



# Credit Card Setup Application

## U.S. Accounts Only

This document contains the information needed to set up your Merchant Account. If you do not currently have a Merchant provider, we recommend Priority Wash.

Please fill out these forms **completely** (print or type legibly) and fax it back to Unitec at 410-579-6830 or email it back to [MSD@startwithunitec.com](mailto:MSD@startwithunitec.com) as soon as possible to ensure that your credit card device ships with your unit. If your Merchant Services Provider has any compatibility questions, please have them contact our Merchant Service Department at 443-561-1200 ext. 7507 or [MSD@startwithunitec.com](mailto:MSD@startwithunitec.com).

If this information is not received before the unit's scheduled ship date, your distributor will be responsible for the shipping charges incurred to ship your credit card device separately.

Please keep in mind that once the application has been submitted, you will receive a screen shot via email containing your merchant information provided by the processor which we have entered in our data base. Please confirm what we have in our system is accurate. Along with the screen shot, a confirmation form will be attached. The credit card device will not ship, and the download will not be performed until the Confirmation of Correct Banking Form has been submitted.

**The credit processors supported (by product and connection type) are outlined below. Unless noted otherwise, these processing options require a DataCap Dial Tran (for dial-up processing) or IP Tran (for Internet):**

**Please reach out to the Merchant Service Department if a dial-up application is needed.**

<b>Processing options:</b>	<b>Wash Select II</b>	<b>Portal/Sentinel/ C-Start/WashPay</b>
<b>Priority Wash</b>	<b>IP</b>	<b>IP (1)</b>
<b>Worldpay</b>	<b>IP</b>	<b>IP (1)</b>
<b>Chase/Paymentech</b>	<b>IP</b>	<b>IP</b>
<b>First Data Atlanta (Buypass)</b>	<b>IP</b>	<b>IP</b>
<b>Elavon (Nova)</b>	<b>IP</b>	<b>IP</b>
<b>Heartland</b>	<b>IP</b>	<b>IP</b>

<sup>(1)</sup> *This is a direct interface and does not require the use of a Dial Tran or IP Tran*

**Please mark which situation applies to your site, and note which sections you need to complete:**

- New set-up (credit card device needed) – complete sections 1, 2, 3 (a-d), 5, and 6 (Internet)
- Change of processor – complete sections 1, 2, 3 (a, b, d, e, f), 4, 5, and 6 (Internet)
- Change of car wash ownership – complete sections 1, 2, 3 (a, b, d, e, f), 4, 5, and 6 (Internet)
- Upgrade from dial-up to Internet processing – complete sections 1, 2, 3 (a & b), 4, 5, and 6 (Internet)

*\*Contact your Unitec authorized distributor for required equipment upgrades*

## 1. SITE CONTACT INFORMATION

Car Wash Name: \_\_\_\_\_

Company Name (if different from car wash name): \_\_\_\_\_

Site Location Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Authorized Contact Name: \_\_\_\_\_

Authorized Contact Title: \_\_\_\_\_

Authorized Contact Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Authorized Contact Email Address: \_\_\_\_\_

## 2. DISTRIBUTOR CONTACT INFORMATION

Distributorship Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

## 3. UNIT INFORMATION

a. Type of Unit:  Sentinel  Portal TI  Wash Select II  C-Start  WashPay  Enterlink

b. Unit Serial Number: \_\_\_\_\_ Modem Serial Number: \_\_\_\_\_

c. For new units, the sales order or purchase order the unit(s) was ordered on: \_\_\_\_\_

*\*to ensure timely shipment of your credit card device, please make sure this information is complete\**

d. Please select only one:

- Sending in an existing modem
- Ordering a swap/replacement modem from a distributor
- Ordering a brand new IP Tran LT internet based modem

e. If your unit has shipped, please provide a shipping address for your credit card device: \_\_\_\_\_

f. Shipping method:  Ground (standard charges apply)  Overnight (air freight charges apply)

#### 4. CHANGE IN PROCESSOR OR OWNERSHIP

**DATATRAN REPLACEMENT:** If you are changing your processor, have a change in ownership, or are replacing your credit card device for any reason, Unitec will need a completed copy of this form (Credit Card Setup Application). There is an additional \$150 charge per device for this service. Please supply your credit card information below for the charge.

Remote downloads are no longer offered. You will be required to send your modem in via prepaid shipping to Unitec for programming. Unitec will charge your credit card the return shipping costs.

**DIALTRAN OR IP TRAN REPLACEMENT:** If you are changing your processor, have a change in ownership, or are replacing your credit card device for any reason, Unitec will need a completed copy of this form (Credit Card Setup Application). You **must** ship your Dial Tran or IP Tran to Unitec for download (no field downloads). There is a \$400 fee per device for this service. Please supply your credit card information below for the charge **plus** return shipping costs.

Car Wash Name: \_\_\_\_\_

Card Type:     MasterCard         Visa         Discover         American Express

Card Number: \_\_\_\_\_

CC Security Code: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Billing Zip code: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

\*\*\*\*\*THE INFORMATION ON THIS PAGE WILL NOT BE RETAINED BY UNITEC\*\*\*\*\*

**5. REQUEST FOR UNITEC TO PROGRAM CREDIT CARD DEVICE**

This is to advise Unitec that our Company has acquired the above Unitec Product containing a credit card device intended to be used to facilitate the electronic deposit of funds. The Company recognizes that the information provided must be accurate or the deposits may not actually be made, they may be made into an incorrect account, and/or there may be other adverse consequences. The Company further understands that Unitec cannot confirm when the Unitec Product is first used by us, or whether deposits are being properly made as intended.

Therefore, the Company agrees that it shall confirm with the above institution that the Product is properly directing deposits into the correct account by running a test transaction prior to the first use of the Product, and it shall immediately cease using the Product and immediately notify Unitec by fax at the above number if funds are not being correctly deposited as expected. It shall not use the Product at any time thereafter, until the problem is resolved, and proper verification of deposits can be made.

The Company agrees that it shall assume, and it shall be solely responsible for any losses it sustains at any time due to the inaccuracy of any of the above banking information, even if they are the result of Unitec's incorrect input of information into the credit card device. Should the Company pursue a claim against Unitec to recover damages for losses for which it has assumed liability as set forth above, it shall hold harmless and indemnify Unitec from any and all costs and expenses Unitec shall reasonably incur in defending against an action brought against Unitec.

**COMPANY:**

\_\_\_\_\_  
Signature of Authorized Contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

## 6. INTERNET PROCESSOR OPTIONS

**For the following options**, Internet service through a broadband connection (DSL, Cable) must be available at the site. This will typically require establishing an Internet Service account through a local telecommunications company or other Internet Service Provider (ISP). The installation of this service must include a network router that uses DHCP addressing.

\* Each machine must have a separate Terminal ID\*

**PRIORITY (PPS)** The site owner must establish an account with PPS for transaction processing. To set up an account, contact PPS at 678-269-6960 EXT. 701.

- **For Portal, Sentinel, C-Start or WashPay units:** The account is activated by entering the Merchant ID number in the equipment set-up function. The Merchant ID number is provided by PPS in the account acknowledgement letter which is sent to the Merchant. Unitec's Distributor is responsible for entering the Merchant information into the equipment. For assistance, call Unitec's Technical Support Department. **These forms not needed is using one of these units.**
- The site owner must establish an account **For Wash Select II/POS units:** Unitec provides a separate credit device that is programmed for the PPS Network. To activate this device, the Distributor or Merchant must contact their PPS Account Rep and provide the device ID number. This ID number is printed on the device's label.

Please check this box and return this form when using PPS with a Wash Select II.

**WORLDPAY** The site owner must establish an account with Worldpay for transaction processing. To set up an account, contact Worldpay at 1-800-846-4472.

- **For Portal, Sentinel, C-Start or WashPay units:** The account is activated by entering the Merchant ID number in the equipment set-up function. The Merchant ID number is provided by Worldpay in the account acknowledgement letter which is sent to the Merchant. Unitec's Distributor is responsible for entering the Merchant information into the equipment. For assistance, call Unitec's Technical Support Department. **These forms not needed is using one of these units.**
- The site owner must establish an account **For Wash Select II/POS units:** Unitec provides a separate credit device that is programmed for the Worldpay Network. To activate this device, the Distributor or Merchant must contact their Worldpay Account Rep and provide the device ID number. This ID number is printed on the device's label.

Please check this box and return this form when using Worldpay with a Wash Select II.

### **CHASE/PAYMENTECH NETCONNECT** Must be setup as Host Capture

PNH Merchant ID: (12 digits) \_\_\_\_\_

Terminal ID: (3 digits) \_\_\_\_\_

Client ID: (4 digits) \_\_\_\_\_

NetConnect User Name: \_\_\_\_\_

NetConnect Password: \_\_\_\_\_

### **FIRST DATA ATLANTA (BUYPASS)** Must have self-registering Data Wire and setup as Host Capture

Merchant ID (6 digits): \_\_\_\_\_

Terminal ID (3 digits): \_\_\_\_\_

### **ELAVON (formerly NOVA)** (Hybrid Auto close Only) Must be setup as Host Capture

Merchant Service: \_\_\_\_\_ Phone: \_\_\_\_\_ Contact: \_\_\_\_\_

Bank ID# (6 digits): \_\_\_\_\_

Terminal ID # (Merchant ID & 2-digit station #): \_\_\_\_\_

Note: Account MUST be configured for AUTO CLOSE

**Unitec**

7125 Troy Hill Drive • Elkridge, MD 21075 • 443-561-1200 • 410-579-6830 Fax

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**6. INTERNET PROCESSOR OPTIONS CONTINUED**

**HEARTLAND** Must be setup as Terminal Capture

Acquirer BIN (6 digits): \_\_\_\_\_

Merchant ID (12 digits): \_\_\_\_\_

Terminal No. (4 digits): \_\_\_\_\_

City Code (5 or 9 digits): \_\_\_\_\_ - \_\_\_\_\_

Time Zone Differential (3 digits): \_\_\_\_\_

Merchant Category (SIC) Code (4 digits): \_\_\_\_\_

Merchant Name (Caps & Numbers Only, No Spaces, Max 25 chars): \_\_\_\_\_

Merchant City (Caps Only w/ spaces, 13 Char Max): \_\_\_\_\_

Merchant State (Caps Only): \_\_\_\_\_

Terminal ID (8 digits): \_\_\_\_\_

**IMPORTANT!**

These instructions must be carefully followed to complete a successful installation and proper operation. Variance from these instructions will result in a delay of credit card processing. The credit card device will not be sent out with any Wash Select II/POS or Portal TI units until Unitec receives the merchant information.

Unitec, Inc. is not responsible for any loss of transaction data and specifically disclaims any liability for actual or consequential damages, limiting liability to repair or replacement as set forth in Unitec, Inc.'s limited warranty.

*For Internal Use Only*

Received By: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Total Charge: \_\_\_\_\_

\_\_\_\_\_