MyCard© Sign Up Worksheet

MyCard is the credit card processing system embedded into MyPMS©. 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 support **both** 'online' e-commerce for online booking deposits **and** EMV terminals for on-site 'tap, dip, swipe' transactions. Unlike MyPMS though, it may take a few days to get this service operating because we must work in conjunction with a merchant processor.

Your existing merchant processor should be able to supply the necessary information. Inform them to set you up via a **Vital/VisaNet/TSYS/Gobal** processor, and if they have any questions, have them contact Jeff Tweddale from BookingCenter at +1-707-874-3922 ext. 203 directly and/or visit: https://support.bookingcenter.com/index.php?/Knowledgebase/Article/View/78 for our PCI Compliance documentation.

If you want an EMV ('tap, dip, swipe') terminal, or have never processed credit cards, please visit: https://lp.tsys.com/partner/bookingcenter/ to get started, and a representative from Global Payments will contact you.

Merchant provider: we prefer you generate a ***Parameter Sheet*** (also called a ***VAR Sheet***) from whichever of the 4 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: _____