

Setting Up your Merchant Account

When you first sign up for the PC Verifier, Pocket Verifier, you will have to set up a Merchant Account. The system will bring up the Merchant Account Setup form which will require you to fill out your Business, Personal and Banking information.

On the Business Information section, you need to provide Company Name and DBA, Address, Phone, Fax and e-mail address.



Merchant Account Set-Up

BUSINESS INFORMATION

(* denotes required field)

Referenced By:

How did you hear about us?

DBA (Business Name):

Address:

City:

State:

ZIP Code:

Phone:

Fax:

E-Mail Address:

On the Personal Information Section, you need to provide your full name, title, social security number or federal tax ID, ownership percentage, mailing address, type of business, and a brief description of your product or service.



Merchant Account Set-Up

PERSONAL INFORMATION

(* denotes required field)

Legal Full Name:

Title:

SS # OR Tax ID:

Ownership %:

Mailing Address:

City:

State:

ZIP Code:

Type of Ownership:

Product/Service Sold:

If you are not quite sure where to find the numbers on your check, [click here](#) for an example. Remember, your bank routing number will always be the number in between this symbol.

The next page is the Banking Information page illustrated below. You need to provide the checking account number where you want the funds to be deposited, the bank routing number, a credit card number and expiration date. If you want to see where the bank routing numbers are located, click on the section provided and you will be able to see a check sample as illustrated here.



Merchant Account Set-Up

BANKING INFORMATION

(* denotes required field)

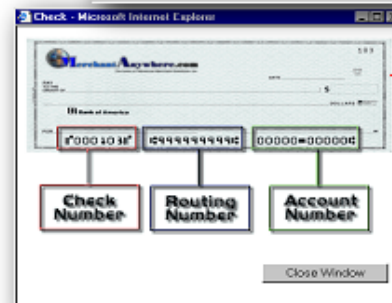
Checking Account:

Bank Routing #:

Credit Card #:

Expiration Date:

If you are not quite sure where to find the numbers on your check, [click here](#) for an example. Remember, your bank routing number will always be the number in between this symbol.



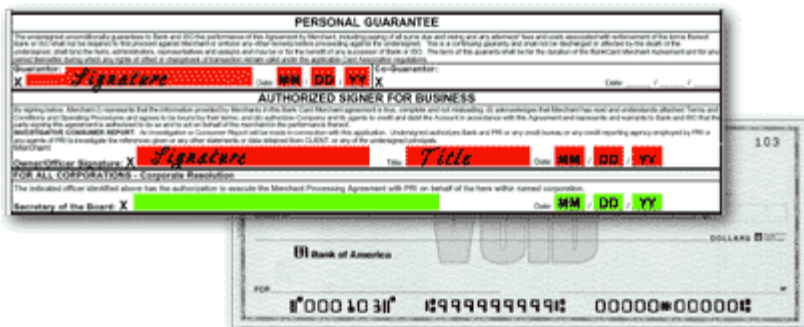
If you would like to also accept electronic checks via the internet, you can select Electronic Check Acceptance for an additional \$4.00 per month. After you have done your selection, press the Submit button.



IMPORTANT NOTE: Your account will NOT be ready to process real transactions UNTIL your merchant account is ACTIVE. Once your account is approved, you'll receive a notification from the system and you will then have full access.

Signing the Merchant Agreement

Now that you are done completing the form, print, sign, and date the application in the spaces provided, as illustrated below. Payment Resources International is our banking partner and processes the actual credit card transactions. The credits into your checking account, and the monthly billing on your credit card will be from Payment Resources International, or PRI. **Remember, these signatures are required to process your application, so please make sure these pages are signed.**



Where to send the Merchant Agreement

Once you have completed all the information mail the Merchant Application **along with a voided check from the account where you want the funds to be deposited** (make sure your name is on the check).

Mail the form and the voided check to:

Advanced Merchant Applications
 C/O Payment Resources International
 620 Newport Center Drive, Suite150
 Newport Beach, CA 92660

You will be able to **accept** credit cards as soon as you have your merchant number and password, but we will not be legally able to transfer the funds into your checking account until we have received:

- 1) Your Signed Merchant Application
- 2) A voided copy of an imprinted check from the account you want the funds deposited into.

NOTE: If you are in a start-up business, and have not received your imprinted checks from the bank, YOU WILL HAVE TO WAIT until you receive them. Most banks generally take 3 to 7 days to send your imprinted checks, so you will probably not have to wait long.