VeriSign Processor Setup

To change and/or set up your processor information with VeriSign:

1. Contact your merchant bank to inquire which processor your account is setup to use.

   VeriSign supports the following processors:

   - FDMS Nashville (Envoy)
   - FDMS South
   - Vital (Visa Net)
   - Paymentech
   - Global Payments East (NDC East)
   - Global Payments Central (MAPP)
   - Wells Fargo (previous CyberCash customers only)
   - EDS Aurora
   - Nova
   - NorWest (ACH)
   - American Express

2. Fill in the appropriate processor information sheet (attached to the end of this document) with your processor account information (all information marked with an asterisk * is REQUIRED by VeriSign).

   NOTE: The gray areas and checkboxes on the forms are editable with Adobe Reader.
   Type the information into the fields before you print or copy/paste the form.

   Be sure to include the e-mail address of either your primary or secondary contact listed within Manager. To verify the e-mail information:

   a. Login to Manager at https://manager.verisign.com
   b. Click **Account Info** in the toolbar
   c. Select **Primary Info** and/or **Secondary Info** to verify or update as needed.

3. Send the information to VeriSign using either of the following methods:

   — FAX the appropriate processor sheet to **650-237-8893**

   — E-mail this document to VeriSign support at vps-support@verisign.com.

4. Once VeriSign support updates your account, you will receive confirmation by e-mail. Changes to your account take effect after the top of every hour.

5. VeriSign strongly recommends that you perform a "test" transaction on the LIVE servers using a personal credit card to verify that the information is correct at both VeriSign and at your merchant bank. Follow these steps:

   a. Log in to Manager at https://manager.verisign.com
   b. Click **Transaction Terminal** in the toolbar
   c. Select **Manual Transactions** on the left
   d. Enter a transaction for one dollar. You should receive a result code of 0 (zero) and an **Approved** message

Follow this procedure if you have any problems with processing transactions:

a. Contact your merchant bank to verify processor information.
b. Contact VeriSign customer support to verify your processor information.

Follow this procedure if you have any problems with receiving funds at your commercial (checking) bank:

a. Verify that the transaction(s) have settled. Look at the detail record and see if a Batch ID number was issued.
b. Contact your merchant bank to verify the routing and account number on file. VeriSign does not participate in the actual transfer of monies between banks.

EDS Aurora Setup Parameters

FAX this completed form to VeriSign Payment Services at 650-237-8893 or e-mail it to vps-support@verisign.com.
You will be notified by e-mail when your account is updated.

*VeriSign Logon ID _____ (required)

*E-Mail Address _____ (required)
(Either the primary or secondary contact's e-mail address)

Merchant Bank Information:

Merchant Bank (Acquirer) name _____

Merchant account number _____

Merchant bank phone number _____

The information marked with an asterisk * is required to set up your account with EDS. You can obtain this information by contacting your merchant bank.

Processor Information:

*Merchant ID _____ 12 digits

*Group ID _____ 15 digits

Credit Card types accepted

Visa	MasterCard	American Express	Discover	JCB	Diner's Club	Enroute
☐	☐	☐	☐	☐	☐	☐

FDMS Nashville (Envoy) Setup Parameters

FAX this completed form to VeriSign Payment Services at 650-237-8893 or e-mail it to vps-support@verisign.com.
You will be notified by e-mail when your account is updated.

*VeriSign Logon ID _____ (required)

*E-Mail Address _____ (required)
(Either the primary or secondary contact's e-mail address)

Merchant Bank Information:

Merchant Bank (Acquirer) name

Merchant account number

Merchant bank phone number

The information marked with an asterisk * is required to set up your account with First Data Merchant Services.
You can obtain this information by contacting your merchant bank or FDMS at 800-647-3722.

Processor Information:

*Merchant ID (MID)   7 digits (add leading zeros)

*Terminal ID (TID)   7 digits (add leading zeros)

Credit Card types accepted

Visa	MasterCard	American Express	Discover	JCB	Diner's Club	Enroute
☐	☐	☐	☐	☐	☐	☐

FDMS South Setup Parameters

FAX this completed form to VeriSign Payment Services at 650-237-8893 or e-mail it to vps-support@verisign.com. You will be notified by e-mail when your account is updated.

*VeriSign Logon ID _____ (required)

*E-Mail Address _____ (required)
(Either the primary or secondary contact's e-mail address)

Merchant Bank Information:

Merchant Bank (Acquirer) name

Merchant account number

Merchant bank phone number

The information marked with an asterisk * is required to set up your account with First Data Merchant Services. You can obtain this information by contacting your merchant bank or FDMS at 800-326-2217.

*Merchant ID (MID)   12 digits

*Currency Code   840 = US (3 digits)

*Category Code (SIC, MCC)   4 digits

*Merchant State   2 digit Abbreviation (i.e. CA)

*Merchant Zip Code   5 digits or 9 digits (12345-1234)

*Acquirer   BPS, CHASE

The following fields are only required if you accept the card type:

Merchant Account Number

*American Express SE   11 digits maximum

*Diners SE   11 digits maximum

*Novus / Discover SE   11 digits maximum

*JCB   11 digits maximum

Credit Card types accepted

Visa	MasterCard	American Express	Discover	JCB	Diner's Club	Enroute
☐	☐	☐	☐	☐	☐	☐

Global Payments East (NDC East) Setup Parameters

FAX this completed form to VeriSign Payment Services at 650-237-8893 or e-mail it to vps-support@verisign.com. You will be notified by e-mail when your account is updated.

*VeriSign Logon ID _____ (required)

*E-Mail Address _____ (required)
(Either the primary or secondary contact's e-mail address)

Merchant Bank Information:

Merchant Bank (Acquirer) name _____

Merchant account number _____

Merchant bank phone number _____

The information marked with an asterisk * is required to set up your account with Global Payments East. You can obtain this information by contacting your merchant bank or Global Payments East at 800-622-2318.

Processor Information:

*Terminal ID _____ Up to 15 digits

*Bank ID _____ 6 digits

Credit Card types accepted

Visa	MasterCard	American Express	Discover	JCB	Diner's Club	Enroute
☐	☐	☐	☐	☐	☐	☐

Global Payments Central (MAPP) Setup Parameters

FAX this completed form to VeriSign Payment Services at 650-237-8893 or e-mail it to vps-support@verisign.com. You will be notified by e-mail when your account is updated.

*VeriSign Logon ID _____ (required)

*E-Mail Address _____ (required)
(Either the primary or secondary contact's e-mail address)

Merchant Bank Information:

Merchant Bank (Acquirer) name

Merchant account number

Merchant bank phone number

The information marked with an asterisk * is required to set up your account with MAPP. You can obtain this information by contacting your merchant bank.

Processor Information:

*Terminal ID   13 digits

Credit Card types accepted

Visa	MasterCard	American Express	Discover	JCB	Diner's Club	Enroute
☐	☐	☐	☐	☐	☐	☐

NOVA Setup Parameters

FAX this completed form to VeriSign Payment Services at 650-237-8893 or e-mail it to vps-support@verisign.com. You will be notified by e-mail when your account is updated.

*VeriSign Logon ID _____ (required)

*E-Mail Address _____ (required)
(Either the primary or secondary contact's e-mail address)

Merchant Bank Information:

Merchant Bank (Acquirer) name _____

Merchant account number _____

Merchant bank phone number _____

The information marked with an asterisk * is required to set up your account with Nova. You can obtain this information by contacting your merchant bank or Nova at 800-725-1243.

Processor Information:

*Terminal ID _____ 16 digits

*Bank ID (Terminal BIN) _____ 6 digits

Credit Card types accepted

Visa	MasterCard	American Express	Discover	JCB	Diner's Club	Enroute
☐	☐	☐	☐	☐	☐	☐

Paymentech Setup Parameters

FAX this completed form to VeriSign Payment Services at 650-237-8893 or e-mail it to vps-support@verisign.com. You will be notified by e-mail when your account is updated.

*VeriSign Logon ID _____ (required)

*E-Mail Address _____ (required)
(Either the primary or secondary contact's e-mail address)

Merchant Bank Information:

Merchant Bank (Acquirer) name

Merchant account number

Merchant bank phone number

The information marked with an asterisk * is required to set up your account with Paymentech. You can obtain this information by contacting your merchant bank.

Processor Information:

*Currency Code   840 = US (3 digits)

*Division Number   6 digits

*Allow soft descriptors   YES, NO, Unknown

Credit Card types accepted

Visa	MasterCard	American Express	Discover	JCB	Diner's Club	Enroute
☐	☐	☐	☐	☐	☐	☐

Vital (Visa Net) Setup Parameters

FAX this completed form to VeriSign Payment Services at 650-237-8893 or e-mail it to vps-support@verisign.com. You will be notified by e-mail when your account is updated.

*VeriSign Logon ID _____ (required)

*E-Mail Address _____ (required)
(Either the primary or secondary contact's e-mail address)

Merchant Bank Information:

Merchant Bank (Acquirer) name

Merchant account number

Merchant bank phone number

The information marked with an asterisk * is required to set up your account with Vital / VisaNet. You can obtain this information by contacting your Merchant Bank. You can verify it by contacting Vital at 800-552-8227.

Processor Information:

*Merchant ID	12 digits
*Acquirer/Bank ID (BIN)	6 digits
*Store Number	4 digits
*Terminal Number	4 digits
*Country Code	840 = US (3 digits)
*Merchant Zip Code	5 digits
*Time Zone	709, 708, 707, 706, 705
*Category Code (SIC, MCC)	4 digits
*Merchant Business Name	25 characters or less
*Merchant Phone Number	xxx-xxx-xxxx
*Merchant State	2 digit Abbreviation (i.e. CA)
*Merchant Location Number	5 and/or 6 digits
*Agent Bank ID (BIN)	6 digits
*Agent Chain Number	6 digits
*V-Number/Terminal ID (starts with a "V" or "7")	7 digits (without "V" or "7")

Credit Card types accepted

Visa	MasterCard	American Express	Discover	JCB	Diner's Club	Enroute
☐	☐	☐	☐	☐	☐	☐

Wells Fargo Setup Parameters

Migrated CyberCash customers only

FAX this completed form to VeriSign Payment Services at 650-237-8893 or e-mail it to vps-support@verisign.com.
You will be notified by e-mail when your account is updated.

*VeriSign Logon ID _____ (required)

*E-Mail Address _____ (required)
(Either the primary or secondary contact's e-mail address)

Merchant Bank Information:

Merchant Bank (Acquirer) name

Merchant account number

Merchant bank phone number

The information marked with an asterisk * is required to set up your account with Wells Fargo. You can obtain this information by contacting your merchant bank.

Processor Information:

*Merchant ID   7 digits

*Auth type   Authorization or Sale

Credit Card types accepted

Visa	MasterCard	American Express	Discover	JCB	Diner's Club	Enroute
☐	☐	☐	☐	☐	☐	☐

American Express Setup Parameters

FAX this completed form to VeriSign Payment Services at 650-237-8893 or e-mail it to vps-support@verisign.com. You will be notified by e-mail when your account is updated.

*VeriSign Logon ID _____ (required)

*E-Mail Address _____ (required)
(Either the primary or secondary contact's e-mail address)

Merchant Bank Information:

Merchant Bank (Acquirer) name _____

Merchant account number _____

Merchant bank phone number _____

The information marked with an asterisk * is required to set up your account with Wells Fargo. You can obtain this information by contacting American Express at 800-528-5200.

Processor Information:

*Merchant ID # / SE # _____ 9 to 11 digits

*SIC (Category Code) _____ 4 digits

*Business Name _____ 20 characters

*Business City _____ 18 characters

*Business State _____ 2 characters

Credit Card types accepted

Visa	MasterCard	American Express	Discover	JCB	Diner's Club	Enroute
☐	☐	☐	☐	☐	☐	☐

NorWest Setup Parameters

FAX this completed form to VeriSign Payment Services at 650-237-8893 or e-mail it to vps-support@verisign.com. You will be notified by e-mail when your account is updated.

*VeriSign Logon ID _____ (required)

*E-Mail Address _____ (required)
(Either the primary or secondary contact's e-mail address)

Merchant Bank Information:

Merchant Bank (Acquirer) name

Merchant account number

Merchant bank phone number

The information marked with an asterisk * is required to set up your account with NorWest. You can obtain this information by contacting your merchant bank.

Processor Information:

*Account Name   30 characters

*Routing Number   9 characters

*Account Type   1 character

*Account Number   17 digits

*Posting Days   2 digits

*Batch Description   1 character

*Sales Maximum   Dollar amount (no decimal place)

*Trans Type   PPD, CCD