



# MyCard<sup>®</sup> Sign Up Worksheet

MyCard is the credit card processing system embedded into MyPMS<sup>®</sup>. If you use this service, you have chosen to use the least expensive, fastest and most accurate form of processing credit cards available today. We will need a minimal amount of information to get you started. Unlike MyPMS though, it may take a few days to get this service operating because we must work in conjunction with your merchant processor.

Your merchant processor should be able to supply you with the information. Inform them that we will set you up via a **Vital/VisaNet/TSYS** processor, and if they have any questions, have them contact Jeff Tweddale from BookingCenter at +1-707-874-3922 ext. 203 directly and visit: <https://support.bookingcenter.com/index.php?/Knowledgebase/Article/View/78> for our PCI Compliance documentation. If you have never processed credit cards before, your bank should be able to set you up an account or refer you to another bank that can.

**Merchant provider:** we prefer you generate a **Parameter Sheet** (also called a **VAR Sheet**) from whichever of the 3 processors you use for this account. Either **email** this completed form to your Setup Rep at BookingCenter or **fax** this to: +1-718-228-5959.

A. Credit Cards Accepted:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**Each value must be filled in below:**

- B. Merchant Number: \_\_\_\_\_
- C. Store Number: \_\_\_\_\_
- D. Terminal Number: \_\_\_\_\_
- E. Terminal ID (called a "V number"): \_\_\_\_\_
- F. Agent Bank Number: \_\_\_\_\_
- G. Agent Chain Number: \_\_\_\_\_
- H. ACQ Bin: \_\_\_\_\_