EMS AGENT CHECKLIST

DEALS WITHOUT TERMINALS

Complete only if no terminal is being shipped. Please send seperate order form (on EMSU) if EMS needs to ship a terminal.

☐ EMS Install/Deployment   ☐ Send Welcome Kit
_____
Terminal Type

DATE: _____ / _____ / _____   EMS ISSUED OFFICE NUMBER: _____

MERCHANT DBA: _____

SALES REP: _____

MERCHANT EMAIL: _____
_____
Required on All Deals

PRICING MODEL

☐ Dual Pricing

  ☐ 3%   ☐ 4%   ☐ Flat Rate _____

☐ Surcharge

  ☐ 3%   ☐ 4%   ☐ Flat Rate _____

TERMINAL INFORMATION

☐ Terminal Type: _____

Number of Terminals: _____

☐ IP   ☐ Dial Up   ☐ Wireless

If Wireless:

  ☐ WiFi ☐ EMS to Supply SIM ☐ Merchant to Supply SIM

☐ Debit

  ☐ Internal Debit

  ☐ External, Pin Pad Model: _____

☐ EBT (FNF #) _____

TERMINAL APPLICATION

☐ Retail
☐ Retail with Tips
☐ Restaurant with Tip Adjust
☐ Counter Service (Tip @ Sale)
☐ Surcharge Processing
☐ MOTO (20% + Keyed)

PAYMENT GATEWAY CONFIGURATION

☐ Gateway Name: _____

  ☐ EMS Billing the merchant (require fees on e-commerce line of the merchant agreement)

  ☐ Agent / 3rd Party / Existing Gateway (EMS only builds a VAR sheet)

  ☐ With Swiper

  Model: _____

☐ EMSmobile _____

(required for all payment gateway and virtual terminal accounts)

Please check off below all options desired by the merchant. This will allow us to provision the proper payment gateway.

☐ Mobile App (if card reader required, provide EMSmobile)
☐ Virtual Terminal Only (includes email invoicing & Secure Vault)
☐ Quickbooks Integration
☐ Level III Processing
☐ Account Updater (extra cost applies)
☐ Integration to POS Software*

  ☐ POS Software Name

  _____

☐ API Integration to Shopping Cart*

  ☐ Shopping Cart Name

  _____

POS SOFTWARE INFORMATION

☐ Total Touch POS
☐ MaxxPay
☐ External Software: _____

  ☐ Software Version: _____

  ☐ VAR Contact Info: _____

  _____

  _____

  ☐ How Many Lanes: _____

  Note: Merchant is responsible for reprogramming which may require cost from the VAR.

REQUIRED DOCUMENTATION

☐ Merchant Application
☐ 3 Most Recent Processing Statements
☐ Disclosure Page
☐ Drivers License
☐ Inside Photo Showing Inventory
☐ Outside Photo Showing Signage
☐ Voided Check
☐ W9
☐ Multi-Merchant _____ of _____

  Additional Location _____ of _____

REQUIRED PREVIOUS PROCESSING INFORMATION

(SQUARE / STRIPE / PAYPAL / ETC.)

☐ Website / Processor: _____

  ☐ Login Name: _____   ☐ Password: _____

Other Information: _____

_____

_____

_____

_____