



Credit Card Setup Application

This document contains the information needed to set up your Merchant Account. For a Merchant Service Provider, feel free to choose your own bank, or choose one of our preferred providers (refer to our Preferred Merchant Service Providers sheet). If your Merchant Services Provider has any compatibility questions, please have them contact our Merchant Service Department at 443-561-1200 or MSD@ue83.com.

Once your Merchant Account has been acquired, please fill out these forms **completely** (print or type legibly) and fax it back to Unitec at 410-579-6830 as soon as possible to ensure that your credit card device ships with your unit. 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.

Please keep in mind that after the application has been submitted, you will receive a screen shot (via fax or email) containing the Merchant ID/Terminal ID# 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.

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-e), 5, and 6 (Internet) or 7 (dial-up)
- Change of processor – complete sections 1, 2, 3 (a & b), 4, 5, and 6 (Internet) or 7 (dial-up)
- Change of car wash ownership – complete sections 1, 2, 3 (a & b), 4, 5, and 6 (Internet) or 7 (dial-up)
- 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*
- Re-download for replacement credit card device – complete sections 1 and 4
**This is not an order form for replacement or remanufactured credit card devices*
- Canadian customers – complete sections 1, 2, 3 (a-e), 5 and **page 6**

1. SITE CONTACT INFORMATION

Car Wash Name: _____
Company Name (if different from car wash name): _____
Location Street Address: _____
City: _____ State: _____ Zip: _____
Credit Card Device Phone #: _____ "9" required to dial out? Yes No
Owner's Name: _____
Authorized Customer Representative Name: _____
Authorized Customer Rep's Phone #: _____ Fax #: _____
Authorized Customer Rep's 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: Portal TI Wash Select II WashPay Enterlink
- b. 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. If your unit has shipped, please provide a shipping address for your credit card device: _____

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

4. CHANGE IN PROCESSOR OR OWNERSHIP

If you are changing your processor, have a change in ownership, or are replacing your credit card device for any reason, you will need to contact Unitec to set up an appointment (and be on-site) to re-download your credit card device. There is an additional \$90 charge per terminal for this service. Please supply your credit card information below for the \$90 charge.

Car Wash Name: _____

Card Type: MasterCard Visa

Card Number: _____

Expiration Date: _____

Authorized Signature: _____

Printed Name: _____

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 received from our customers into the Company merchant account described below at the following institution:

Full Name of Bank/Financial Institution where funds are being dispersed: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Merchant ID/Terminal ID # _____

The Company recognizes that the information above 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

Unitec Electronics

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

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 Customer Representative

Date

Printed Name

Title

6. INTERNET PROCESSOR OPTIONS

MERCURY PAYMENT SYSTEMS (for Wash Select II/POS, Portal and WashPay systems)

- 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.
- The site owner must establish an account with Mercury Payment Systems (www.mercurypay.com) for transaction processing. To set up an account, contact Mercury at 1-800-846-4472.
- Once that account is established, Mercury will provide an acknowledgement letter with Merchant and Bank ID numbers. The Unitec distributor is responsible for entering the Merchant information into the equipment. For assistance, call Unitec's Technical Support Department.
- Note: for Wash Select II installations converting from a dial-up to Internet processing, the credit device currently installed in the Wash Select II will need to be reprogrammed. This reprogramming can be performed remotely, over the phone line connection (after your distributor installs the credit IP upgrade). The equipment distributor should contact Unitec's Technical Support Department to have this service completed in advance of the installation.

Please note! If you are using Mercury Payment Systems as your processor, please follow the directions above but you do not need to complete and submit this form to Unitec.

PAYMENTECH NETCONNECT (for Wash Select II/POS systems only)

- 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.
- Note: for Wash Select II installations converting from a dial-up to Internet processing, the reprogramming can only be performed at Unitec (after your distributor installs the credit IP upgrade).

PNH Merchant ID: _____

Terminal ID: _____

Client ID: _____

NetConnect User Name: _____

NetConnect Password: _____

7. DIAL-UP FRONT END PROCESSOR OPTIONS

Your bank or credit service provider can fill in the following merchant information.

Note: Certified Transaction Credit card device is listed as Datacap Datatran 162SL

PAYMENTECH/GENSAR (for Wash Select II/POS and Portal systems only)

Accounts must be set up as Host capture!

Merchant Service: _____ Phone: _____ Contact: _____

PNH Merchant ID#: _____ Terminal ID: _____ Client #: _____

Note: Account MUST be configured for AUTO CLOSE

Main Authorization Number: _____ Alternate: _____

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

ELAVON (formerly NOVA) (Hybrid Auto close Only) (for Wash Select II/POS, Portal and WashPay)

Accounts must be set up 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

Main Authorization Number: _____ Alternate: _____

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

FDR/OMAHA NETWORK (for Wash Select II/POS, Portal and WashPay)

Accounts must be set up as Host capture!

Merchant Service: _____ Phone: _____ Contact: _____

Terminal ID # (15 or 16 digits): _____

Note: Account MUST be configured for AUTO CLOSE (ETC type 3)

Main Authorization Number: _____ Alternate: _____

GLOBAL PAYMENTS (MAPP Platform) (for Wash Select II/POS, Portal and WashPay)

Accounts must be set up as Host capture!

Merchant Service: _____ Phone: _____ Contact: _____

Terminal ID # (2 Letters, IF, EQ etc + 11 digits): _____

Note: Account MUST be configured for AUTO CLOSE

Main Authorization Number: _____ Alternate: _____

TSYS (VisaNet/Vital) (for Wash Select II/POS systems running software version 5.42 or higher only)

Merchant Service: _____ Bank ID # (6 digits): _____

Merchant/Store/Terminal Number (12-digit Merchant ID; 4-digit Store Number; 4-digit Terminal Number):

Agent Code (6 digits, use 000000 if not supplied): _____

Zip Code (Merchant location 5 or 9-digit zip code): _____ - _____

Time Zone Differential (3 digits – Eastern = 705; Central = 706; Mountain = 707; Pacific = 708): _____

Continues on next page...

TSYS (continued)

Chain Code (6 digits, use 000000 if not supplied): _____

Category Code (4 digits): _____

Merchant Name (1-24 characters): _____

Merchant City (1-13 characters): _____

Merchant State (2 characters, use standard Post Office state abbreviations): ____

Location Code (5 digits, use 00001 if not supplied): _____

Main Settlement Phone Number (1-24 characters, include outside access code if required, use 18774880757 if not supplied): _____

VISA 'V' Serial Number (8 digits, replace leading V with number 7): _____

Settlement Blocking Factor (Select 3 if unknown): 1 2 3

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

*** Unitec requires running Wash Select software version 5.42 or higher with this application**

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: _____

For Canadian Customers Only!!!

Global Payments Systems (GPS) of Canada, (Formerly NDC)

MERCHANT SERVICE APPLICATION FORM

Merchant Information	Note: Please ensure the information below is the same as your Merchant Agreements		
<i>If you are changing or deleting information, please complete a "Change Request Form" available at www.globalpaymentsinc.com</i>			
Merchant name (Doing Business As)	_____		
<small>*Max 25 characters appear under "Merchant Name" on Cardholder's Credit Card Statement*</small>			
Merchant Address	_____		
City	Prov/State	Postal/Zip	
<small>*Max 15 characters appear under "City" on Cardholder's Credit Card Statement*</small>			
Contact Name	Email		
Telephone #	_____		Fax # _____

P.O.S. System Information	POS System Name: <u>Datacap Datatran 162SL</u>		
Vendor/Dealer Name:	<u>Unitec Electronics</u>	Contact Name:	_____
Telephone #	<u>4 4 3 5 6 1 1 2 0 0</u>	Fax #	<u>4 1 0 5 7 9 6 8 3 0</u>
Communication Type	<input checked="" type="checkbox"/> DIAL UP <input type="checkbox"/> IP/SSL <input type="checkbox"/> IP VPN <input type="checkbox"/> IP DATAWIRE <input type="checkbox"/> OTHER		

Credit Card Information	Note: Please ensure the information below is ACCURATE as it will affect your bank account deposits.		
Card Types	Merchant Number	Circle the companies that provided your MC & Visa merchant #	
MasterCard	_____	<input type="checkbox"/> GPI	<input type="checkbox"/> Credit Union CUETS
VISA	_____	<input type="checkbox"/> Moneris	<input type="checkbox"/> First Data
American Express	_____	<input type="checkbox"/> GPI	<input type="checkbox"/> TD CanadaTrust
JCB	_____	<input type="checkbox"/> Moneris	<input type="checkbox"/> Paymentech
Discover	_____	<input type="checkbox"/> Desjardins	
Diner's Club	_____	<input type="checkbox"/> Sears	
<small>Debit Card: If your system is certified for Debit with Global, complete a "Debit Card Services Request Form" available @ www.globalpaymentsinc.com</small>			

Attach a VOID Cheque from both MC and Visa Deposit Bank accounts

Processing Information	Currency:	<input checked="" type="checkbox"/> CAN\$	<input type="checkbox"/> U.S.\$	Check only ONE: Complete a separate form for each currency
Internet/eCommerce:	Do you process credit card orders over the internet?		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Data Capture/Settlement:	<input type="checkbox"/> Terminal-based: Merchant or Software provider initiates end-of-day batch upload <input checked="" type="checkbox"/> Host-based: GPS automatically closes batch daily at 1:00 a.m. EST			
POS Attended/Unattended:	<input type="checkbox"/> Attended: POS device is operated by attendant at the site <input checked="" type="checkbox"/> Unattended: POS device is operated solely by the cardholder			
I agree to verify my bank accounts on a daily and monthly basis, to ensure that I am correctly receiving my deposits from GPS.				
Signature:	Date: (MMDDYY)			

Fax completed application to: Implementations Department 416-644-5964

GPS Set up Information	Bank ID/ICA	Merchant Terminal ID	_____	
This section will be completed by GPS Implementation department and will be forwarded back to you. Please provide this information to your vendor to configure your POS system.	Plan	Company	Store	
	Agent	/		MCC/SIC Code
	Primary Access No.	<u>8 7 7 - 5 5 3 - 5 5 2 7</u>	Backup No.	<u>8 0 0 - 4 6 1 - 4 6 1 4</u>

PLEASE ALLOW UP TO 3 WEEKS FOR IMPLEMENTATION

Global Payment Systems (GPS) of Canada, Ltd. Phone (416) 644-5959 (Press Option 1) Fax (416) 644-5964
THIS FORM IS AVAILABLE ON-LINE AT www.globalpaymentsinc.com