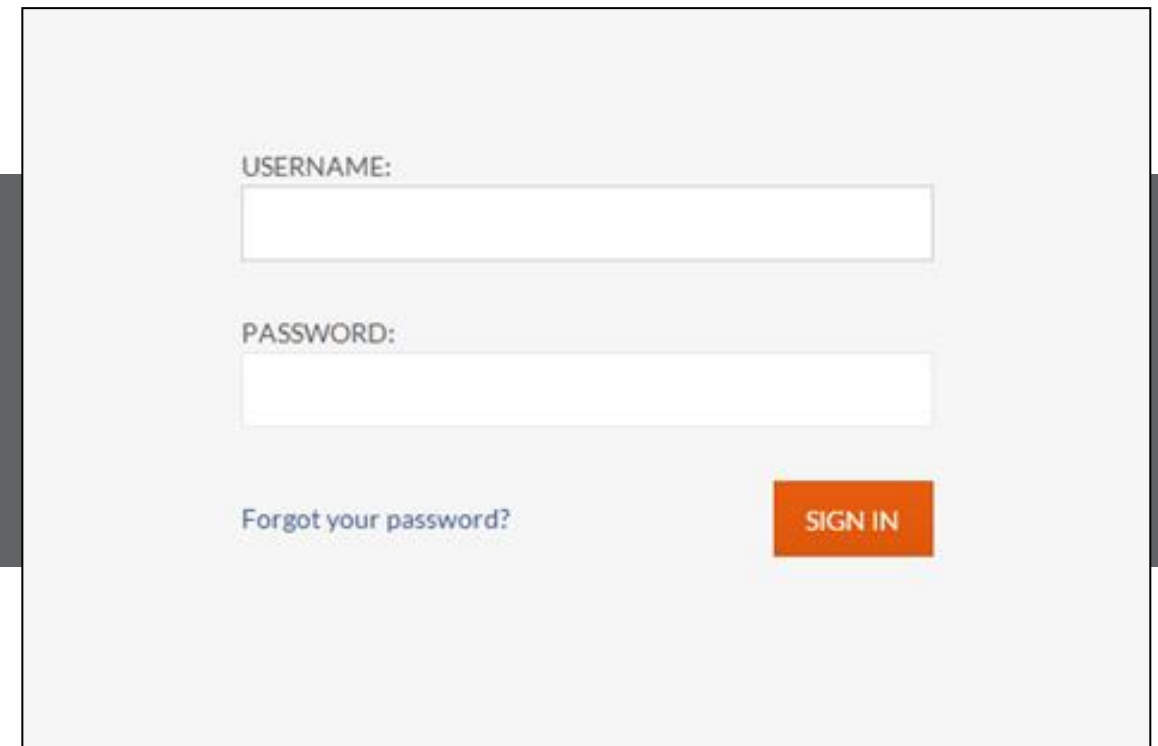
Browser Compatibility

## One Stop/Portfolio Manager site Compatible Browsers

1. Google Chrome: v30+ best view(v30, v31). Note: we still support v17+ version

2. IE:9+ (best view), IE9, IE10 - Note: do not support IE7, IE8

3. Firefox: v24+ best view (v24, v25, v26)

4. Safari: v5+

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# ACCESS & LINKS

Logging In

Log in to
https://www2.fdportfoliomanager.com

USERNAME:

PASSWORD:

Forgot your password?

SIGN IN

- User Name (Case Sensitive)

- Password (Case Sensitive)
    - 8-10 Characters
    - at least one number and one alpha character
    - no special characters or spaces such as "-" or "!"
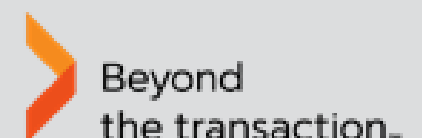
- Select SIGN IN - see your Dashboard

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# MANAGE USERS

Set up MPA Keyers and Approvers

New or existing users can be set up with the ability to board new Merchant Processing Applications. Below are the options to select in Portfolio Manager to begin this process.
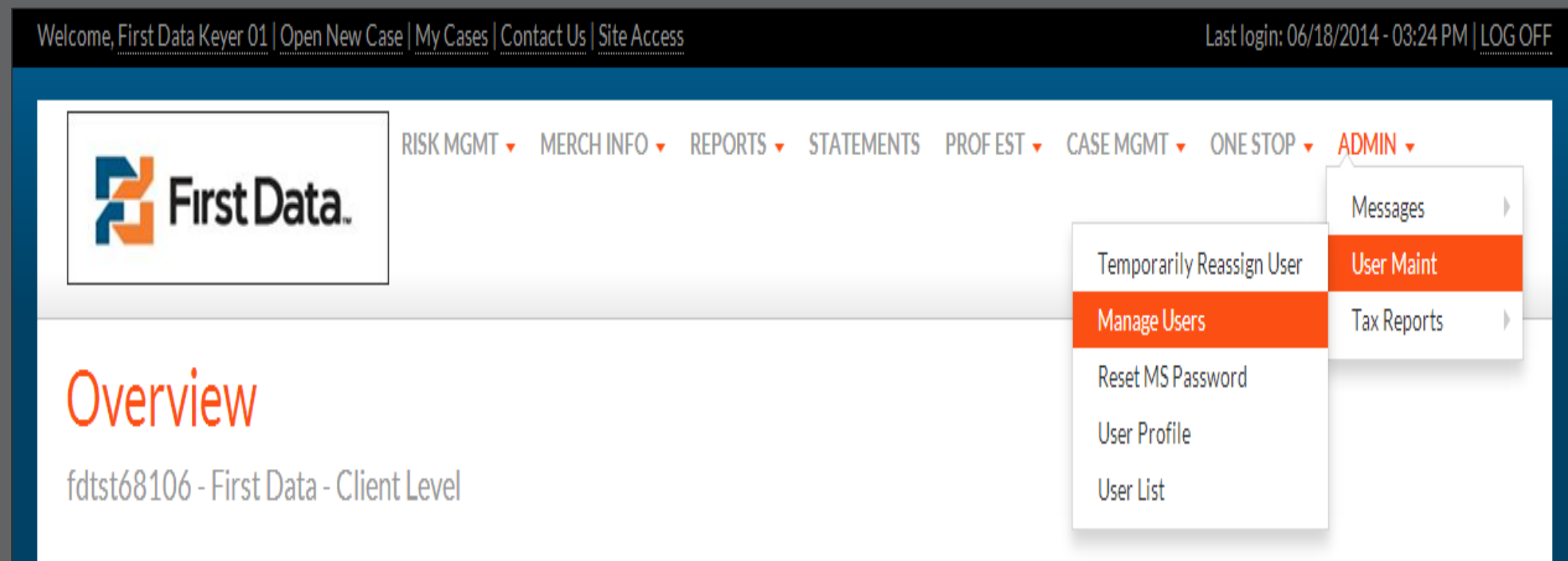


- Select  ADMIN
- Select USER MAINT
- Select  MANAGE USERS

# MANAGE USERS
## Set up MPA Keyers and Approvers

You can edit an existing user to allow for boarding or create a new user with boarding capabilities

# MANAGE USERS

Set up MPA Keyers and Approvers



To edit an existing User

- Select their User Name

- Select BOARDING ACCESS in the GENERAL ACCESS FUNCTIONS section

- The BOARDING ACCESS FUNCTIONS section will open for selection

# MANAGE USERS

Set up MPA Keyers and Approvers

## To create a new user, select the CREATE NEW USER button

# MANAGE USERS

Set up MPA Keyers and Approvers



When selecting ROLE, you can select any of the options below. Boarding can be selected for any of these roles

- ADMIN
- BOARDING ONLY
- CUSTOMER SERVICE
- REPORTING ONLY
- RISK

# MANAGE USERS

Allows the client system admin to grant client level access to certain users within their assigned user role

| Primary | System Admin Role | Boarding Only | Customer Service Role | Reporting Only Role (Same as Customer Service) | Risk |
|---|---|---|---|---|---|
| Assigned by First Data<br><br>• Access to all client level date/screens and access functions available<br><br>• Access to create new users | Assigned by Primary Login<br><br>• Access to all client level data/screens and the access functions selected by the Primary User<br><br>• Can create additional users | Created by Client<br><br>• Access to MPA and Boarding functionality within One Stop only. Selected by System Admin<br><br>• Cannot create additional users | Created by Client<br><br>• Access to all client level data/ screens and access functions selected by System Admin<br><br>• Cannot create additional users | Created by Client<br><br>• Access to all client level data/ screens and access functions selected by System Admin<br><br>• Cannot create additional users | Created by Client<br><br>• Access to Risk monitoring and functionality. Only available with Risk Module. Selected by System Admin<br><br>• Cannot create additional users |

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# MANAGE USERS

Set up MPA Keyers and Approvers Screen

# MANAGE USERS

Set up MPA Keyers and Approvers Fields

| Field | Value |
|-------|-------|
| VIEW CLIENT ADMINISTRATION AND SETTINGS | Only available for Primary User |
| APPROVER | Select if User is allowed to Approve applications.  Can also select Approver Group |
| VIEW ALL MPAS | Select what MPA's User can view.  Select from drop-down list: Sales ID Only; Sales Office Only; All MPA(s) |
| VIEW FULL SENSITIVE DATA (SS#, DDA #, ETC) | Select if User can see all Sensitive data |
| ADD/MAINTAIN PRIMARY SALES AGENT USER | Select if User is able to Add and/or Maintain Primary Sales Agent Users |
| KEY STANDARD APPLICATION | Select if User is able to key standard applications.  Can also select if approval is needed and what approver group the user is assigned to |
| KEY CLICK TO AGREE (C2A) APPLICATION | Select if User is able to key C2A applications.  Can also select if approval is needed and what approver group the user is assigned to |

# MANAGE USERS

Set up MPA Keyers and Approvers

| Field | Value |
|---|---|
| ASSIGN KEYER SYS/PRINS | Select if User will only key applications for specific Sys/Prins.<br>• Select Edit<br>• Move Sys/Prins to the right to allow ability to key<br>• If no Sys/Prins are moved to the right column, keyer will be able to key for all Sys/Prins |
| EMAIL AND SMS PREFERENCES | Select communication preferences for Approver Queue notifications<br>• Select As text to SMS Phone Number and enter valid Phone number<br>• Select Email Address and enter valid email address<br>• Select CC Email Address and enter valid email address if a copy should be sent to additional users |

# USER LIST
Create Sales Agent ID

Select **User Maint**, **User List** and then select the option for **Create New Sales Agent – Primary User**. Within Create User tie a **Sales Responsibility Code** (sales rep ID).

# MANAGE USERS

Assign Sales Responsibility Code to existing Internal User

Select **User Maint**, **Manage users** and then find and select the user that you would like to assign a sales ID to. Within **Update User** enter the sales rep ID into the **Sales Responsibility Code** field and hit tab. This will populate the **Sales Responsibility Name** field with the pre assigned users name. Once finished, hit submit to save your changes.

# UPDATE USER
## Assign Sales Responsibility Code

Once you have setup and assigned a Sales Responsibility Code, the user with the assigned Sales Responsibility Code can then enter MPA's using that Sales rep ID and Sales Responsibility name.

# ONE STOP OVERVIEW

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# ONE STOP OVERVIEW



| Link Option | Purpose / Definition |
|---|---|
| DASHBOARD | Features client level volumes for : New Volume, Merchant accounts, card volume, YOY Merchant Growth, Activation Analysis, Volume Analysis & sales ratio, Monthly Card Volume, Card programs and GGe4 Enrollment Activity |
| MY MPAS | As a User, this is where you will see all MPA's that you have entered.  You will use this site to enter a new MPA |
| REPORTS | Admin level can filter to create specific reports for all MPA's, End Point Statistics if using an ancillary option, C2A statistics is for a roll up of stats for all C2A applications |
| CLIENT APPROVAL QUEUE | Users assigned as Approvers will go here to approve applications as needed |
| MERCHANT APPROVAL QUEUE | C2A Merchant Approval Queue displays status of C2A application progress |
| ADMINISTRATION AND SETTINGS | Approval and Timer settings – Client level One Stop settings<br>Group Maintenance – Where the creation of approver groups takes place |

# ONE STOP OVERVIEW
Dashboard

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RISK MGMT ▾     MERCH INFO ▾     REPORTS ▾     STATEMENTS     PROF EST ▾     CASE MGMT ▾     ONE STOP ▾     ADMIN ▾

FILTER

## Dashboards

| Overall MPA Status | In Process | Completed | C2A Status |

| Tab Options | Purpose / Definition |
|---|---|
| OVERALL MPA STATUS | Summary of MPA's and where they are in process. |
| IN PROCESS | Summary of MPA's status after submission by client and prior to approval by First Data |
| COMPLETED | Summary of all completed MPA's |
| C2A STATUS | Summary of all C2A MPA's |

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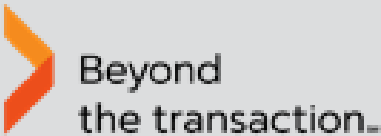
# ENTERING A NEW MPA

# ENTERING A NEW MPA



| Step | Action |
|------|--------|
| 1 | Access One Stop from Portfolio Manager<br>Result: Menu Selection screen appears |
| 2 | Select My MPAs |
| 3 | Select Create New MPA |

# MPA INFO

Screen

## MPA Info

| | |
|---|---|
| MPA Type | ⦿ Standard ◯ Click 2 Agree (C2A) |
| Client Type | Retail ▼ |
| SYS | 5642 ▼ |
| PRIN | 0000 ▼ |
| Agent (Used for grid level selection only) | 0200 ▼ |
| Sales Rep | 0002 ▼ |
| Sales Office | |
| Keyer | *deanna barker* |
| Merchant DBA Name | 4 Leaf Shop |
| Locations | 1 |

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# MPA INFO

Locations

| Field | Value |
|-------|-------|
| LOCATIONS | If there are multiple locations for the same owner select the number of locations |
| Note : | Locations can be added in the middle of and or at the end of the application process however, if the LOCATION section on the MPA info screen does not match the number of location information submitted, then the below error will appear upon MPA submission. |

# MPA INFO

Field Values

| Field | Value |
|---|---|
| MPA TYPE | Select STANDARD or CLICK 2 AGREE (C2A) |
| CLIENT TYPE | Select from the drop down box.  Type of client – Retail, Wholesale or FSP |
| SYS | Select from the drop down box.  This is a 4 digit code which represents which clearing bank you utilize.  Each client is in a shared system |
| PRIN | Select from the drop down box.  This is a 4 digit code which represents your client specific merchant portfolio within the shared System |
| AGENT | Select from the drop down box.  This is a 4 digit code representing the level at which you establish your various pricing grids |
| SALES REP | Select from the drop down box.  This is a 4 digit code representing the Sales representative that submitted the application |
| SALES OFFICE | Prepopulated with the assigned keyer information.  Based on User log in role |
| KEYER | Prepopulated with the assigned keyer information.  Based on User log in role |
| MERCHANT DBA NAME | Merchant Doing Business as Name |
| LOCATIONS | If there are multiple locations for the same owner select the number of locations |

# BUSINESS INFO

## Screen

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# BUSINESS INFO

Field Values

| Field | Value |
|---|---|
| MERCHANT LOCATION NAME (DBA) | Merchant's Doing Business As Name – prepopulated from MPA Info Screen<br>• **Note**: Alpha/Numeric only (Special characters : !, %, # are not allowed) |
| LOCATION ADDRESS | Billing or Business Address (P.O. Box is allowed) |
| SUITE | Location Suite # if applicable |
| CITY | Location City (only alpha characters allowed to support the reduction of Visa PCM and MC Data Integrity Errors) |
| STATE | Location State, select from drop down list<br>If this is a Puerto Rico or Virgin Islands merchant enter PR or VI, respectively |
| ZIP | 9 Digit Zip Code |
| LOCATION PHONE | Location Phone # |
| LOCATION FAX | Location Fax # |
| ATTENTION | Contact name |
| BUSINESS EMAIL ADDRESS | Business Email (required for Internet merchants) |
| BUSINESS WEBSITE ADDRESS | Website Address (required for Internet merchants) |
| CUSTOMER SERVICE PHONE | Customer service phone # |
| CUSTOMER SERVICE EMAIL | Customer service email address |
| TECHNICAL CONTACT | Technical Contact name |

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# BUSINESS INFO cont.

Screen

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# BUSINESS INFO cont.

| Field | Value |
|---|---|
| TECHNICAL PHONE | Technical Contact phone # |
| TECHNICAL CONTACT EMAIL | Technical Contact email address |
| SIC/MCC | MCC for goods sold / services performed by merchant.  Select from drop down list |
| BUSINESS CATAGORY | Select the appropriate type of business. Select from drop down list |
| DETAILED DESCRIPTION OF TYPE OF MERCHANDISE, PRODUCTS, OR SERVICE SOLD | Detailed description of type of merchandise, products or services sold |
| FEDERAL TAX ID TYPE | EIN/SSN select from drop down box |
| FEDERAL TAX ID | A merchant's nine digit business identification number – used for tax purposes. For Sole Proprietor, the Federal Tax ID must be the Social Security Number |
| CONFIRM FEDERAL TAX ID | For verification purposes, re-enter the same Federal Tax ID as entered in the FEDERAL TAX ID field |
| NAME AS IT APPEARS ON INCOME TAX | Name as it appears on your income tax return. Note: 40 characters  maximum, in the event that a merchant has a IRS Name longer than 40 characters, do not abbreviate, simply enter  the first 40 characters of the IRS Name. No special characters allowed in this field other than & and - |
| I CERTIFY THAT I AM A FOREIGN ENTITY/NONRESIDENT ALIEN | Certification that you are a foreign entity/nonresident alien (if checked, please provide IRS form W8) |
| IRS FORM W-9 PROVIDED | Yes or No selection, it is recommend to always attach to avoid invalid tax validation. If yes is selected, option to upload is made available. |
| FINANCIALS FOR 2 YEARS PROVIDED | Required for Retail with 3 million in annual sales & MOTO/Ecommerce with 1 million in annual sales. If yes is selected, option to upload is made available |

# CORPORATE INFO

Screen

# CORPORATE INFO

Field Values

| Field | Value |
|---|---|
| MERCHANT'S CORPORATE/LEGAL NAME | Merchant's Corporate / Legal Name, will populate with DBA information from Business Info screen. Edits are allowed |
| CORPORATE ADDRESS | Business Address (P.O. Box is allowed), will populate with DBA information from Business Info screen. Edits are allowed |
| SUITE | Address Suite #, will populate with DBA information from Business Info screen. Edits are allowed |
| CITY | City (only alpha characters allowed to support the reduction of Visa PCM and MC Data Integrity Errors. Will populate with DBA information from Business Info screen. Edits are allowed) |
| STATE | Corporate State, select from drop down box<br>If this is a Puerto Rico or Virgin Islands merchant enter PR or VI, respectively |
| ZIP | 9 Digit Zip Code |
| CORPORATE CONTACT | Corporate Contact name will populate with DBA information from Business Info screen. Edits are allowed |
| SEND RETRIEVAL REQUESTS TO | Send Retrieval Requests to Corporate or Merchant location |
| SEND CHARGEBACKS TO | Send Chargeback documentation to Corporate or Merchant location |
| SEND MONTHLY STATEMENTS TO | Send Merchant Monthly Statement to Corporate or Merchant location |
| BUSINESS START DATE | MM/DD/YYYY |
| BUSINESS TYPE | Select appropriate type of business from drop-down list |
| STATE INCORPORATED | Select State from drop-down list |

# CORPORATE INFO cont.

Screen

# CORPORATE INFO cont.

Field Values

| Field | Value |
|---|---|
| CHAIN CODE | Five digit numeric code (other than 00000) Client defined and managed. Your method of linking the merchant accounts together |
| ADD LOCATION TO EXISTING MID | Enter Headquarter or primary account MID. |
| ADVERTISING METHODS | Select all applicable areas where the merchant has their business name advertised. |
| PREVIOUS PROCESSOR | Your previous Processor, if available |
| REASON FOR LEAVING | Select which is appropriate from the drop-down list |
| CURRENT STATEMENT PROVIDED | Yes/No . If yes is selected, option to upload is made available |

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# SITE INFO

## Screen

# SITE INFO

Field Values

| Field | Value |
| --- | --- |
| SITE VISITATION | Yes / No |
| ZONE | Select one: Business District, Industrial, or Residential from drop-down list |
| LOCATION | Select one: Mall, Shopping Area, Home, Office, Apt, Other, Isolated, Door to Door, or Flea Market from drop-down list |
| LOCATION OTHER | Further define if Other selected in above Location field |
| NUMBER OF EMPLOYEES | Numeric (at least 1) |
| NUMBER OF TERMINALS | Numeric (at least 1) |
| IS PROPER LICENSE VISIBLE | Yes / No |
| LICENSE NOT VISIBLE REASON | Free form text to provide explanation |
| MERCHANT NAME SITE DISPLAY | Select one: Window, Door, or Store Front from drop-down list |
| MERCHANT OCCUPIES | Select one: Ground Floor, or Other from drop-down list |
| FLOOR NUMBER (IF OTHER SELECTED) | Enter the floor number if Other selected in above Merchant Occupies field |
| NUMBER OF FLOORS | Levels of building, select from drop-down list. |
| REMAINING FLOORS OCCUPIED BY | Select one: Residential, Commercial, or Combo  from drop-down list |
| APPROXIMATE SQUARE FOOTAGE | Select one:  250,  250 – 500,  501 – 2000,  2000+  from drop-down list |

# SITE INFO cont.

TRANSACTIONS

PRICING

OTHER ENTITLEMENTS

OTHER FEES

EQUIPMENT AND FE

SIGNATURES

ATTACHMENTS

| Field | Value |
|---|---|
| License Not Visible Reason | |
| Merchant Name Site Display | Door |
| Merchant Occupies | Ground Floor |
| Floor Number (if Other selected) | |
| Number of Floors | 1 |
| Remaining Floor(s) Occupied by | (None) |
| Approximate Square Footage | 250 |
| Customer Deposit Required | No |
| Deposit % | % |
| Refund Policy | No |
| Return Policy | None |
| Refund Type | Select One |
| Days to Submit Credit Transactions | 0-3 Days |

# SITE INFO cont.

Field Values

| Field | Value |
|---|---|
| CUSTOMER DEPOSIT REQUIRED | Yes / No |
| DEPOSIT % | Numeric percentage |
| REFUND POLICY | Yes/No |
| RETURN POLICY | Select: Full Refund, Exchange Only, or None from drop-down list |
| REFUND TYPE | Select: Exchange, Store Credit, or Cash from drop-down list |
| DAYS TO SUBMIT CREDIT TRANSACTIONS | Select: 0-3, 4-7, 8-14, or 14+ from drop-down list |

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# MOTO/BB/INTERNET

Screen

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RISK MGMT ▾   MERCH INFO ▾   REPORTS ▾   STATEMENTS   PROF EST ▾   CASE MGMT ▾   ONE STOP ▾   ADMIN ▾

SUMMARY

**MPA INFO**

BUSINESS INFO

CORPORATE INFO

SITE INFO

MOTO/BB/INTERNET

OWNERSHIP

SETTLEMENT

PROCESSING

TRANSACTIONS

PRICING

OTHER ENTITLEMENTS

OTHER FEES

## MOTO/BB/Internet          MPA ID: 258          Location 01 - Expensive Flower Boutique ▾

| Mail Order / Telephone Order (MOTO) | No ▾ |

Transaction to Delivery

| 0-7 Days | 8-14 Days | 15-30 Days | +30 Days |
|---|---|---|---|
| 100% + | 0% + | 0% + | 0% = |

100%

MC/Visa/Discover Network/Amex Sales Deposits          Date of Order ▾

Other Info

Does any cardholder billing involve automatic renewals or recurring transactions?          Select One ▾

NEXT    SAVE    BACK    EXIT

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# MOTO/BB/INTERNET

Field Values

| Field | Value |
|---|---|
| MAIL ORDER / TELEPHONE ORDER (MOTO) | Yes/No |
| TRANSACTION TO DELIVERY | Enter % in number of days, total must equal 100%. |
| MC/VISA/DISCOVER NETWORK/AMEX SALES DEPOSITS | Select Date of Order, Date of Delivery, or Other from drop-down list |
| OTHER INFO | If Other select, enter delivery mode |
| DOES ANY CARDHOLDER BILLING INVOLVE AUTOMATIC RENEWALS OR RECURRING TRANSACTIONS? | Yes/No |

# OWNERSHIP

Screen

**First Data.**

SUMMARY

MPA INFO

BUSINESS INFO

CORPORATE INFO

SITE INFO

MOTO/BB/INTERNET

OWNERSHIP

SETTLEMENT

PROCESSING

TRANSACTIONS

PRICING

OTHER ENTITLEMENTS

OTHER FEES

EQUIPMENT AND FE

## Ownership          MPA ID: 258          Location 01 - Expensive Flower Boutique ▼

### Owner/Partner/Officer 1

| | | |
|---|---|---|
| Last Name | | The Last Name field is required. |
| First Name | | |
| Middle Initial | | |
| % Ownership | 0 | |
| Personal Guarantee | No ▼ | |
| Title | Select One ▼ | |
| Home Address | | |
| City | | |
| State | Alaska ▼ | |
| Zip | ☐ - ☐ | |
| Contact Phone | | |

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# OWNERSHIP

Field Values

| Field | Value |
|-------|-------|
| **OWNER/PARTNER/OFFICER 1** | |
| LAST NAME | Last name of owner |
| FIRST NAME | First name of owner |
| MIDDLE INITIAL | Middle Initial |
| % OWNERSHIP | The ownership of percentage is a required field for Amex. Per Amex Operating Regs, Amex requires a percentage be provided for a private company (not required for a public company). There is no threshold requirement, the only requirement is to supply the information |
| PERSONAL GUARANTEE | Signature section checked  Yes or No<br>Tier II-Required (Except public companies)<br>High Risk- Recommended, not required |
| TITLE | Owner's Title, select from the drop-down list. |
| HOME ADDRESS | Home address (must be different than DBA address for all but direct marketing and internet merchants). No P.O. Boxes allowed |
| CITY | City (only Alpha characters allowed to support the reduction of VS PCM and MC data Integrity errors) |
| STATE | Home address State, select from drop down box<br>If this is a Puerto Rico or Virgin Islands merchant enter PR or VI, respectively |
| ZIP | 9 Digit Zip code of home address |
| CONTACT PHONE | Contact Telephone |

# OWNERSHIP cont.



| Field | Value |
|---|---|
| EMAIL ADDRESS | Owner's email address |
| CONFIRM EMAIL ADDRESS | For verification purposes, re-enter the same email address as entered in the EMAIL ADDRESS field |
| SOCIAL SECURITY NUMBER | Full Social Security # |
| CONFIRM SOCIAL SECURITY NUMBER | For verification purposes, re-enter the same Full Social Security # as entered in the SSN field |
| DATE OF BIRTH | MM/DD/YYYY |
| DRIVERS LICENSE NUMBER | Drivers License number and select Drivers License state from the drop down |
| OWNER/PARTNER/OFFICER 2 (**Values for these fields the same as OWNER/PARTNER/OFFICER 1**) | |

# SETTLEMENT

Screen

# SETTLEMENT

Field Values

| Field | Value |
|---|---|
| DEPOSIT BANK NAME | Deposit Bank full name |
| ACCOUNT TYPE | Select from drop-down list. (Note: Savings & General Ledger must be able to be debited unlimited times throughout the month, otherwise cannot be used) |
| TRANSIT ABA NUMBER | Transit Routing # located on the voided check |
| CONFIRM TRANSIT ABA NUMBER | For verification purposes, re-enter the same number as entered in the TRANSIT ABA NUMBER field |
| DEPOSIT ACCOUNT NUMBER | Bank account located on the voided check |
| CONFIRM DEPOSIT ACCOUNT NUMBER | For verification purposes, re-enter the same bank account number as entered in the DEPOSIT ACCOUNT NUMBER field |

# SETTLEMENT

Field Values

| Field | Value |
|---|---|
| ACH DETAIL FLAG | **Combined** – reports net deposit into one line on merchant's DDA.<br><br>**Individual** – a separate outgoing ACH for EACH batch deposit, a separate outgoing ACH for EACH batch discount, and a separate outgoing ACH for EACH adjustment record.<br><br>**Separate** – one outgoing ACH for all deposits, a separate outgoing ACH for all discounts, and a separate outgoing ACH for all adjustments. |
| VOIDED CHECK PROVIDED | Yes should always be selected even if you have a bank letter instead of a voided check when boarding a Standard application.<br><br>Note: If the application is submitted as Click To Agree a voided check is not required.*<br><br>*ISO is responsible for ensuring the merchant's funds are only deposited into a DDA that belongs to the merchant; if the wave of the voided check requirement results in a higher level of fraud regarding invalid / inappropriate usage of DDAs Credit holds the right to reverse the wave. |

# Bank Account ACH

**ACH Detail Flag** –

- **Combined** – reports net deposit into one line on merchant's DDA.

    1 ACH

    $280 ($400 - $20 - $100 = $280)

- **Separate** – one outgoing ACH for ALL deposits, a separate outgoing ACH for ALL discounts, and a separate outgoing ACH for ALL adjustments.

    3 ACH's

    $400 Total of Batches

    - $20 Total of Daily Discount

    - $100 Total of Chargebacks

- **Individual** – a separate outgoing ACH for EACH batch deposit, a separate outgoing ACH for EACH batch discount, and a separate outgoing ACH for EACH adjustment record.

    9 ACH's

    $100 Batch 1

    $100 Batch 2

    $200 Batch 3

    - $5 Daily Discount 1

    - $5 Daily Discount 2

    - $10 Daily Discount 3

    - $25 Chargeback 1

    - $25 Chargeback 2

    - $50 Chargeback 3

| Number | Batch | Daily Discount | Chargeback (Adjustment) |
|---|---|---|---|
| 1 | $100 | $5 | $25 |
| 2 | $100 | $5 | $25 |
| 3 | $200 | $10 | $50 |
|  | Total $400 | Total - $20 | Total - $100 |

# PROCESSING

Screen

# PROCESSING

Field Values

| Field | Value |
|-------|-------|
| DEPOSIT TYPE | ETC – Omaha frontend   / Tape – Nashville, North and Buypass |
| ETC TYPE | Below options will vary depending on Deposit Type selection above.<br>ETC – Type 4 (ARU Omaha frontend merchant)<br>ETC – Type B (PIN-based Debit Omaha frontend merchant)<br>ETC – Type 7 (all other Omaha frontend merchant that are not Type 4 or B)<br>ETC – Type 0 (Nashville, North and Buypass frontend merchants) |
| ETC CUTOFF | Early (Close batch at 6:00 pm CST)<br>• Next day funding available<br>Late (Close batch midnight / 12:00 am CST)<br>• Next day funding not available; one day delay in ACH |
| ETC BYPASS INDICATOR | Duplicate Transactions - Only Omaha Frontend merchants. **N** - Do not bypass / **Y** – Bypass<br><br>***Note**: ETC Bypass Indicator - select to bypass or not bypass the duplicate transaction  for ETC type 1, 2, 7 and B merchants.*<br><br>*By enabling the ETC Bypass Indicator Flag (Y) on the Omaha platform, the system will NOT*<br>*drop a duplicate transaction if the customer account number, transaction date and transaction amount are the same as a previous transaction within the same batch and within 2-hour time frame.* |
| POS FLAGS | 0922 – Card Present with no PIN debit / 0092 – Card Not Present / 0921 Card Present with PIN Debit/9922-Card Present Mobile terminal/9921-Retail with PIN Mobile terminal |

First Data.

Beyond the transaction.

# PROCESSING

FD closes all pin debit batches at the established cutoff time, regardless of whether the merchant terminal has been closed. The host closes card types 00013 through 00018 and 00021 through 00030 at 5 pm CST. This can cause confusion for the merchant at reconciliation as they are paid for pin debit activity prior to 5 pm only. Any debit activity after 5 pm is considered next days 5 pm funding

**ETC Type 7** -
Pin Debit batches (closed by 5pm) -  ACH sent regardless of credit batches
Credit batches (closed by 6 pm) -  ACH sent separately for next day funding

**ETC Type B** –
Pin Debit batches (closed by 5pm) – ACH pends (5-6pm) for closure of credit batch
Credit batches (closed by 6 pm) – combines with pending pin debit & deposited next day

# PROCESSING

**How the Funds Flow -** Scenario: Merchant is ETC Type B, early cutoff
If the merchant closes a batch <u>prior to</u> 6:00pm CST they receive next day funding for credit (similar to ETC Type 7) and signature debit. All pin debit transactions processed by 5pm CST, regardless of whether the merchant terminal has been closed, will be paid to the acquirer. Pin debit batches are settled as follows:

The merchant has a debit sale for $10.00 on Monday before 5:00pm, and closes his batch before 6:00pm with no additional transaction activity between 5:00 and 6:00pm. The $10.00 transaction displays on the SWP, Settlement Work-in-Process screen, and the MWP, Merchant Work-in-Process screen. Activity is not reported on the DAS, Debit Suspense Account screen as this transaction <u>has met</u> the 5:00pm gateway-funding window. The acquirer and the merchant are both whole from a funding perspective.

The merchant does business resulting in $100.00 total debit transactions before 5:00pm. Between 5:00-6:00 pm CST, the merchant accepts an additional $50.00 in debit transactions, and closes the batch at 5:45pm CST. The merchant has an Automated Clearinghouse (ACH) total of $150.00. However, the acquirer has $50.00 posted to the DAS, Debit Suspense Account screen, payable the following day (to the acquirer).

The merchant has a debit sale for $20.00 on Monday before 5:00pm, but does not close the batch until Tuesday before 6:00pm. The acquirer is paid today based on the 5:00pm window but the merchant will not be paid until the closed batch on Tuesday.  The affect to the settlement process will be: the $20.00 transaction displays on today's (Monday's) SWP, Settlement Work-in-Process screen, and the DAS, Debit Suspense Account screen. On Tuesday, the $20.00 transaction is removed from the DAS screen and displays on the MWP, Merchant Work-in-Process screen.

# PROCESSING

Field Values cont.

| Field | Value |
|---|---|
| VISA AGGREGATOR | Indicates whether a business is an Aggregator- Business that is an Internet Payment Service Provider or a Payment Service Provider EX: Amazon or PayPal<br><br>Valid Values:<br>A – Aggregator<br>B – Aggregator charity<br>C – Charity<br>D – Aggregator Selective Acceptance<br>N – Does not apply, not an aggregator (Default)<br>S – Selective Acceptance Merchant<br><br>There is only special pricing for Selective acceptance merchants.  These merchants only take Credit or only take Debit.  Charity merchants do not have any special pricing, but they can request a rebate from Visa.  If a charity merchant is identified with the C, they will report to a special report that clients can use for the rebate request to Visa |
| GGE4 INIDICATOR | Valid Values: "Y" – Merchant Participating, "N" – Merchant not Participating.  Default will be a value of "N". GGE4 Indicator prompts the system to enable GGE4 or not |
| GGE4 EFFECTIVE DATE | Effective Date Data field indicates the GGE4 Effective Date for activation.  Default Current Date |
| TRANSARMOR SERVICE CODE | The TransArmor Service Code indicates whether or not the merchant is utilizing TransArmor with GGE4.<br>Valid Values:<br>"00 None"<br>"01" Encryption and Tokenization **(This option not available for GGe4)**<br>"03 Tokenization Only" |

# PROCESSING

Field Values cont.

| Field | Value |
|---|---|
| ENCRYPTION TYPE | Encryption Type field with the following options:<br>00-None (Default) |
| TOKEN INDICATOR | Token Indicator field is being introduced:<br>Space-None (Default) |
| HELP CENTER | ETC Help Desk Support, select from drop-down list<br>No ETC Help Desk Support<br>ETC Help Desk Support<br>ETC Term. Mgmt Support<br>Not Available<br>ETC Help Desk and Term Mgmt Support<br>ETC Term Mgmt Replace Srvs Support |
| MASTERCARD CAT INDICATOR | Blank – Not a cardholder-activated terminal (CAT)<br>1 – Automated dispensing machine / Level 1<br>2 – Self-service terminal<br>6 – Electronic Commerce / Level 6 (Required for Internet merchants) |
| VISA CAT INDICATOR | Blank – The merchant does not use cardholder-activated terminals<br>3 – The merchant uses an unattended self-service terminal<br>9 – Mobile Acceptance Solution |

# PROCESSING cont.

| | | |
|---|---|---|
| OTHER ENTITLEMENTS | Encryption Type | Select One ▼ |
| OTHER FEES | Token Indicator | Select One ▼ |
| EQUIPMENT AND FE | Help Center | No ETC HelpDesk Support ▼ |
| SIGNATURES | Mastercard CAT Indicator | blank - Not a cardholder-activated terminal (CAT) ▼ |
| ATTACHMENTS | Visa CAT Indicator | blank - The merchant does not use cardholder-activated ▼ |
| | Discover Industry Indicator | Discover 36980 ▼ |
| | eIDS Indicator | No-Do not enroll in EIDS ▼ |
| | Misc Field | |
| | Third Party Processor | 00 - None ▼ |
| | Third Party Processor Name | |
| | Insightics Product Type Code | Space - Not Used ▼ |

NEXT  SAVE  BACK  EXIT

# PROCESSING cont.

Field Values

| Field | Value |
|---|---|
| DISCOVER INDUSTRY INDICATOR | Prepopulated based on client relationship |
| EIDS INDICATOR | Always set to No-Do not enroll in eIDS.  This flag will be triggered when the merchant self enrolls in eIDS via ClientLine |
| MISC FIELD | Optional field, client-defined. Format = 3 characters; alpha numeric<br>This field is commonly used for identifying:<br>•Industry Type<br>• Pricing Method Type<br>• Sub-ISO's, Agents, Independent Contractors<br>• Referral Partnerships<br>• Early Termination Fee (ETF)<br>• Annual Fee |
| THIRD PARTY PROCESSOR | Select the Third Party Processor from the drop down if applicable (Any entity that is processing, transmitting or storing cardholder information) |
| THIRD PARTY PROCESSOR NAME | If 99-Other is selected in the Third Party Processor field, then enter the name of the Third Party Processor |
| INSIGHTICS PRODUCT TYPE CODE | Space – Not Used<br>1 – Standard Offering |

# TRANSACTIONS

Screen

# TRANSACTIONS

Field Values

| Field | Value |
|---|---|
| TOTAL ANNUAL SALES VOLUME (CASH+CREDIT+DEBIT+CHECK) | Gross YEARLY Sales Volume |
| ANNUAL MC/VISA CREDIT SALES VOLUME | Gross YEARLY Sales Volume of MC/VS combined |
| ANNUAL DISCOVER CREDIT SALES VOLUME | Gross YEARLY Sales Volume of Discover |
| ANNUAL AMERICAN EXPRESS CREDIT SALES VOLUME | Enter the Amex Yearly Volume |
| AVERAGE MC/VISA/DISCOVER TICKET | Enter Average Ticket amount |
| HIGHEST TICKET AMOUNT | Highest dollar amount the merchant can process – estimate high |
| SEASONAL MERCHANT | Yes/No |
| SEASON PERIOD | Seasonal merchant select the months that the merchant are in business |
| WHERE IS SALE TRANSACTED | Ensure total equals 100% |
| UNDERWRITING COMMENTS | Enter any additional comments to the Underwriting team |

# PRICING

SUMMARY

MPA INFO

BUSINESS INFO

CORPORATE INFO

SITE INFO

MOTO/BB/INTERNET

OWNERSHIP

SETTLEMENT

## Pricing

MPA ID: 258    Location 01 - Expensive Flower Boutique ▼

| | |
|---|---|
| Discount Method | Daily ▼ |
| Bankcard Entitlement Accepted | ☑ All   ☑ MC Credit   ☑ VISA Credit   ☑ Discover Credit   ☑ MC Debit   ☑ VISA Debit   ☑ Discover Debit |
| Bundled Pricing Options | Option 0 - No Bundled Pricing ▼ |
| Statement Interchange Print Option | Blank - Use Inter. Fee Prt Opt. in PCF ▼ |

# PRICING

Field Values

| Field | Value |
|---|---|
| DISCOUNT METHOD | Code representing the merchant discount.   Discount is applied against MasterCard, Visa and Discover Full Acquiring Credit / Debit as well as Amex. Select either Daily or Monthly<br>• **Note**:  All Tier II merchants must be boarded with daily discount.<br>• Since First Data owns the risk on the merchant's account, FD has the right to change the merchant from monthly to daily in order to increase or chances of collecting discount from the merchant |
| BANKCARD ENTITLEMENT ACCEPTED | Select Entitlements – default is All, but can deselect any entitlement |
| BUNDLED PRICING OPTIONS | Select from drop-down list, default is Option 0 – No Bundled Pricing |
| STATEMENT INTERCHANGE PRINT OPTION | Code representing the interchange fee information the System prints on the merchant statement.  Select one of the following:<br> 0 – Info in summary of card fees<br>  • **Note:** This option would be used for ERR and Tiered pricing methods.<br> 1 – Summary of Interchange fees<br>Note: This option would be used for the Pass Thru Interchange pricing method where no details of Interchange would appear – only a line item summarizing the total of interchange<br> 2 – Detail Summary of I/C fees<br>  • **Note**: This option would be used for the Pass Thru Interchange pricing method where the detail of Interchange would appear<br>Blank – Use Inter. Fee Print Opt. in PCF<br>  • **Note**: This option would be used for Bundle Pricing Option (Statement Bundle Option) 2 (PIN & Signature Debit), 3 (Signature Debit Only) or 4 (PIN Debit, Signature Debit & Credit) |

# PRICING cont.

Tiered Pricing

# PRICING

Field Values

| Field | Value |
|---|---|
| MASTERCARD CREDIT | Select pricing method as Tiered/ERR/Pass Thru Interchange |
| • MC CREDIT FEE CLASS | Based on MCC & Industry Type, select from drop-down list |
| • MC CREDIT MERCHANT PRICING GRID | MPG grid name.  An MPG is used for (1) charging transaction fees based on qualification &/or (2) used for charging discount rates for expanded tiers – Visa Rewards & MC WorldCard |
| • MC CREDIT TIERED DISCOUNT GRID | Enter the appropriate Tiered Discount Grid (TDG) ID beginning with FACS (three tier) or EXP (expanded tier) OR REG (Regulated) or EXRG (Expanded regulated) |
| • MC QUAL CREDIT | Qualified percentage rate |
| • MC MID QUAL CREDIT | Mid Qualified Rate (full percentage) |
| • MC NON-QUAL CREDIT | Non Qualified Rate (full percentage) |
| • MC OTHER ITEM RATE | Per Ticket Fee Assessed to Settled Sales and Returns – MC Other Item Rate / Pass Through Interchange Other Item Rate |
| • MC OTHER VOLUME % | Other Volume Percent charged on Net Volume – Pass Through Interchange |

# PRICING cont.

Tiered Pricing

# PRICING cont.

Field Values

| Field | Value |
|---|---|
| MASTERCARD DEBIT | Select pricing method as Tiered/ERR/Pass Thru Interchange |
| • MC DEBIT FEE CLASS | Based on MCC & Industry Type, select from drop-down list |
| • MC DEBIT MERCHANT PRICING GRID | MPG grid name. An MPG is used for (1) charging transaction fees based on qualification &/or (2) used for charging discount rates for expanded tiers – Visa Rewards & MC WorldCard |
| • MC DEBIT TIERED DISCOUNT GRID | Enter the appropriate Tiered Discount Grid (TDG) ID beginning with FACS (three tier) or EXP (expanded tier) OR REG (Regulated) or EXRG (Expanded regulated) |
| • *COPY RATES FROM* | Select the appropriate entitlement that you would like to copy Discount rates from. |
| • MC QUAL DEBIT | Qualified percentage rate |
| • MC MID QUAL DEBIT | Mid Qualified Rate (full percentage) |
| • MC NON-QUAL DEBIT | Non Qualified Rate (full percentage) |
| • MC OTHER ITEM RATE | Per Ticket Fee Assessed to Settled Sales and Returns – MC Other Item Rate / Pass Through Interchange Other Item Rate |
| • MC OTHER VOLUME % | Other Volume Percent charged on Net Volume – Pass Through Interchange |

# PRICING cont.

Field Values

| Field | Value |
|---|---|
| VISA CREDIT | Select pricing method as Tiered/ERR/Pass Thru Interchange |
| • VISA CREDIT FEE CLASS | Based on MCC & Industry Type, select from drop-down list |
| • VISA CREDIT MERCHANT PRICING GRID | MPG grid name. An MPG is used for (1) charging transaction fees based on qualification &/or (2) used for charging discount rates for expanded tiers – Visa Rewards & MC WorldCard. |
| • VISA CREDIT TIERED DISCOUNT GRID | Enter the appropriate Tiered Discount Grid (TDG) ID beginning with FACS (three tier) or EXP (expanded tier) OR REG (Regulated) or EXRG (Expanded regulated) |
| • *COPY RATES FROM* | Select the appropriate entitlement that you would like to copy Discount rates from. |
| • VISA QUAL CREDIT | Qualified percentage rate |
| • VISA MID QUAL CREDIT | Mid Qualified Rate (full percentage) |
| • VISA NON-QUAL CREDIT | Non Qualified Rate (full percentage) |
| • VISA OTHER ITEM RATE | Per Ticket Fee Assessed to Settled Sales and Returns – MC Other Item Rate / Pass Through Interchange Other Item Rate |
| • VISA OTHER VOLUME % | Other Volume Percent charged on Net Volume – Pass Through Interchange |

# PRICING cont.

## Tiered Pricing

# PRICING cont.

Field Values

| Field | Value |
|-------|-------|
| VISA DEBIT | Select pricing method as Tiered/ERR/Pass Thru Interchange |
| • VISA DEBIT FEE CLASS | Based on MCC & Industry Type, select from drop-down list |
| • VISA DEBIT MERCHANT PRICING GRID | MPG grid name. An MPG is used for (1) charging transaction fees based on qualification &/or (2) used for charging discount rates for expanded tiers – Visa Rewards & MC WorldCard |
| • VISA DEBIT TIERED DISCOUNT GRID | Enter the appropriate Tiered Discount Grid (TDG) ID beginning with FACS (three tier) or EXP (expanded tier) OR REG (Regulated) or EXRG (Expanded regulated) |
| • *COPY RATES FROM* | Select the appropriate entitlement that you would like to copy Discount rates from. |
| • VISA QUAL DEBIT | Qualified percentage rate |
| • VISA MID QUAL DEBIT | Mid Qualified Rate (full percentage) |
| • VISA NON-QUAL DEBIT | Non Qualified Rate (full percentage) |
| • VISA OTHER ITEM RATE | Per Ticket Fee Assessed to Settled Sales and Returns – MC Other Item Rate / Pass Through Interchange Other Item Rate |
| • VISA OTHER VOLUME % | Other Volume Percent charged on Net Volume – Pass Through Interchange |

# PRICING cont.

Field Values

| Field | Value |
|---|---|
| DISCOVER CREDIT | Select pricing method as Tiered/ERR/Pass Thru Interchange |
| • DISCOVER CREDIT FEE CLASS | Based on MCC & Industry Type, select from drop-down list |
| • DISCOVER CREDIT MERCHANT PRICING GRID | MPG grid name.  An MPG is used for (1) charging transaction fees based on qualification &/or (2) used for charging discount rates for expanded tiers – Visa Rewards & MC WorldCard |
| • DISCOVER CREDIT TIERED DISCOUNT GRID | Enter the appropriate Tiered Discount Grid (TDG) ID beginning with FACS (three tier) or EXP (expanded tier) OR REG (Regulated) or EXRG (Expanded regulated) |
| • *COPY RATES FROM* | Select the appropriate entitlement that you would like to copy Discount rates from |
| • DISCOVER QUAL CREDIT | Qualified percentage rate |
| • DISCOVER MID QUAL CREDIT | Mid Qualified Rate (full percentage) |
| • DISCOVER NON-QUAL CREDIT | Non Qualified Rate (full percentage) |
| • DISCOVER OTHER ITEM RATE | Per Ticket Fee Assessed to Settled Sales and Returns – MC Other Item Rate / Pass Through Interchange Other Item Rate |
| • DISCOVER OTHER VOLUME % | Other Volume Percent charged on Net Volume – Pass Through Interchange |

# PRICING cont.

Tiered Pricing

# PRICING cont.

Field Values

| Field | Value |
|-------|-------|
| DISCOVER DEBIT | Select pricing method as Tiered/ERR/Pass Thru Interchange |
| • DISCOVER DEBIT FEE CLASS | Based on MCC & Industry Type, select from drop-down list |
| • DISCOVER DEBIT MERCHANT PRICING GRID | MPG grid name.  An MPG is used for (1) charging transaction fees based on qualification &/or (2) used for charging discount rates for expanded tiers – Visa Rewards & MC WorldCard |
| • DISCOVER DEBIT TIERED DISCOUNT GRID | Enter the appropriate Tiered Discount Grid (TDG) ID beginning with FACS (three tier) or EXP (expanded tier) OR REG (Regulated) or EXRG (Expanded regulated) |
| • *COPY RATES FROM* | Select the appropriate entitlement that you would like to copy Discount rates from. |
| • DISCOVER QUAL DEBIT | Qualified percentage rate |
| • DISCOVER MID QUAL DEBIT | Mid Qualified Rate (full percentage) |
| • DISCOVER NON-QUAL DEBIT | Non Qualified Rate (full percentage) |
| • DISCOVER OTHER ITEM RATE | Per Ticket Fee Assessed to Settled Sales and Returns – MC Other Item Rate / Pass Through Interchange Other Item Rate |
| • DISCOVER OTHER VOLUME % | Other Volume Percent charged on Net Volume – Pass Through Interchange |

# PRICING cont.

ERR Pricing

# PRICING cont.

## Pass Thru Pricing

# PRICING cont.

Field Values



No Bundle Pricing for PIN Debit (Option 0)

Enable PIN Debit Cards ☐

Pass Thru Debit Network Fees | No ▾

Statement Online Debit Print Option | 0 - Do not display network fees statement ▾

| Field | Value |
|---|---|
| **NO BUNDLE PRICING FOR PIN DEBIT CARD – Varies depending on option selected for Bundled Pricing Options** | |
| ENABLE PIN DEBIT CARDS | Check the Debit box to indicate the merchant will accept PIN debit, the PIN debit card types/networks will open up for entry |
| PASS THRU DEBIT NETWORK FEES | Select Yes to Pass Network Fee charges to Merchant or No to NOT Pass  Network Fee charges to Merchant |
| STATEMENT ONLINE DEBIT PRINT OPTION | Code determining whether to print PIN-based debit fees in summary form or by fee class code on the merchant statement. Select one of the following;<br>• 0 – Do not display network fees statements – This will display PIN-based debit fees on a single line of the merchant statement (summary)<br>    • **Note*: This option would be used for Bundle Pricing Option (Statement Bundle Option) 1 (PIN Debit Only), 2 (PIN & Signature Debit), or 4 (PIN Debit, Signature Debit & Credit)***<br>• 2 – Detail network fees on statement – This will display PIN-based debit fees by fee class code on the merchant  statement (detail) |

# PRICING cont.

## Screen

# PRICING cont.

Field Values

This section will display all PIN Debit Networks available.

| Field | Value |
|---|---|
| **PIN PRICING** | |
| Other Volume % | Other Volume Percent (Net Volume) – PIN Debit Other Volume Percent |
| Other Item Rate | Other Item Rate (Per Ticket Fee Assessed to Settled Sales and Returns) |
| FILL RATES | Once rates have been assessed for the Generic card type, select this box to copy rates to all PIN Debit Networks |

# MCC / Fee Class Guide
## Entitlements – MasterCard Credit

| Fee Class | Available MCC codes | Unavailable MCC codes | Industry Type |
|---|---|---|---|
| 012 | All MCCs available except those listed | 3351-3500, 3501-3999, 4411, 7011, 7512, 7513, 7519 (lodging / auto rental), 5960, 5962, 5964, 5965, 5966, 5967, 5968, 5969 (all direct marketing), 5541 & 5542 (service station & automated fuel dispensers) | Retail Merchants |
| 001 | All MCCs available | N/A | Key Entry Merchants |
| 015 | 5411 (Supermarket) | All others | Supermarkets |
| 028 | 5300 (warehouse clubs), 5541 (service stations) and 5542 (automated fuel dispensers) | All others | Warehouse Merchants |
| 000 | All MCCs available | N/A | Non-qualifying interchange merchants |
| 017 | All airline MCCS, 4011 Railroads, 4111 Transportation, 4112 Passenger Railway, 4131 Bus lines, 4411 Cruise lines | All others | Passenger Transport Merchants |
| 031 | 4121 (Taxicabs/limos), 5814 (fast food) , 5499 (Miscellaneous food stores) , 7832 (Movie theaters) | All others | Convenience merchants |
| 283 | 5541 (Service stations), 5542 (automated fuel dispensers) | All others | Petroleum Merchants |
| 156 | 4900 (Utilities – Electric, Gas, Water, Sanitary) | All others | Utility Merchants |
| 011 | 4814 (Telecommunication Service Including Local & Long Distance Calls, Credit Card Calls, Facsimile Services) & 4899 (Cable, Satellite, & Other Pay Television & Radio Services) ONLY | All others | Service Industries Providers (SIP) |
| 049 | 3351-3500, 7512, 7513, 7519 | All Others | Travel Premier Service – Vehicle Rental |
| 050 | 3501-3999, 7011 | All Others | Travel Premier Service – Lodging |
| 051 | 4411 | All Others | Travel Premier Service – Cruise Card |
| 089 | 6513 | All Others | Real Estate Agents and Managers - Rentals |

# MCC / Fee Class Guide

## Entitlements – MasterCard Debit

| Fee Class | Available MCC codes | Unavailable MCC codes | Industry Type |
|-----------|---------------------|------------------------|---------------|
| 106 | 5541 (service stations) | All others | Service Station Merchants |
| 075 | All MCCs Available | N/A | Non-qualifying interchange merchants |
| 076 | All MCCs Available | N/A | Key Entry Merchants |
| 077 | 4814 (telecommunication service), 4899 (Cable/Satellite, and other television/radio services), 4900 (Utilities), 5960 (direct marketing - insurance services) 6300 (Insurance sales/underwriting) | All others | Service Industry Providers (utilities, cable, insurance) |
| 078 | All MCCs available except those listed | 3351-3500, 3501-3999, 4411, 7011, 7512, 7513, 7519 (Lodging / Auto Rental) 5541 (Service Stations) 5542 (Automated Fuel Dispensers) 5960-5969 (Direct Marketing) | Retail Merchants |
| 079 | 5411 (Supermarket) | All others | Supermarket Merchants |
| 080 | All airline MCCS, 4011 Railroads, 4111 Transportation, 4112 Passenger Railway , 4131 Bus lines , 4411 Cruise lines | All others | Passenger Transport Merchants |
| 081 | 5300 (Warehouse Clubs) | All others | Warehouse Merchants |
| 105 | 5542 (Automated Fuel Dispensers) | All others | Pay at the Pump Merchants |
| 157 | 4900 (Utilities – Electric, Gas, Water, Sanitary) | All others | Utility Merchants |
| 083 | 3351-3500, 7011,7512, 7513, 7519, 3501-3999, 4411 | All others | Travel Industry Premier Services (Lodging / Auto Rental) |
| 074 | 6513 | All Others | Real Estate Agents and Managers - Rentals |

# MCC / Fee Class Guide
## Entitlements – Visa Credit

| Fee Class | Available MCC codes | Unavailable MCC codes | Industry Type |
|---|---|---|---|
| 007 | All MCCs available except those listed | 5812 (Restaurants), 5814 (Fast Food Restaurants), 5411 (Supermarkets), 5541 (Service Stations) , 5542 (Automated Fuel Dispensers) | Retail Merchants |
| 043 | 7011 (Lodging) All Hotel specific MCC codes All Automotive/Vehicle Rental MCC codes | All other | Hotel/Car Rental Merchants |
| 034 | All airline MCCS, 4011 Railroads, 4111 Transportation , 4112 Passenger Railway, 4131 Bus lines, 4411 Cruise lines | All other | Retail Passenger Transport Merchants |
| 055 | All MCCs Available | N/A | Non-qualifying Interchange Merchants |
| 038 | All T&E MCCs Available | All other | T&E Retail Merchants |
| 015 | 5411 (Supermarkets) | All other | Supermarket Merchants |
| 000 | All MCCs Available | N/A | Non-qualifying Interchange Merchants |
| 011 | All MCCs Available | N/A | MO/TO Merchants |
| 046 | 5960 - 5969 (Direct Marketing) | All other | Direct Marketing - MO/TO Merchants |
| 081 | All T&E MCCs Available | All other | Ecommerce T&E Merchants |
| 076 | All MCCs Available | N/A | Ecommerce Merchants |
| 045 | 5542 (Automated Fuel Dispenser) | All other | Pay at the Pump Merchants |
| 100 | 5541 (Service Station) | All other | Service Station Merchants |
| 099 | 5812 (Restaurants) 5814 (Fast Food Restaurants) | All other | Restaurant Merchants |
| 025 | 4899, 5960, 5968, 5983, 6300, 8211, 8220, 8299, 8351, 8398, 9211, 9222, 9399 | All other | Select Developing Market |
| 044 | 3501 – 3821, 7011 | All other | Hotel Card Not Present |
| 012 | 8398 | All other | Charitable Organizations |
| 003 | All MCCs Available | N/A | Foreign |
| 006 | All MCCs Available | N/A | Foreign |

# MCC / Fee Class Guide

## Entitlements – Visa Debit

| Fee Class | Available MCC codes | Unavailable MCC codes | Industry Type |
|---|---|---|---|
| 120 | All MCCs Available | N/A | Non-qualifying Interchange Merchants |
| 132 | 5812 (Restaurants) 5814 (Fast Food Restaurants) | All other | Restaurant Merchants |
| 101 | All MCCs available except those listed | 5812 (Restaurants) , 5814 (Fast Food Restaurants), 5411 (Supermarkets), 5541 (Service Stations), 5542 (Automated Fuel Dispensers) | Retail Merchants |
| 116 | All airline MCCS, 4011 Railroads, 4111 Transportation, 4112 Passenger Railway, 4131 Bus lines, 4411 Cruise lines | All other | Retail Passenger Transport Merchants |
| 107 | All MCCs Available | N/A | MO/TO Merchants |
| 103 | 5411 (Supermarkets) | All other | Supermarket Merchants |
| 114 | 7011 (Lodging), All Hotel specific MCC codes, All Automotive/Vehicle Rental MCC codes | All other | Hotel/Car Rental Merchants |
| 119 | All MCCs Available | N/A | Non-qualifying Interchange Merchants |
| 111 | All MCCs Available | N/A | Ecommerce Merchants |
| 127 | All T&E MCCs Available | All other | Ecommerce T&E Merchants |
| 108 | 5542 (Automated Fuel Dispenser) | All other | Pay at the Pump Merchants |
| 133 | 5541 (Service Stations) | All other | Service Station Merchants |
| 105 | 4899, 5960, 5968, 5983, 6300, 8211, 8220, 8299, 8351, 8398, 9211, 9222, 9399 | All other | Select Developing Market |
| 113 | 3501 – 3821, 7011 | All other | Hotel Card Not Present |
| 003 | All MCCs Available | N/A | Foreign |
| 006 | All MCCs Available | N/A | Foreign |

# MCC / Fee Class Guide

## Entitlements – Discover Full Acquiring Credit

| Fee Class | Available MCC codes | Unavailable MCC codes | Industry Type |
|---|---|---|---|
| 100 | 4814, 4899, 4900, 5968, 7298, 7997, 8351, 8398, 8675, 8699 | All other MCC's not listed | Recurring Merchants |
| 102 | 5300 or 5411 | All other MCC's not listed | Supermarket / Warehouse Club Merchants |
| 104 | 4899, 5968, 5983, 6533, 8211, 8220, 8299, 8351, 8398 | All other MCC's not listed | Emerging Market Merchants |
| 106 | 4784, 9211, 9222, 9223, 9311, 9399, 9405 | All other MCC's not listed | Public Services Merchants |
| 108 | 4111, 4121, 4131, 4784, 5499, 5812, 5814, 5994, 7211, 7216, 7338, 7523, 7542, 7832, 7841 | All other MCC's not listed | Express Services Merchants |
| 110 | 5541 or 5542 | All other MCC's not listed | Petroleum Merchants |
| 112 | All MCCs available except those listed | 4900, 6513, 5960, 6300, 5300, 5411, 4899, 5968, 5983, 8211, 8220, 8299, 8351, 8398, 9211, 9222, 9223, 9311, 9399, 5541, 5542, 5812, 5814, 3351-3441, 3501-3999, 7011, 7012, 7512, 7513. 7519, 3000-3299, 4112, 4511, 4829, 6050, 6051, 7995, 5962, 5966, 5967 | Retail Merchants |
| 114 | 5812 or 5814 | All other MCC's not listed | Restaurant Merchants |
| 116 | 3351 – 3441, 3501-3999, 7011, 7012, 7512, 7513, 7519 | All other MCC's not listed | Hotel / Car Rental Merchants |
| 118 | 3000-3299, 4112, 4511 | All other MCC's not listed | Retail Passenger Transport Merchants |
| 120 | All MCCs available except those listed | 3000-3299, 3351-3441, 3501-3999, 4112, 4511, 4784, 4829, 4899, 4900, 5300, 5411, 5541, 5542, 5812, 5814, 5960, 5962, 5966-5968, 5983, 6050, 6051, 6300, 6513, 6533, 7011, 7012, 7512, 7513, 7519, 7995, 8211, 8220, 8299, 8351, 8398, 9211, 9222, 9223, 9311, 9399, 9405 | MO/TO / E-commerce Merchants |
| 122 | All MCCs available except those listed | 3000-3299, 3351-3441, 3501-3999, 4112, 4511, 4784, 4829, 4899, 4900, 5300, 5411, 5541, 5542, 5812, 5814, 5960, 5962, 5966-5968, 5983, 6050, 6051, 6300, 6513, 6533, 7011, 7012, 7512, 7513, 7519, 7995, 8211, 8220, 8299, 8351, 8398, 9211, 9222, 9223, 9311, 9399, 9405 | Key Entry Merchants |
| 125 | All MCCs available except those listed | 5962, 5966, 5967 | Non-qualifying interchange merchants |
| 127 | All MCC's | N/A | Non-qualifying interchange merchants |
| 137 | 4900 | All other MCC's not listed | Utility Merchants |

# MCC / Fee Class Guide
## Entitlements – Discover Full Acquiring Debit

| Fee Class | Available MCC codes | Unavailable MCC codes | Industry Type |
|---|---|---|---|
| 101 | 4814, 4899, 4900, 5968, 7298, 7997, 8351, 8398, 8675, 8699 | All other MCC's not listed | Recurring Merchants |
| 103 | 5300 or 5411 | All other MCC's not listed | Supermarket / Warehouse Club Merchants |
| 105 | 4899, 5968, 5983, 6533, 8211, 8220, 8299, 8351, 8398 | All other MCC's not listed | Emerging Market Merchants |
| 107 | 4784, 9211, 9222, 9223, 9311, 9399, 9405 | All other MCC's not listed | Public Services Merchants |
| 109 | 4111, 4121, 4131, 4784, 5499, 5812, 5814, 5994, 7211, 7216, 7338, 7523, 7542, 7832, 7841 | All other MCC's not listed | Express Services Merchants |
| 111 | 5541 or 5542 | All other MCC's not listed | Petroleum Merchants |
| 113 | All MCCs available except those listed | 4900, 6513, 5960, 6300, 5300, 5411, 4899, 5968, 5983, 8211, 8220, 8299, 8351, 8398, 9211, 9222, 9223, 9311, 9399, 5541, 5542, 5812, 5814, 3351-3441, 3501-3999, 7011, 7012, 7512, 7513. 7519, 3000-3299, 4112, 4511, 4829, 6050, 6051, 7995, 5962, 5966, 5967 | Retail Merchants |
| 115 | 5812 or 5814 | All other MCC's not listed | Restaurant Merchants |
| 117 | 3351 – 3441, 3501-3999, 7011, 7012, 7512, 7513, 7519 | All other MCC's not listed | Hotel / Car Rental Merchants |
| 119 | 3000-3299, 4112, 4511 | All other MCC's not listed | Retail Passenger Transport Merchants |
| 121 | All MCCs available except those listed | 3000-3299, 3351-3441, 3501-3999, 4112, 4511, 4784, 4829, 4899, 4900, 5300, 5411, 5541, 5542, 5812, 5814, 5960, 5962, 5966-5968, 5983, 6050, 6051, 6300, 6513, 6533, 7011, 7012, 7512, 7513, 7519, 7995, 8211, 8220, 8299, 8351, 8398, 9211, 9222, 9223, 9311, 9399, 9405 | MO/TO / E-commerce Merchants |
| 123 | All MCCs available except those listed | 3000-3299, 3351-3441, 3501-3999, 4112, 4511, 4784, 4829, 4899, 4900, 5300, 5411, 5541, 5542, 5812, 5814, 5960, 5962, 5966-5968, 5983, 6050, 6051, 6300, 6513, 6533, 7011, 7012, 7512, 7513, 7519, 7995, 8211, 8220, 8299, 8351, 8398, 9211, 9222, 9223, 9311, 9399, 9405 | Key Entry Merchants |
| 126 | All MCCs available except those listed | 5962, 5966, 5967 | Non-qualifying interchange merchants |
| 128 | All MCC's | N/A | Non-qualifying interchange merchants |
| 138 | 4900 | All other MCC's not listed | Utility Merchants |

# OTHER ENTITLEMENTS

American Express

# OTHER ENTITLEMENTS

Field Values

| Field | Value |
|---|---|
| **AMERICAN EXPRESS ENTITLEMENT** | Select appropriate Amex Program.  American Express – Amex OPTBlue Program; New Amex ESA – Merchant will need to provide new Amex ESA SE #; Existing Amex ESA – Merchant will need to provide existing Amex ESA SE # |
| PRICING METHOD | Select appropriate radial button for the pricing method for American Express entitlement only |
| AMEX FEE CLASS | Based on MCC & Industry Type, select from drop-down list |
| AMEX MERCHANT PRICING GRID | MPG grid name.  An MPG is used for (1) charging transaction fees based on qualification &/or (2) used for charging discount rates for expanded tiers – Visa Rewards & MC WorldCard |
| AMEX TIERED DISCOUNT GRID | Enter the appropriate Tiered Discount Grid (TDG) ID beginning with FACS (three tier) or EXP (expanded tier) OR REG (Regulated) or EXRG (Expanded regulated).  If Tiered pricing method is selected, a TDG is required for American Express |
| AMEX VOLUME | Enter the estimated AMEX processing volume. |
| AMEX QUAL CREDIT | Qualified percentage rate |
| AMEX MID QUAL CREDIT | Mid Qualified Rate (full percentage) |
| AMEX NON-QUAL CREDIT | Non Qualified Rate (full percentage) |
| AMEX OTHER ITEM RATE | Per Ticket Fee Assessed to Settled Sales and Returns – AMEX Other Item Rate / Pass Through Interchange other Item Rate |
| AMEX OTHER VOLUME % | Other Volume Percent charged on Net Volume – Pass Through Interchange |

First Data

Beyond the transaction

# OTHER ENTITLEMENTS

American Express



| Field | Value |
|---|---|
| CAP NUMBER | Select None, New or Existing from drop down list. If existing, enter number in corresponding field |
| SE NUMBER | Enter existing Amex ESA SE Number |
| FRANCHISE NUMBER | Enter Franchise Number if applicable |
| AMEX VOLUME | Enter the estimated AMEX processing volume. |
| AMEX OTHER ITEM RATE | Per Ticket Fee Assessed to Settled Sales and Returns – AMEX Other Item Rate / Pass Through Interchange other Item Rate |
| AMEX OTHER VOLUME % | Other Volume Percent charged on Net Volume – Pass Through Interchange |
| AMEX MONTHLY FEE | Prepopulated monthly fee |

# MCC / Fee Class Guide

## Entitlements – American Express OptBlue Credit

| Fee Class | Available MCC codes | Unavailable MCC codes | Industry Type |
|---|---|---|---|
| U.S.<br>500-$75 & under<br>501-$75.01-$1,000<br>502-Greater than $1,000 | 5013, 5021, 5044, 5072, 5192, 5200, 5211, 5231, 5251, 5261, 5309, 5310, 5311, 5331, 5399, 5411, 5422, 5441, 5451, 5462, 5499, 5531, 5532, 5533, 5551, 5611, 5621, 5631, 5641, 5651, 5655, 5661, 5681, 5691, 5698, 5699, 5712, 5713, 5714, 5715, 5718, 5719, 5722, 5732, 5733, 5734, 5735, 5912, 5921, 5931, 5932, 5937, 5940, 5941, 5942, 5943, 5944, 5945, 5946, 5947, 5948, 5949, 5950, 5965, 5970, 5971, 5972, 5973, 5977, 5978, 5992, 5993, 5994, 5995, 5996, 5997, 5998. 5999, 7296, 7631, 7841 | All other | Retail |
| 569-$150 & under<br>570-150.01-$3,000<br>571-Greater than $3,000 | 5964, 5968, 5969 | All other | MOTO / Internet |
| 518-$150 & under<br>519-$150.01-$2,000<br>520-Greater then $2,000 | 8011, 8021, 8031, 8041. 8042, 8043, 8049, 8050, 8062, 8071, 8099 | All other | Healthcare |
| 524-$400 & under<br>525- $400.01 - $7,500<br>526-Greater than $7,500 | 0780, 1799, 2791, 4215, 5039, 5045, 5046, 5047, 5051, 5065, 5085, 5094, 5099, 5111, 5122, 5131, 5137, 5139, 5169, 5193, 5198, 5199, 6300, 7311, 7333, 7338, 7339, 7349, 7361, 7392, 7394, 7399, 7622, 7692, 7829, 7941, 8734, 8911, 8931, 8999 | All other | B2B |
| 530-$25 & under<br>531-$25.01-$150<br>532-Greater than $150 | 5812, 5814 | All other | Restaurant |

# MCC / Fee Class Guide

## Entitlements – American Express OptBlue Credit

| Fee Class | Available MCC codes | Unavailable MCC codes | Industry Type |
|---|---|---|---|
| 536-$25 & under<br>537-$25.01-$150<br>538-Greater than $150 | 5811, 5813 | All other | Bar/Caterer |
| 542-$400 & under<br>543- $400.01 - $3,000<br>544-Greater than $3,000 | 0742, 0743, 0744, 0763, 1520, 1711, 1731, 1740, 1750, 1761, 1771, 2741, 2842, 4119, 4214, 4225, 4457, 4468, 4821, 4900, 5074, 5271, 5300, 5511, 5521, 5561, 5571, 5592, 5598, 5599, 5697, 5933, 5935, 5975, 5976, 5983, 7210, 7211, 7216, 7217, 7221, 7230, 7251, 7261, 7276, 7277, 7278, 7298, 7299, 7321, 7342, 7372, 7375, 7379, 7393, 7395, 7523, 7531, 7534, 7535, 7538, 7542, 7549, 7623, 7629, 7641, 7699, 7832, 7911, 7922, 7929, 7932, 7933, 7991, 7992, 7993, 7994, 7997, 7998, 8111, 8641, 8651, 8675, 8699 | All other | Services & Professional Services |
| 548-$100 & under<br>549-$100.01-$1,000<br>550-Greater then $1,000 | 4722, 7033, 7996, 7999 | All other | Travel & Entertainment |
| 554-$100 & under<br>555-$100.01-$1,000<br>556-Greater then $1,000 | 7011 | All other | Lodging |
| 560-$100 & under<br>561- $100.01 - $3,000<br>562-Greater than $3,000 | 4121, 4131, 4582, 4784, 4789, 4812, 4816, 4899, 5541, 5542, 7032, 8211, 8220, 8241, 8244, 8249, 8299, 8351, 8398, 8661, 9211, 9222, 9311, 9399 | | Other |

# OTHER ENTITLEMENTS cont.

EBT / Voyager

□ EBT Entitlement

   □ EBT Food Stamps

State FNS Number

Other Item Rate | $0.00000

   □ EBT Cash Benefits

Other Item Rate | $0.00000

   □ EBT Tape (3rd Party)

Other Item Rate | $0.00000

□ Voyager

Qual Discount (%) | 00.000 %

Other Item Rate | $0.00000

# OTHER ENTITLEMENTS cont.

Field Values

| Field | Value |
|---|---|
| EBT ENTITLEMENT | Please make selection based on the merchants need for EBT |
| **EBT FOOD STAMPS** | Please make selection if merchant requires the ability to take Food Stamps |
| STATE FNS NUMBER | Enter merchant's state issued FNS # |
| OTHER ITEM RATE | Per Ticket Fee Assessed to Settled Sales and Returns -EBT-Food Stamps Per Item. |
| **EBT CASH BENEFITS** | Please make selection if merchant required the ability to accept/provide cash benefits |
| OTHER ITEM RATE | Per Ticket Fee Assessed to Settled Sales and Returns -EBT-Cash Benefits Per Item. |
| **EBT TAPE (3$^{RD}$ PARTY)** | Please makes this selection based on the merchants Front End authorizing platform. |
| OTHER ITEM RATE | Per Ticket Fee Assessed to Settled Sales and Returns |
| **VOYAGER** | Please make selections based on the merchants need to accept Voyager |
| QUAL DISCOUNT (%) | Voyager qualified percentage rate |
| OTHER ITEM RATE | Other Item Rate Per Ticket Fee Assessed to Settled Sales and Returns – Voyager Other Item Rate |

# OTHER ENTITLEMENTS cont.

Wright Express (WEX) / TeleCheck

☐ Wright Express

| | |
|---|---|
| Other Item Rate | $0.00000 |

☐ TeleCheck

| | |
|---|---|
| Service Type | ECA Warranty ▾ |
| Inquiry Rate | $00.00 |
| Per TXN Fee | $00.00 |
| Monthly Minimum | $00.00 |
| Dec Risk Surcharge | 0.100 % |
| Stmt/Processing Fee | $5.00 |
| Client Requested Operator Call (CROC) | $2.50 |
| ECA Chargeback Fee | $5.00 |

# OTHER ENTITLEMENTS cont.

Field Values

| Field | Value |
|-------|-------|
| **WRIGHT EXPRESS** | Please make selection based on your merchants need to accept Wright Express |
| OTHER ITEM RATE | Other Item Rate Per Ticket Fee Assessed to Settled Sales and Returns – Wright Express other item rate |
| **TELECHECK** | Please make selection based on your merchants need to accept TeleCheck |
| SERVICE TYPE | Select from drop down list:<br>• ECA Warranty<br>• Check Warranty<br>• Mail Order / Telephone Order<br>• Checks on Delivery<br>• Automobile Hold Check |
| INQUIRY RATE | Per item fee for each inquiry. |
| PER TXN FEE | Per transaction fee |
| MONTHLY MINIMUM | Minimum monthly fee for TeleCheck acceptance |
| DEC RISK SURCHARGE | TeleCheck rate hardcoded on the MPA |
| STMT/PROCESSING FEE | TeleCheck statement fee |
| CLIENT REQUESTED OPERATOR CALL (CROC) | TeleCheck rate hardcoded on the MPA |
| ECA CHARGEBACK FEE | TeleCheck rate hardcoded on the MPA |

# MCC /Guide
## Entitlements – WEX/Voyager

Wright express entitlement can be selected only if SIC code is one of the following values
5511, 5521, 5532, 5533, 5541, 5542, 7531, 7534, 7535, 7538, 7542, 7549, 7699, 8675

Voyager entitlement can be selected only if SIC code is one of the following values
5172, 5511, 5521, 5532, 5533, 5541, 5542, 7531, 7534, 7535, 7538, 7542
7549, 7699, 8675

# OTHER FEES

Authorization Grid

# OTHER FEES

GGe4 Screen shot if selected on Processing Screen

OTHER FEES

EQUIPMENT AND FE

SIGNATURES

ATTACHMENTS

**First Data Global Gateway e4 (GGe4)**

| | |
|---|---|
| GGe4 Participation | Yes ▾ |
| GGe4 Effective Date | 06/19/2014 |
| GGe4 Monthly Fee | $0.0000 |
| GGe4 Setup Fee | $0.0000 |
| GGe4 Auth Fee | |
| GGe4 AVS Fee | |
| ☐ PayPal | |
| PayPal Auth Fee | $0.00000 |
| PayPal Sale Fee | $0.00000 |
| PayPal Return Fee | $0.00000 |
| ☐ TeleCheck (GGe4) | |
| Pay Check by Phone | None ▾ |
| Internet Check Accepted | None ▾ |
| Remote Pay | None ▾ |
| Telecheck Auth Fee | |
| Telecheck Deposit Fee | |
| Telecheck Adjustment Fee | |
| Telecheck Monthly Minimum | $00.00 |
| Telecheck Inquiry Rate | $00.00 |
| Telecheck Charge per Call | $00.00 |

First Data

Beyond the transaction.

# OTHER FEES

Field Values

| Field | Value |
|-------|-------|
| AUTHORIZATION PRICING GRID | Enter appropriate Auth Income Grid ID that supports the merchant's pricing.<br>• **Note:** This grid is used to bill a merchant an authorization / communication fee |
| MC/VISA AUTH & CAPTURE FEE | Auth and Ticket capture fee. Amount as defined in your Schedule A |
| DISCOVER NETWORK AUTH & CAPTURE FEE | Discover Network Authorization Fee of $0.0025 assessed per authorization request on Discover credit and debit card products (excluding pin debit) sent to Discover |
| AMERICAN EXPRESS AUTHORIZATION PER ITEM | Per item fee associated with American Express authorizations |
| TRANSARMOR AUTH FEE | Authorization fees for TransArmor |
| VOICE AUTHORIZATION | Authorization fees for authorizations that the merchant requests using a voice operator select this field to display rates and information specific to voice authorizations |
| ELECTRONIC AVS FEE | Additional amount of cost for each electronic commerce AVS authorization the merchant requests using CPU-CPU lines. |
| VOICE AVS FEE | Additional amount of cost for each AVS authorization the merchant requests using the voice mode of access |
| ARU FEE | Additional cost for authorizations the merchant requests using an audio response unit (ARU) Select this field to display rates and information specific to ARU authorizations |

# OTHER FEES

Field Values cont.

| Field | Value |
|---|---|
| GGe4 PARTICIPATION | "Y" – Merchant Participating, "N" – Merchant not Participating. Default will be a value of "N". GGE4 Indicator prompts the system to enable GGE4 or not. |
| GGe4 EFFECTIVE DATE | Effective Date Data field indicates the GGE4 Effective Date for activation. Default Current Date. |
| GGe4 MONTHLY FEE | Monthly Fee based on GGE4 being active at month end. |
| GGe4 SETUP FEE | GGE4 One-time setup fee based on the GGE4 Effective Date. |
| GGe4 AUTH FEE | Additional amount charged for each authorization the merchant requests for a GGe4 transaction.<br>**Note:** The GGe4 Auth, AVS and TransArmor Fees can be added to new and existing Authorizations grids. These fees must be added to your authorization grids in order to be billed to the merchant. |
| GGe4 AVS FEE | Additional amount charged for each AVS authorization the merchant requests for a GGe4 transaction.<br>**Note:** The GGe4 Auth, AVS and TransArmor Fees can be added to new and existing Authorizations grids. These fees must be added to your authorization grids in order to be billed to the merchant. |
| PAYPAL | Select this option if PayPal is a required feature for your merchant. |
| PAYPAL AUTH FEE | Per Item fee for each PayPal Authorization transaction. |
| PAYPAL RETURN FEE | Per item fee for each Return transaction. |
| PAY CHECK BY PHONE | Select from dropdown list : CBP Warranty, CBP Verification, CBP Verification with TRS. |

# OTHER FEES

Field Values cont.

| Field | Value |
|---|---|
| INTERNET CHECK ACCEPTANCE | Select from dropdown list : ICA Warranty, ICA Verification, ICA Verification with TRS. |
| REMOTE PAY | Select from dropdown list : PPD Warranty, PPD Verification, PPD Verification with TRS. |
| TELECHECK AUTH FEE | Additional amount charged for each authorization the merchant requests for a TeleCheck transaction via the GGe4 (must be included in the authorization grid to bill a merchant) |
| TELECHECK DEPOSIT FEE | Additional amount charged for each authorization the merchant requests for a TeleCheck deposit via the GGe4 (must be included in the authorization grid to bill a merchant) |
| TELECHECK ADJUSTMENT FEE | Additional amount charged for each authorization the merchant requests for a TeleCheck adjustment via the GGe4 (must be included in the authorization grid to bill a merchant) |
| TELECHECK MONTHLY MINIUMUM | Can be $20 or $25 |
| TELECHECK INQUIRY RATE | Additional amount charged |
| TELECHECK CHARGE PER CALL | Additional amount charged for each call that the merchant places for TeleCheck assistance. |

# OTHER FEES cont.

User Defined (UDG) Grid / TIN / Merchant Fee Control (MFC) Grid

OTHER FEES

EQUIPMENT AND FE

SIGNATURES

ATTACHMENTS

**User Defined Pricing Grid**     SYS/PRIN ▼     102 ▼   🔍

Monthly Fees

| 1 - Test CeMV | $2.0000 |
| 2 - testing july install | $1.0000 |

**TIN/TFN & Regulatory Product Fees**

Regulatory Product Bundle Fee     $00.00

TIN/TFN Invalid     $00.00

Website Usage     $00.00

IVR Usage     $00.00

**Merchant Fee Control Grid**     Select One ▼     Select One ▼

First Data™

Beyond the transaction™

# OTHER FEES cont.

| Field | Value |
|---|---|
| USER DEFINED PRICING GRID | User Defined Income ID that supports the merchant's pricing.<br>Note: This grid is used to bill a merchant a monthly recurring fee |
| **TIN/TFN & REGULATORY PRODUCT FEES** | |
| REGULATORY PRODUCT BUNDLE FEE | Monthly recurring Regulatory Product Bundle Fee.<br>  &bull; **Note**: In order to utilize the System functionality for the Reg Product Fee, ISO needs to be opted in to the Regulatory Product Bundle Program |
| TIN/TFN INVALID | Missing or otherwise invalid merchant IRS identifier, which will continue to be a combination of the taxpayer identification number (TIN) and the tax filing name (TFN).  This is a monthly fee. |
| WEBSITE USAGE | Usage of www.myclientline.net to make updates to a merchant's TIN/TFN. This is a per item fee |
| IVR USAGE | Usage of 1-866-753-9971 to make updates to a merchant's TIN/TFN.  This is a per item fee |
| MERCHANT FEE CONTROL GRID | Merchant Fee Control Grid ID that supports the merchant's pricing.<br>Note: This grid is used to bill a merchant various Association pass through fees, annual fees or up to 2 miscellaneous monthly fees. |

# OTHER FEES cont.

## Dues & Assessments / Association Fees

**Pass Dues/Assessment**

☑ All      ☑ MC Credit      ☑ VISA Credit      ☑ Discover Credit

☑ MC Debit      ☑ VISA Debit      ☑ Discover Debit

**Association Fees**

| | | |
|---|---|---|
| MC License Fee Per Item | $0.000000 | |
| MC License Fee Rate | 00.000 % | |
| MC License Fee Flat Rate | $000.00 | Spaces - Default to PCF ▼ |
| VISA Proc Fee | $0.000000 | |
| MC Proc Fee | $0.000000 | |
| VISA BIN Fee | $0.000000 | |
| MC ICA Fee | $0.000000 | |

☑ Select All

☑ MC Acq Support Fee      ☑ VISA Trans Integrity Fee      ☑ Discover Int'l Proc Fee

☑ MC Cross Border      ☑ VISA FANF      ☑ Discover Int'l Service Fee

☑ MC NABU      ☑ VISA APF      ☑ Discover Data Usage

☑ MC Proc Integrity Fee      ☑ VISA Misuse Auth      ☑ Discover Network Auth Fee

☑ MC Kilobyte Fee      ☑ VISA Int'l Acquirer Fee

☑ MC CVC2 Fee      ☑ VISA Acq ISA Fee

☑ VISA Zero Floor Limit Fee

☑ VISA Kilobyte Fee

First Data

Beyond the transaction.

# OTHER FEES cont.

Association Surcharges / Miscellaneous Fees

| | |
|---|---|
| VISA FANF Card Present Surcharge | $00.00 |
| VISA FANF Card Not Present Surcharge | $00.00 |
| VISA Kilobyte Fee Surcharge | $00.00 |
| MC Kilobyte Fee Surcharge | $00.00 |
| MC CVC2 Fee Surcharge | $00.00 |
| Discover Network Auth Fee Surcharge | $00.00 |

**Miscellaneous Fees**

| | |
|---|---|
| Chargeback Fee | $00.00 |
| Retrieval Fee (12B Letter) | $00.000 |
| Return Tran Fee | $0.0000 |
| Sale Tran Fee | $0.0000 |
| Batch Fee | $0.0000 |
| Early Termination Fee | $0,000.00 |
| Monthly Minimum Processing Fee | $00.00 |
| Monthly Statement Fee | $00.00 |
| ACH Reject Fee | $00.00 |
| eIDS Access Fee | $00.00 |

# OTHER FEES cont.

Field Values

| Field | Value |
|---|---|
| PASS DUES/ASSESSMENT | Check all to include all card types for pass through dues/assessments |
| ASSOCIATION FEES | Fees charged to the acquirers by the associations that may or may not be passed to the merchants as defined below |
| MC LICENSE FEE PER ITEM | MasterCard License Per Item Income Fee -  Per Item charged  to the merchant for every sale (253) transaction sent to the association during the current billing period that originated from the merchant (Format: $¢¢¢¢¢, 7 positions) |
| MC LICENSE FEE RATE | MasterCard License Rate Income Fee – Percent rate to apply to the total amount of all sales (253) and returns (255) transactions sent to the association that originated from the merchant during the current billing period to determine the amount of the expense incurred (Format: 1.0000000 (1% would be 0100000 or 01) 7 positions) |
| MC LICENSE FEE FLAT RATE | MasterCard License Flat Income Fee - Amount to charge to the merchant as a flat fee either monthly or annually based on the License Flat Occurrence Indicator (Format: $$$$$$$$¢¢, 11 positions) |
| VISA PROC FEE | Non-Association Processor fees that are assessed to merchants |
| MC PROC FEE | Amount charged to the merchant for every sale (253) and return (255) transaction sent to the association during the current billing period that originated from the merchant. (Format: $¢¢¢¢¢, 7 positions) |
| VISA BIN FEE | Are BIN fees billed by the association that can be passed on to your merchants. |
| MC ICA FEE | MasterCard BIN ICA Income Fee - Amount charged to the merchant for every sale (253) and return (255) transaction sent to the association during the current billing period that originated from the merchant (Format: $¢¢¢¢¢, 7 positions) |

# OTHER FEES cont.

<span style="color:orange">Field Values</span>

| Field | Value |
|---|---|
| MC ACQ SUPPORT FEE | MC Acquirer Support fee of 0.55% is assessed on transactions qualifying for the following interchange programs:<br>• 025 – International Standard<br>• 026 – International Electronic<br>• 037 – Domestic Acquired International Business Card<br>• 038 – Domestic Acquired International Purchase Card<br>• 090 – Domestic Acquiring UCAF<br>• 091 – Domestic Full UCAF<br>• 153 – MC Electronic Consumer International Acquired in the U.S. – Credit<br>• 154 – MC Electronic Commercial International Acquired in the U.S. – Credit<br>• The Acquirer Support Fee is also assessed to Cirrus & Maestro transactions |
| MC CROSS BORDER | MC Cross Border fee is assessed with transactions that involve a U.S. merchant & a foreign issuer. The fee is 0.40% of the transaction amount when in U.S. dollars; 0.40% when in non-U.S. dollars |
| MC NABU | MC Network Access Brand Usage fee of $0.0185 applies to all transactions |
| MC PROC INTEGRITY FEE | MC monitors all approved authorizations to ensure that the issuer receives a subsequent clearing message within 120 days or a reversal request within the allowed standards. In the event that an approved authorization cannot be matched to a clearing message or reversal request, then the appropriate Processing Integrity Fee will be assessed. Current rate is $0.045 |
| MC KILOBYTE FEE | Fee charged by MasterCard for the total number of kilobytes transmitted within transactions will be billed to the merchant on the merchant statement |

# OTHER FEES cont.

| Field | Value |
|---|---|
| MC CVC2 Fee | MasterCard Card Validation Code 2 (CVC2) transaction fee of $0.0025 |
| VISA TRANS INTEEGRITY FEE | The Transaction Integrity Fee is a $.10 per item fee for each settled non-CPS qualified transaction |
| VISA FANF FEE | Visa is charging a fixed fee for the acceptance of all Visa card products |
| VISA APF | Visa Acquirer Processing fee is currently assessed at $0.0195 per Visa branded authorization acquired in the U.S. regardless of where the issuer/cardholder is located |
| VISA MISUSE AUTH | Visa Misuse Authorization fee is assessed at $0.045 fee for each authorization that does not have a subsequent clearing record or authorization record |
| VISA INT'L ACQUIRER FEE | Visa International Acquirer fee is 0.45% of the sale transaction on all international transactions with the exception of high risk merchants. The current rate for merchants with an MCC of 5962, 5966 and/or 5967 (high risk) is 0.90% |
| VISA ACQ ISA FEE | Visa Acquirer ISA fee is assessed at .40% of the transaction amount when country is not U.S |
| VISA ZERO FLOOR LIMIT FEE | Visa Zero Floor Limit fee is assessed a $0.10 fee for each transaction that does not have an approved authorization |
| VISA KILOBYTE FEE | Fee charged by Visa for the total number of kilobytes transmitted within transactions will be billed to the merchant on the merchant statement |
| DISCOVER INT'L PROC FEE | International Acquirer fee is 0.40% of the sale transaction on all applicable international transactions |
| DISCOVER INT'L SERVICE FEE | Acquirer Processing fee is currently assessed at $0.55 per Discover branded authorization acquired in the U.S. regardless of where the issuer/cardholder is located |

# OTHER FEES cont.

Field Values

| Field | Value |
|---|---|
| DISCOVER DATA USAGE FEE | A fee ($0.0185) charged for the processing of Sales Data per Discover card Transaction |
| DISCOVER NETWORK AUTH FEE | Discover Network Authorization Fee of $0.0025 assessed per authorization request on Discover credit and debit card products (excluding pin debit) sent to Discover |
| VISA FANF CARD PRESENT SURCHARGE | Amount you charge each month for card-present transactions in addition to the amount passed to the merchant for the Visa Fixed Acquirer Network Fee |
| VISA FANF CARD NOT PRESENT SURCHARGE | Amount you charge each month for card-not-present transactions in addition to the amount passed to the merchant for the Visa Fixed Acquirer Network Fee |
| VISA KILOBYTE FEE SURCHARGE | Amount of any additional surcharge that will be added to the calculated kilobyte income amount when billing the merchant. This is a flat fee amount (Format: $$$$$¢¢, 7 positions) |
| MC KILOBYTE FEE SURCHARGE | Kilobyte Surcharge Fee - Amount of any additional surcharge that will be added to the calculated kilobyte income amount when billing the merchant. This is a flat fee amount (Format: $$$$$¢¢, 7 positions) |
| MC CVC2 FEE SURCHARGE | CVC2 Fee Surcharge: Up charge for the MasterCard CVC2 fee |
| DISCOVER NETWORK AUTH FEE SURCHARGE | Up charge for the Discover Network Authorization Fee |

# OTHER FEES cont.

Field Values

| Field | Value |
|---|---|
| **MISCELLANEOUS FEES** | |
| CHARGEBACK FEE | Chargeback Fee |
| RETRIEVAL FEE (12B LETTER) | Retrieval Fee |
| RETURN TRAN FEE | Return Transaction Fee (applied to settled returns) |
| SALE TRAN FEE | Sales Transaction Fee (applied to settled sales) |
| BATCH FEE | Batch Fee charge for each closed batch |
| EARLY TERMINATION FEE | Fee assessed to merchant for early termination of their contracted agreement. |
| MONTHLY MINIMUM PROCESSING FEE | Minimum Monthly Fee |
| MONTHLY STATEMENT FEE | Monthly Statement Fee |
| ACH REJECT FEE | Per Item fee for ACH rejects |
| EIDS ACCESS FEE | Monthly fee for the use of the eIDS product |

# EQUIPMENT AND FE

Equipment / Frontend Network / Peripheral

# EQUIPMENT AND FE

## Equipment / Frontend Network / Peripheral

**Omaha Terminal**

### Omaha Front End (FE) Configuration

| | |
|---|---|
| Equipment Type | Terminal ▼ |
| Model | First Data FD100Ti ▼ |
| **First Deploy Configuration** Template ID | Select One ▼   The Template ID field is required. |
| Receipt Footer Line 1 | Thank You! |
| Receipt Footer Line 2 | |
| PIN Pad | FD 35 ▼ |
| Printer | Integrated ▼ |
| Check Reader | Select One ▼ |
| Serial Number | |
| Billing Method | Client Deployed ▼ |
| Quantity | 1 |
| Unit Price | $0.00 |

# EQUIPMENT AND FE

Field Values

| Field | Value |
|-------|-------|
| EQUIPMENT | Select this option when adding new equipment for Nashville, Omaha, or Northbridge |
| CHOOSE FRONT END (FE) | Select the front end the merchant will use for Authorizations.  Nashville, Omaha and North can be selected.  (Buypass will be added in a future enhancement) |
| EQUIPMENT TYPE | Select Terminal, Clover or Software from the drop down list |
| MODEL | Select appropriate option form drop down list |
| FIRST DEPLOY CONFIGURATION TEMPLATED ID | Select the appropriate template as it relates to the Industry.  This will drive the remaining options for building the download. |
| RECEIPT FOOTER LINE 1 | Enter footer language for line 1 – Default is Thank You! |
| RECEIPT FOOTER LINE 2 | Enter footer language for line 2 |
| PIN PAD | Select appropriate option form drop down list |
| PRINTER | Select appropriate option form drop down list |
| CHECK READER | Select appropriate option form drop down list |
| SERIAL NUMBER | Include equipment serial numbers |
| BILLING METHOD | Currently defaulted to : ISO Deployment |
| QUANTITY | Number of units |
| UNIT PRICE | Unit cost |

# EQUIPMENT AND FE

Equipment / Frontend Network / Peripheral

## Omaha Clover

### Omaha Front End (FE) Configuration                                    ✕

| | |
|---|---|
| Equipment Type | Clover ▼ |
| Options | Clover with Cash drawer ▼ |
| Scanner | Yes ▼ |
| Weight Scale | Yes ▼ |
| Kitchen Printer | Yes ▼ |
| Billing Method | Purchase ▼ |
| Quantity | 1 |
| Unit Price | $0.00 |

SUBMIT    CANCEL

# EQUIPMENT AND FE

Field Values

| Field | Value |
|---|---|
| EQUIPMENT | Select this option when adding new equipment for Nashville, Omaha, or Northbridge |
| CHOOSE FRONT END (FE) | Select the front end the merchant will use for Authorizations. Nashville, Omaha and North can be selected. (Buypass will be added in a future enhancement) |
| EQUIPMENT TYPE | Select Terminal, Clover or Software from the drop down list |
| OPTIONS | Select appropriate option form drop down list |
| SCANNER | Select appropriate option form drop down list |
| WEIGHT SCALE | Select appropriate option form drop down list |
| KITCHEN PRINTER | Select appropriate option form drop down list |
| BILLING METHOD | Select appropriate option form drop down list |
| QUANTITY | Number of units |
| UNIT PRICE | Unit cost |

First Data.

Beyond
the transaction.

# EQUIPMENT AND FE

## Equipment / Frontend Network / Peripheral

**North Bridge Software**

### North Bridge Front End (FE) Configuration ✕

| | |
|---|---|
| Equipment Type | Software ▾ |
| Model | Aloha v6.7.1 ▾ |
| Serial Number | |
| Billing Method | Client Deployed ▾ |
| Quantity | 1 |
| Unit Price | $0.00 |

SUBMIT  CANCEL

# EQUIPMENT AND FE

Field Values

| Field | Value |
|---|---|
| EQUIPMENT | Select this option when adding new equipment for Nashville, Omaha, or Northbridge |
| CHOOSE FRONT END (FE) | Select the front end the merchant will use for Authorizations.  Nashville, Omaha and North can be selected.  (Buypass will be added in a future enhancement) |
| EQUIPMENT TYPE | Select Software from the drop down list |
| MODEL | Select appropriate option form drop down list |
| SERIAL NUMBER | Include equipment serial numbers |
| BILLING METHOD | Currently defaulted to : ISO Deployment |
| QUANTITY | Number of units |
| UNIT PRICE | Unit cost |

# EQUIPMENT AND FE

Equipment / Frontend Network / Peripheral

**Nashville Clover**

## Nashville Front End (FE) Configuration ✕

| | |
|---|---|
| Equipment Type | Clover ▾ |
| Options | Clover without Cash Drawer ▾ |
| Scanner | No ▾ |
| Weight Scale | No ▾ |
| Kitchen Printer | No ▾ |
| Billing Method | Lease 12 Months ▾ |
| Quantity | *1* |
| Unit Price | $40.00 |

SUBMIT    CANCEL

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# EQUIPMENT AND FE

Field Values

| Field | Value |
|---|---|
| EQUIPMENT | Select this option when adding new equipment for Nashville, Omaha, or Northbridge |
| CHOOSE FRONT END (FE) | Select the front end the merchant will use for Authorizations. Nashville, Omaha and North can be selected. (Buypass will be added in a future enhancement) |
| EQUIPMENT TYPE | Select Terminal, Clover or Software from the drop down list |
| OPTIONS | Select appropriate option form drop down list |
| SCANNER | Select appropriate option form drop down list |
| WEIGHT SCALE | Select appropriate option form drop down list |
| KITCHEN PRINTER | Select appropriate option form drop down list |
| BILLING METHOD | Select appropriate option form drop down list |
| QUANTITY | Number of units |
| UNIT PRICE | Unit cost |

# EQUIPMENT AND FE

Equipment / Frontend Network / Peripheral

## Nashville Terminal

### Nashville Front End (FE) Configuration ✕

| | |
|---|---|
| Equipment Type | Terminal ▾ |
| Model | Select One ▾ |
| PIN Pad | Select One ▾ |
| Printer | Select One ▾ |
| Check Reader | Select One ▾ |
| Serial Number | |
| Billing Method | Client Deployed ▾ |
| Quantity | 1 |
| Unit Price | $0.00 |

SUBMIT    CANCEL

# EQUIPMENT AND FE

Field Values

| Field | Value |
|---|---|
| EQUIPMENT | Select this option when adding new equipment for Nashville, Omaha, or Northbridge |
| CHOOSE FRONT END (FE) | Select the front end the merchant will use for Authorizations.  Nashville, Omaha and North can be selected.  (Buypass will be added in a future enhancement) |
| EQUIPMENT TYPE | Select Terminal, Clover or Software from the drop down list |
| MODEL | Select appropriate option form drop down list |
| PIN PAD | Select appropriate option form drop down list |
| PRINTER | Select appropriate option form drop down list |
| CHECK READER | Select appropriate option form drop down list |
| SERIAL NUMBER | Include equipment serial numbers |
| BILLING METHOD | Currently defaulted to : ISO Deployment |
| QUANTITY | Number of units |
| UNIT PRICE | Unit cost |

First Data™

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# EQUIPMENT AND FE

Equipment / Frontend Network / Peripheral

**Nashville Software**

## Nashville Front End (FE) Configuration                                          ×

| | |
|---|---|
| Equipment Type | Software ▼ |
| Model | Select One ▼ |
| Serial Number | |
| Billing Method | Client Deployed ▼ |
| Quantity | 1 |
| Unit Price | $0.00 |

SUBMIT    CANCEL

# EQUIPMENT AND FE

Field Values

| Field | Value |
|---|---|
| EQUIPMENT | Select this option when adding new equipment for Nashville, Omaha, or Northbridge |
| CHOOSE FRONT END (FE) | Select the front end the merchant will use for Authorizations. Nashville, Omaha and North can be selected. (Buypass will be added in a future enhancement) |
| EQUIPMENT TYPE | Select Software from the drop down list |
| MODEL | Select appropriate option form drop down list |
| SERIAL NUMBER | Include equipment serial numbers |
| BILLING METHOD | Currently defaulted to : ISO Deployment |
| QUANTITY | Number of units |
| UNIT PRICE | Unit cost |

# EQUIPMENT AND FE

Equipment / Frontend Network / Peripheral

**For equipment being shipped from TASQ, a unique Shipping Address can be added.  Only one unique shipping address is available per MID.**

## Equipment and FE    MPA ID: 584    Location 01 - 4 Leaf Shop ▼

SUMMARY

MPA INFO

BUSINESS INFO

CORPORATE INFO

SITE INFO

MOTO/BB/INTERNET

OWNERSHIP

SETTLEMENT

PROCESSING

TRANSACTIONS

PRICING

OTHER ENTITLEMENTS

OTHER FEES

EQUIPMENT AND FE

SIGNATURES

ATTACHMENTS

| Model | FE | Type | Pin Pad | Printer | Check Reader | Key Status | Date/Time | Delete |
|-------|-----|------|---------|---------|--------------|-----------|-----------|--------|
| First Data FD100Ti (*) | Omaha | Terminal | FD 35 | Integrated | | Complete | 10/07/2014 16:29 | DELETE |
| Clover with Cash drawer | Omaha | Clover | | | | Complete | 10/07/2014 16:30 | DELETE |

**Add Equipment**

| | |
|---|---|
| Choose Front End (FE) | Omaha ▼    ADD |

Shipping Info

| | |
|---|---|
| Copy from | DBA Address ▼ |
| Attention | Kevin Leaf |
| Name | 4 Leaf Shop |
| Street | 589 Field of Dreams |
| City | Dubuque |
| State | Iowa ▼ |
| Zip | 51589 - |

NEXT    SAVE    BACK    EXIT

First Data.

Beyond the transaction.

# EQUIPMENT AND FE

Field Values

| Field | Value |
|---|---|
| COPY FROM | Select appropriate option form drop down list to populate remaining fields |
| ATTENTION | Enter Contact Name |
| NAME | Enter Business Name |
| STREET | Enter street address |
| CITY | Enter city |
| STATE | Enter state |
| ZIP | Enter address zip code |

# SIGNATURES
## MPA & Telecheck Signatures

# SIGNATURES

Field Values

| Field | Value |
|---|---|
| **CLIENT MPA SIGNATURES** | |
| NAME OF SIGNOR | Merchants Name |
| TITLE OF SIGNOR | Merchants Title |
| DATE SIGNED | Date Signed |
| **TELECHECK ACH AUTHORIZATION** | This section will only appear if TeleCheck is selected in the Other Entitlement section |
| NAME OF SIGNOR | Merchants Name |
| TITLE OF SIGNOR | Merchants Title |
| DATE SIGNED | Date Signed |
| UPLOADED MPA SCAN PROVIDED | Yes/No |

# ATTACHMENTS

**First Data.**

RISK MGMT ▾     MERCH INFO ▾     REPORTS ▾     STATEMENTS     PROF EST ▾     CASE MGMT ▾     ONE STOP ▾     ADMIN ▾

SUMMARY

MPA INFO

BUSINESS INFO

CORPORATE INFO

SITE INFO

MOTO/BB/INTERNET

OWNERSHIP

SETTLEMENT

PROCESSING

TRANSACTIONS

PRICING

OTHER ENTITLEMENTS

OTHER FEES

EQUIPMENT AND FE

SIGNATURES

ATTACHMENTS

## Attachments

| Location Name | Document Type Description | Document Name | Comments | Delete |
|---|---|---|---|---|
| No data found! | | | | |

ADD ATTACHMENT

NEXT     BACK     EXIT

**First Data.**

**Beyond the transaction.**

# ATTACHMENTS

Field Values



| Field | Value |
|---|---|
| MPA IDENTIFIER | Application number assigned during submission process for tracking purposes |
| LOCATION NAME | DBA Name |
| DOCUMENT TYPE DESCRIPTIOIN | Select from dropdown list : W9, Financial documentation, current statement, voided check, signed MPA, other |
| COMMENTS | Additional comments RE: attached documents |
| ATTACHMENTS | Select this option to search for and attach your documents |

# MPA SUMMARY

Add Location / View / Edit / History

**First Data.**

RISK MGMT ▾   MERCH INFO ▾   REPORTS ▾   STATEMENTS   PROF EST ▾   CASE MGMT ▾   ONE STOP ▾   ADMIN ▾

## MPA Summary

| Client Name: | Junction Jack | Merchant ID: | |
|---|---|---|---|
| MPA Type: | Standard | Key Status: | In Process |
| MPA ID: | 230 | Platform: | Omaha |
| SYS: | 8740 | Sales ID #: | 0002 |
| PRIN: | 9900 | Sales Rep: | |
| Agent: | 0100 | Sales Office: | |
| Keyer: | First Data Keyer 01 | Key Approver: | |
| Merchant Change Approver: | | | |

| Locations | Omaha BE MID | MPA Key Status | |
|---|---|---|---|
| Location 01 - Junction Jack | | Incomplete | VIEW   EDIT   HISTORY |

Enter New Comment (Limit 1000 characters per comment)

You have **1000** characters remaining for your comments...

**First Data.**

Beyond the transaction.
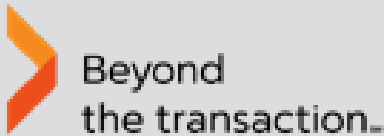
# MPA SUMMARY

Validation / Edits / Submit

# MPA SUMMARY

**Warning!** ✕

Are you sure you want to submit this MPA?

YES   NO

# REPORTS
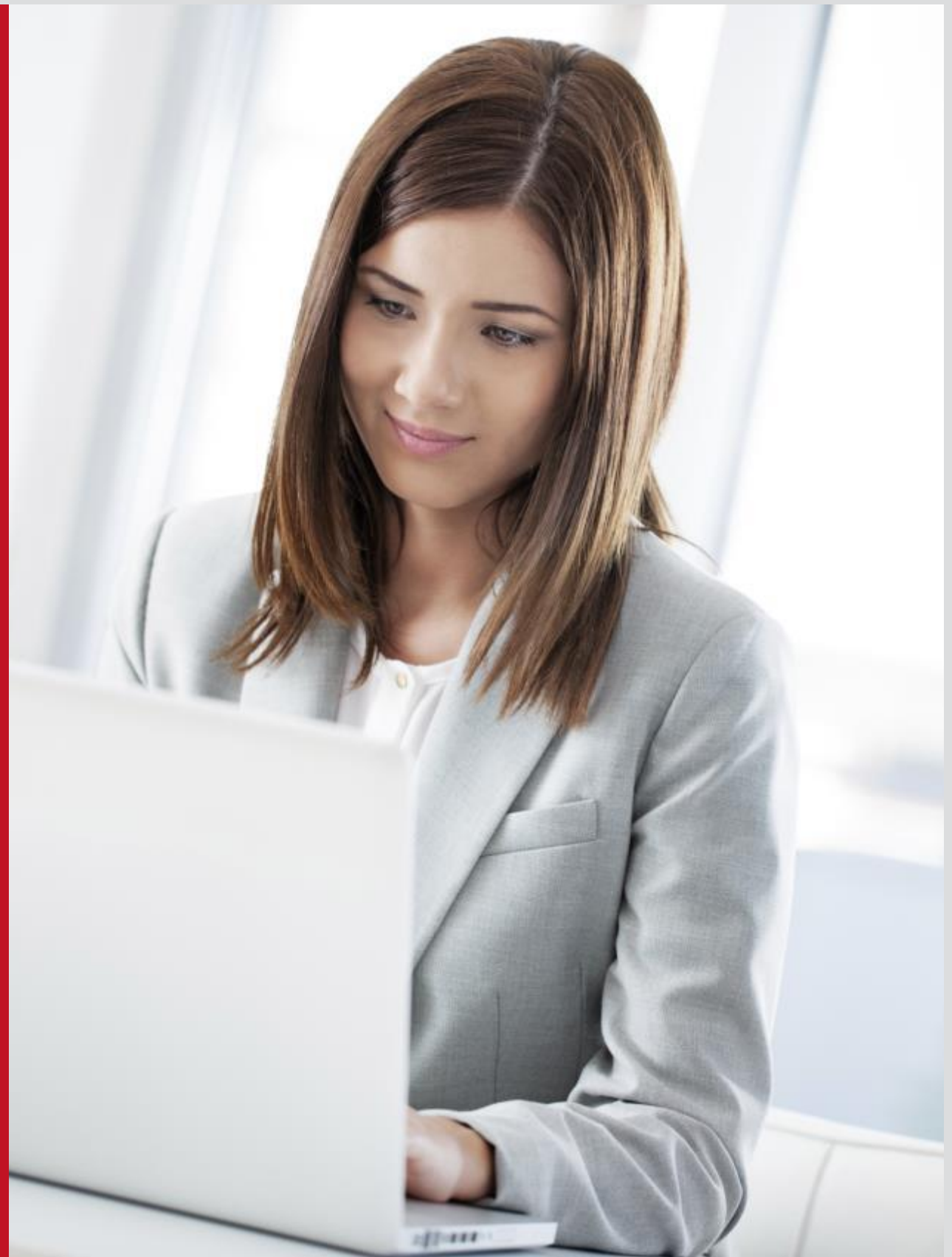
# Reports

Screen Shot
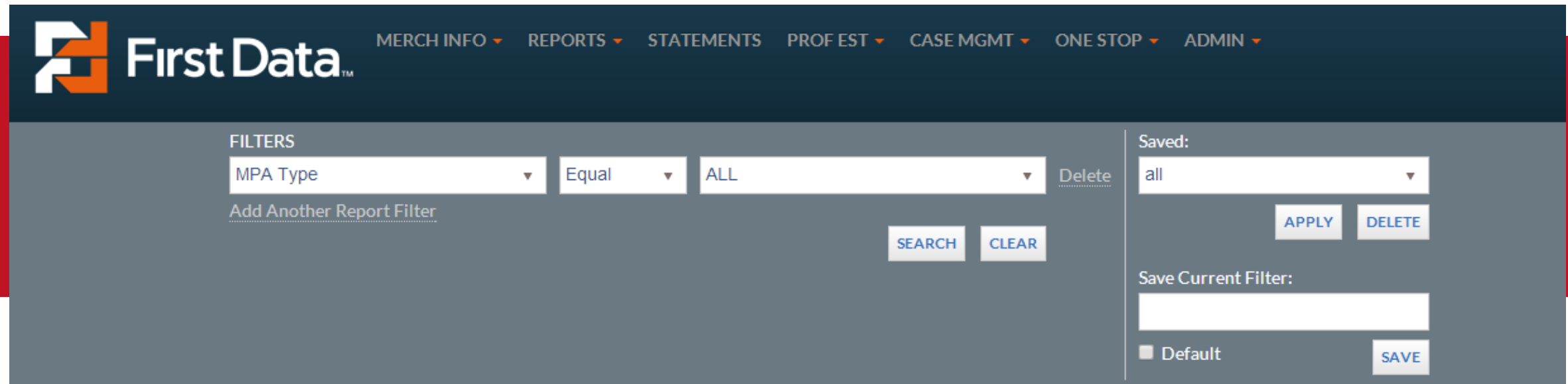


| Tab Options | Purpose / Definition |
|---|---|
| MPA LIST | Summary of all submitted MPA's and their current progress. |
| END POINT STATISTICS | Summary of the ancillary options that are available in one stop for already submitted MPA's. |
| C2A STATISTICS | Summary of any click 2 agree applications that have been submitted. |

# Reports

Screen Shot

# Reports

**Select the MPA ID to View the information entered, see any History of changes to the account and to view a PDF document of the completed MPA.**

## MPA Overview

| Client Name: | | Merchant ID: | |
|---|---|---|---|
| MPA Type: | Standard | Key Status: | Submitted |
| MPA ID: | 604 | Platform: | Omaha · |
| SYS: | 8566 | Sales ID #: | 0314 |
| PRIN: | 0000 | Sales Rep: | |
| Agent: | 0300 | Sales Office: | |
| Keyer: | | Key Approver: | |
| Merchant Change Approver: | | | |

| Locations | Omaha BE MID | MPA Key Status | | | |
|---|---|---|---|---|---|
| Location 01 - Wholesale 2 Omaha terms | | Complete | VIEW | HISTORY | PDF |

First Data.

Beyond the transaction.

# Reports

Screen Shot

Select the MPA Status to see the progress of the MPA. The Omaha MID and any front-end MID/TID's that were requested, will be listed in the report.

| | | FD Boarding | | Boarded | 10/9/2014 11:11:05 AM |
|---|---|---|---|---|---|
| | | | | | |
| 01 | 5180    00426 | Endpoints | N/A | | |
| | Omaha - FD130 Duo DUOTML | | | In Process | 10/9/2014 11:01:38 AM |
| | | Download ID | | In Process | 10/9/2014 11:01:38 AM |
| | Omaha - FD130 FDTIZA | | | In Process | 10/9/2014 11:01:38 AM |
| | | Download ID | | In Process | 10/9/2014 11:01:38 AM |
| | Nashville - First Data FD130 | | | In Process | 10/9/2014 11:01:38 AM |
| | | Datawire ID | | In Process | 10/9/2014 11:01:38 AM |
| | | Nashville MID | 1144866 | Complete | 10/9/2014 11:06:36 AM |
| | | Nashville TID | 1273703 | Complete | 10/9/2014 11:06:36 AM |

**First Data.**

Beyond the transaction.

# CLIENT APPROVAL QUEUE

# Client Approval Queue

Screen Shot

# Client Approval Queue

Screen Shot

# MERCHANT APPROVAL QUEUE

# MERCHANT APPROVAL QUEUE

Screen Shot

**First Data**

RISK MGMT ▾    MERCH INFO ▾    REPORTS ▾    STATEMENTS    PROF EST ▾    CASE MGMT ▾    ONE STOP ▾    ADMIN ▾

FILTER

## C2A Merchant Approval Queue

| MPA ID | SYS | PRIN | AGENT | Corporate Name | # of Loc | Approval Group | Merchant 1 Approval | Merchant 2 Approval | Merchant Change Approval | Approver | Keyer | Submit Date |
|--------|-----|------|-------|----------------|----------|----------------|---------------------|---------------------|--------------------------|----------|-------|-------------|

**First Data**

Beyond the transaction.

# ADMINISTRATION AND SETTINGS

# ADMINISTRATION AND SETTINGS

Approval and Timer Settings

# ADMINISTRATION AND SETTINGS

## Approval and Timer Settings

# ADMINISTRATION AND SETTINGS

Field Values

| Field | Value |
|---|---|
| SET APPROVAL REQUIREMENTS | Indicate when approval is required once the MPA is keyed.  This would include Standard Applications and Click to Agree (C2A) Applications.  If using C2A, select if approval is required after any Merchant Changes |
| SET BUSINESS HOURS | Indicate the number of hours in a working day M-F and Sat.-Sun.  Indicate Time Zone and if Exclude Federal Holidays |
| SET TIMERS | 2 Options available for interval timer settings |
| APPROVAL TIMER | Numbers are indicated in minutes.  This is the amount of time that an MPA will wait for an approver to review and approve the application. Once Timer 1 expires the application will move to timer 2.  Once timer 2 expires, the application will take the course of Auto Cancel or Auto Approve as selected. Notifications will be sent after each action taken.  This is set in PM Admin settings |
| MERCHANT APPROVAL TIMER | Numbers are indicated in minutes. This is the amount of time that a C2A application will wait for the merchant to approve. If Time 1 expires, you can select to send an email notification to the Owners attention. If Timer 2 expires, the application will cancel |
| SET OPTIONAL MPA SCREENFLOW REQUIREMENTS FOR WHOLESALE/FSP | Does not apply to Retail clients |

# ADMINISTRATION AND SETTINGS

Group Maintenance



| Field | Value |
|---|---|
| APPROVER GROUP MAINTENANCE | Create groups to approve applications for specific Users |
| SALES OFFICE MAINTENANCE | Create groups for sales offices to approve applications |

# Thank you.