



Credit Card Setup Application

U.S. Accounts Only

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 ask our Merchant Services Department for a reference. 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, 3 and 4
**This is not an order form for replacement or remanufactured credit card devices*

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: Sentinel Portal TI Wash Select II 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. 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

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). 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 device for this service. Please supply your credit card information below for the \$90 charge.

In the event that the remote download to your credit card device fails, 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 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 DialTran in to Unitec for download (no field downloads). There is a \$350 fee per device for this service. Please supply your credit card information below for the \$350 charge **plus** return shipping costs.

Car Wash Name: _____

Card Type: MasterCard Visa Discover American Express

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:

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

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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 Sentinel, 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.
- **For Wash Select II/POS units:** Unitec provides a separate credit device that is programmed for the Mercury Network. To activate this device, the Distributor or Merchant must contact their Mercury Account Rep and provide the device ID number. This ID number is printed on the device's label.
- **For Portal, Sentinel 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 Mercury 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.

Please check this box and return this form when using Mercury Payment Systems with a Wash Select II. When using Mercury with a Portal, Sentinel or WashPay, follow the instructions above but you do not need to complete and submit this form to Unitec.

PAYMENTECH NETCONNECT (for Sentinel, 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.
- 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

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: _____

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): _____

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): _____

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TSYS (continued)

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: _____