



PCCharge v5.7.1i SP8b New Merchant Account Worksheet

To assist our customers in the setup of our **PCCharge** products, we've created this informational worksheet. Have a copy of this on-hand when you contact your credit card processor/merchant service provider to ensure that you have all information required by **PCCharge**. We've included the customer service number for each processing company to aid you in obtaining your account information.

Note: Those with earlier versions of **PCCharge** should contact Tech Support, as setup information may change from version to version.

Alliance Data Systems, Inc.

ADSI Customer Service Number
972-348-5100

If ADSI is your processing company, you must have the following information prior to setting up your copy of **PCCharge**. Contact whoever set you up with the ability to process transactions, or use the ADSI Customer Service Number given above.

ADSI Account Information

1-15-character Merchant Number: _____

4-digit Company Identifier: _____

8-digit Company ID: _____

6-digit Sequence Number: _____

American Express

AMEX Customer Service Number
888-829-7302
800-222-3781

If AMEX is your processing company, you must have the following information prior to setting up your copy of **PCCharge**. Contact whoever set you up with the ability to process transactions, or use the AMEX Customer Service Number given above.



AMEX Account Information

10-digit Merchant (SE) Number: _____

2-digit Terminal ID: __

10-digit Merchant (SE) Number: _____

6-character Service ID/PCID: _____

User Name (PCID): _____ (same as FTP user name)

10-digit Password (NAPID): _____ (differs from FTP password)

System IP Address: _____

System Port: _____

7-11-digit Primary Authorization Phone Number: _ (___) ___ - ____

7-11-digit Secondary Authorization Phone Number: _ (___) ___ - ____

7-11-digit Settlement Phone Number: _ (___) ___ - ____

AMEX FTP Account Information

FTP User Name: _____

FTP Password: _____

7-11-digit FTP Phone Number: _ (___) ___ - ____

Buypass, Inc.

BPAS Customer Service Number

800-733-3322

800-238-7675

If BPAS is your processing company, you must have the following information prior to setting up your copy of **PCCharge**. Contact whoever set you up with the ability to process transactions, or use the BPAS Customer Service Number given above.

BPAS Account Information

6-digit Merchant Number: _____

If using TCP/IP connection:

- System Address (default given in **PCCharge**): _____
- Store ID: _____
- Store Key: _____

ECHO (aka Electronic Clearing House)

ECHO Customer Service Number

800-233-0406

If ECHO is your processing company, you must have the following information prior to setting up your copy of **PCCharge**. Contact whoever set you up with the ability to process transactions, or use the ECHO Customer Service Number given above.

ECHO Account Information

10-digit Terminal ID: _____



FDMS Nashville / Envoy

FDMS Nashville Customer Service Number

800-647-3722

If FDMS Nashville is your processing company, you must have the following information prior to setting up your copy of **PCCharge**. Contact whoever set you up with the ability to process transactions, or use the FDMS Nashville Customer Service Number given above.

FDMS Nashville Account Information

4 zeros followed by 7-digit Merchant Number followed by 4 zeros followed by 7-digit Terminal ID: 0 0 0 0
----- 0 0 0 0 -----

If using a TCP/IP connection:

- Primary URL (default given in **PCCharge**): _____
- Secondary URL (default given in **PCCharge**): _____
- Datawire ID: _____

FDMS North / CardNet (formerly Card Establishment Services)

FDMS North Customer Service Number

800-346-3315

If FDMS North is your processing company, you must have the following information prior to setting up your copy of **PCCharge**. Contact whoever set you up with the ability to process transactions, or use the FDMS North Customer Service Number given above.

FDMS North Account Information

12-digit Merchant Number followed by 6-character Terminal ID: _____

If using a TCP/IP connection:

- Primary URL (default given in **PCCharge**): _____
- Secondary URL (default given in **PCCharge**): _____
- Datawire ID: _____

FDMS Omaha / FDR

FDMS Omaha Customer Service Number

800-876-0026

If FDMS Omaha is your processing company, you must have the following information prior to setting up your copy of **PCCharge**. Contact whoever set you up with the ability to process transactions, or use the FDMS Omaha Customer Service Number given above.

FDMS Omaha Account Information

13-16-digit Merchant Number: _____



4-digit Device ID: ____ (Note: This number is only needed if you are using more than one copy of PCCharge with the same merchant number.)

FDMS South / NaBanco

FDMS South Customer Service Number
800-732-9195

If FDMS South is your processing company, you must have the following information prior to setting up your copy of PCCharge. Contact whoever set you up with the ability to process transactions, or use the FDMS South Customer Service Number given above.

FDMS South Account Information

11-digit Merchant Number: _____

4-digit Serial Number (authorization): ____

9-10-digit AMEX SE Number: _____

10-digit SE Discover Number: _____

10-digit JCB SE Number: _____

10-digit JAL SE Number: _____

10-digit Diners Club SE Number: _____

10-digit Carte Blanche SE Number: _____

2-digit Serial Number (batch): __

Qual Code: _____

2-character State Code: __

3-digit Country Code (US = 840): ____

5-digit ZIP Code: _____

4-digit Category Code: _____

If using a FirstData IPN connection:

- Primary Address (default given in PCCharge): _____
- Secondary Address (default given in PCCharge): _____
- Datawire ID: _____
- 2-digit Serial Number (same as batch Serial Number): __

If using a TCP/IP Lease Line connection:

- Primary Address: _____
 - Secondary Address: _____
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Fifth-Third Bank-St. Pete

Fifth-Third Customer Service Number
1-877-744-5300

If Fifth-Third is your processing company, you must have the following information prior to setting up your copy of PCCharge. Contact whoever set you up with the ability to process transactions, or use the Fifth-Third Customer Service Number given above.



Fifth-Third Account Information

12-digit Merchant Number: _____

4-digit Bank ID: _____

3-digit Terminal ID: _____

If using a TCP/IP connection:

- Primary Authorization Address (default given in **PCCharge**):

- Port (for Primary Authorization Address): _____
- User Name: _____
- Password: _____

If using a TCP/IP Lease Line connection:

- Primary Address: _____
- Port: _____

Global Payments East (formerly National Data Corporation)

Global Payments East Customer Service Number

800-367-2638

If Global Payments East is your processing company, you must have the following information prior to setting up your copy of **PCCharge**. Contact whoever set you up with the ability to process transactions, or use the Global Payments East Customer Service Number given above.

Global Payments East Account Information

1-15-digit Terminal ID: _____

6-digit Bank ID: _____

If using a FirstData IPN connection:

- Primary URL (default given in **PCCharge**): _____
- Secondary URL (default given in **PCCharge**): _____
- Datewire ID: _____

Heartland Payment Systems

HPTS Customer Service Number

888-963-3600

If HPTS is your processing company, you must have the following information prior to setting up your copy of **PCCharge**. Contact whoever set you up with the ability to process transactions, or use the HPTS Customer Service Number given above.



HPTS Account Information

12-digit Merchant Number: _____

7-11-digit Primary (Batch Settlement Phone Number): _ (___) ___ - _____

7-11-digit Secondary (Batch Settlement Phone Number): _ (___) ___ - _____

Location Number: _____

6-digit BIN Number: _____

4-digit Store Number: _____

4-digit Terminal Number: _____

6-digit Chain Number: _____

6-digit Agent Number: _____

3-digit Currency Code (US = 840): ___

3-digit Country Code (US = 840): ___

5-digit City Code (ZIP Code): _____

2-digit Language Code (US = 00) : __

4-digit Category Code (SIC, MCC): _____

3-digit Time Zone (Eastern = 705, Central = 706, Mountain = 707, Pacific = 708, Arizona = 707): ___

If using a TCP/IP connection:

- System Address: _____
- System Port: _____

National Bankcard Services

NBS Customer Service Number

800-827-4634

If NBS is your processing company, you must have the following information prior to setting up your copy of **PCCharge**. Contact whoever set you up with the ability to process transactions, or use the NBS Customer Service Number given above.

NBS Account Information

15-digit Merchant Number: _____

4-digit Time Zone: _____

- *Atlantic Standard Time* 0400
- *Eastern Standard Time* 0500
- *Central Standard Time* 0600
- *Mountain Standard Time* 0700
- *Pacific Standard Time* 0800
- *Alaska Standard Time* 0900
- *Hawaii-Aleutian Standard Time* 1000
- *Samoa Standard Time* 1100

If using a TCP/IP connection (default given in PCCharge):

- Registration URL: _____
- Primary URL: _____



- Secondary URL: _____
- Datewire ID: _____ (depending on your NBS account settings, this may be automatically generated once you click the **Register** button in **PCCharge's NBS Extended Data Fields** window.

NOVA (aka Nova Information Systems)

NOVA Customer Service Number
800-725-1243

If NOVA is your processing company, you must have the following information prior to setting up your copy of **PCCharge**. Contact whoever set you up with the ability to process transactions, or use the NOVA Customer Service Number given above.

NOVA Account Information

16-digit Terminal ID: _____
6-digit Bank Number: _____

Batch Open/Close Type: *Manual* or *Automatic*
EDC Type: *Host* or *Terminal*

Paymentech (formerly Gensar, Transnet)

Paymentech Customer Service Number
800-254-9556

If Paymentech is your processing company, you must have the following information prior to setting up your copy of **PCCharge**. Contact whoever set you up with the ability to process transactions, or use the Paymentech Customer Service Number given above.

Paymentech Account Information

12-digit Merchant Number followed by 3-digit Terminal ID: _____
4-digit Client Number: _____

If using a TCP/IP connection (default given in PCCharge):

- Primary Authorization Address (default given in **PCCharge**):

- Port (for Primary Authorization Address) (default given in **PCCharge**): _____
- User Name: _____
- Password: _____

If using a TCP/IP Lease Line connection:

- Primary Authorization Address: _____
- Port (for Primary Authorization Address): _____
- Secondary Authorization Address: _____
- Port (for Secondary Authorization Address): _____
- Primary Settlement Address: _____
- Port (for Primary Settlement Address): _____



- Secondary Settlement Address: _____
- Port (for Secondary Settlement Address): _____

RBS Lynk Systems, Inc.

RBS Lynk Customer Service Number
800-859-5965

If RBS Lynk is your processing company, you must have the following information prior to setting up your copy of **PCCharge**. Contact whoever set you up with the ability to process transactions, or use the RBS Lynk Customer Service Number given above.

RBS Lynk Account Information

12-digit Merchant Number: _____

7-11-digit Primary (Batch Settlement Phone Number): _ (___) ___ - _____

7-11-digit Secondary (Batch Settlement Phone Number): _ (___) ___ - _____

Location Number: _____

6-digit BIN Number: _____

4-digit Store Number: _____

4-digit Terminal Number: _____

6-digit Chain Number: _____

6-digit Agent Number: _____

3-digit Currency Code (US = 840): _____

3-digit Country Code (US = 840): _____

5-digit City Code (ZIP Code): _____

2-digit Language Code (US = 00) : _____

4-digit Category Code (SIC, MCC): _____

3-digit Time Zone (Eastern = 705, Central = 706, Mountain = 707, Pacific = 708, Arizona = 707): _____

If using a TCP/IP connection:

- System Address (default given in **PCCharge**): _____
- System Port: _____

Tandem (*formerly NPC, National Processing Company*)

Tandem Customer Service Number
800-928-2583

If Tandem is your processing company, you must have the following information prior to setting up your copy of **PCCharge**. Contact whoever set you up with the ability to process transactions, or use the Tandem Customer Service Number given above.

Tandem Account Information

12-digit Merchant Number: _____

6-digit BIN Number: _____

4-digit Store Number: _____

4-digit Terminal Number: _____



6-digit Chain Number: _____
 6-digit Agent Number: _____
 3-digit Currency Code (US = 840): ____
 3-digit Country Code (US = 840): ____
 5-digit City Code (ZIP Code): _____
 2-digit Language Code (US = 00) : ____
 4-digit Category Code (SIC, MCC): _____
 3-digit Time Zone (Eastern = 705, Central = 706, Mountain = 707, Pacific = 708, Arizona = 707): ____
 7-11-digit Primary (Batch Settlement Phone Number): - (____) ____ - ____
 7-11-digit Secondary (Batch Settlement Phone Number): _ (____) ____ - ____
 Terminal ID (begins with an F): F_____

TSYS Acquiring Solutions *(formerly VisaNet, Vital)*


TSYS Acquiring Solutions Customer Service Number
 800-552-8227

If TSYS Acquiring Solutions is your processing company, you must have the following information prior to setting up your copy of **PCCharge**. Contact whoever set you up with the ability to process transactions, or use the TSYS Acquiring Solutions Customer Service Number given above.

TSYS Acquiring Solutions Account Information

12-digit Merchant Number: _____

7-11-digit Primary (Batch Settlement Phone Number): _ (____) ____ - ____
 7-11-digit Secondary (Batch Settlement Phone Number): _ (____) ____ - ____
 Location Number: _____
 6-digit BIN Number: _____
 4-digit Store Number: _____
 4-digit Terminal Number: _____
 6-digit Chain Number: _____
 6-digit Agent Number: _____
 3-digit Currency Code (US = 840): ____
 3-digit Country Code (US = 840): ____
 5-digit City Code (ZIP Code): _____
 2-digit Language Code (US = 00) : ____
 4-digit Category Code (SIC, MCC): _____
 3-digit Time Zone (Eastern = 705, Central = 706, Mountain = 707, Pacific = 708, Arizona = 707): ____

	<p>WARNING: Make sure to determine (through TSYS Acquiring Solutions or your merchant service provider) which credit card types your account has been set up to process. If you use PCCharge to process a type of credit card (AMEX, Discover, MasterCard, Visa, etc.) that your TSYS Acquiring Solutions account has not been set up to process, your batch will fail to settle and you will not receive your funds.</p>
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If using a TCP/IP connection:

- System Address (default given in **PCCharge**): _____