

## Merchant Account Application

Departments at TTUHSC have the ability to accept credit card payments by obtaining a merchant for ecommerce, terminal and/or mobile solutions. To obtain a new merchant or add additional merchants, submit a request through the [Merchant Account Application](#).

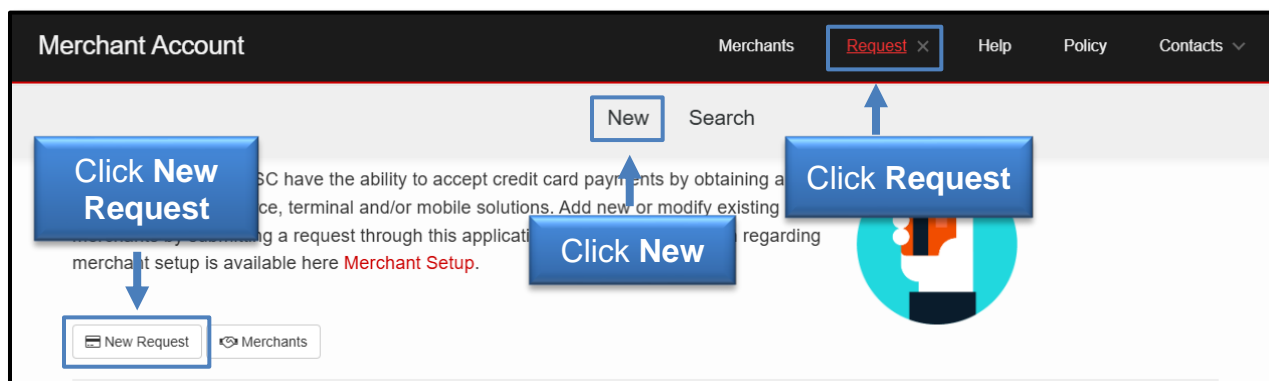
## Request Submission

[Request Search](#) (Click to go directly to content)

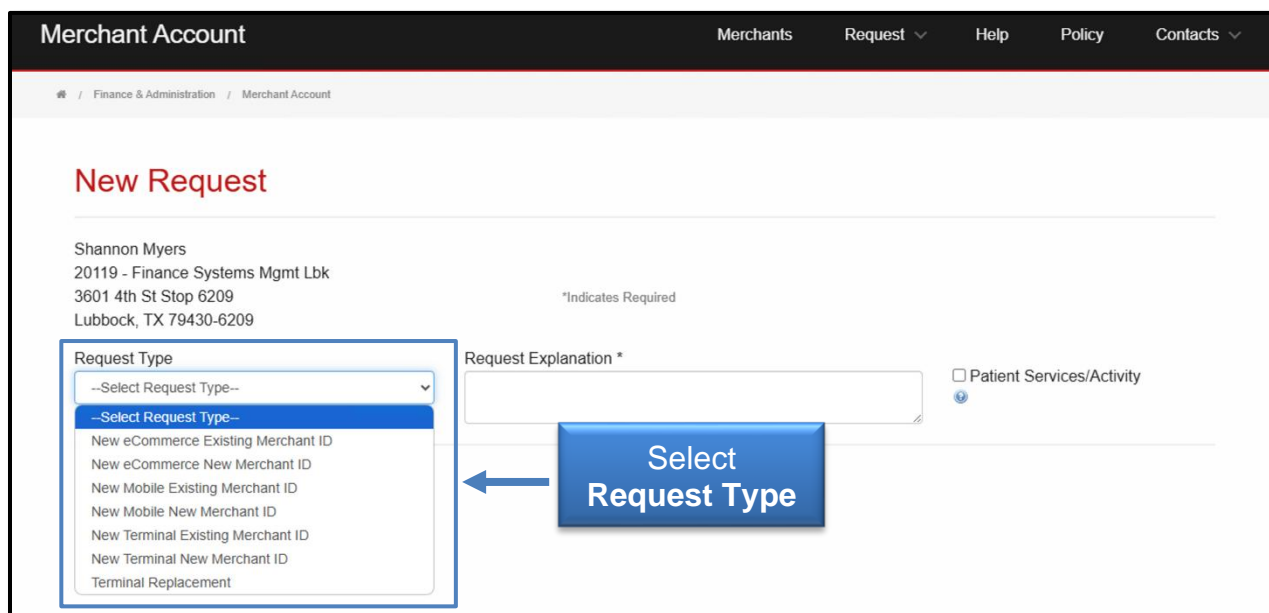
[Navigation within the Application](#) (Click to go directly to content)

## Request Submission

To request a new merchant, either click the **New Request** button on the main page, or select **Request** from the navigation bar and then click **New**.



Select a **Request Type** from the drop-down menu.



# Merchant Account Application Help

Fill in the **required fields\*** for the Request Type and provide a **Request Explanation** of intended merchant use and business need. If the request involves activity or information related to patients, checkmark **Patient Services/Activity**. Click **Submit**.

The screenshot shows the Merchant Account Application form with several callouts indicating required fields:

- Enter Request Explanation:** Points to the "Request Explanation \*" field.
- Check Patient Services/Activity:** Points to the "Patient Services/Activity" checkbox.
- Fill in Required Fields:** Points to the "eCommerce" section, which includes fields for Name, Description, Web Address, Explanation/Need, Products/Services, Type, and Revenue.
- Click Submit:** Points to the "Submit" button.

The "eCommerce" section contains the following fields and data:

- Name \*:** New FSM Merchant - Test
- Description:** (empty)
- Web Address:** (empty)
- Explanation/Need \*:** New eCommerce for FSM private gifts/grants/contracts
- Products/Services \*:** TEST
- Type \*:** UPAY UPAY Touchnet
- Revenue:**
  - Type \*:** Private Gifts/Grants/Contracts
  - Fund \*:** 181388
  - Orgn \*:** 201193
  - Prog \*:** 60
  - Add:** (button)

The Revenue table below shows the data entered:

Revenue Type	Fund	Orgn	Acct	Prog
Private Gifts/Grants/Contracts	181388	201193	560300	60

**Required fields\*** are different depending on the request type. While many of the **required fields\*** are self-explanatory, below are some tips regarding the fields that might require further explanation.

- **Merchant Name** - include a short name **limited to 16 characters** including spaces. This short name should identify the department and/or intended use of the merchant. For example, General Services department might enter a merchant name of "General Services". Or General Services might enter a merchant name of "Gen Svc Mail Svc" and "Gen Svc Surplus" when using more than one merchant within the department.
- **Merchant Description** - provides more information related to the merchant. The Merchant Name can be expanded to provide a more detailed name. Or a description of the related activity can be entered. For example, merchant short name "Gen Svc Surplus" can be expanded to "General Services Surplus" or a description such as "Sale of surplus property" can be entered.
- **Terminal/eCommerce/Mobile Name** – reenter the Merchant Name and add identifying information associated with that Merchant. For example, a terminal might be named "Gen Svc Surplus 1".

# Merchant Account Application Help

A notification will appear at the bottom of the screen once the request is submitted.

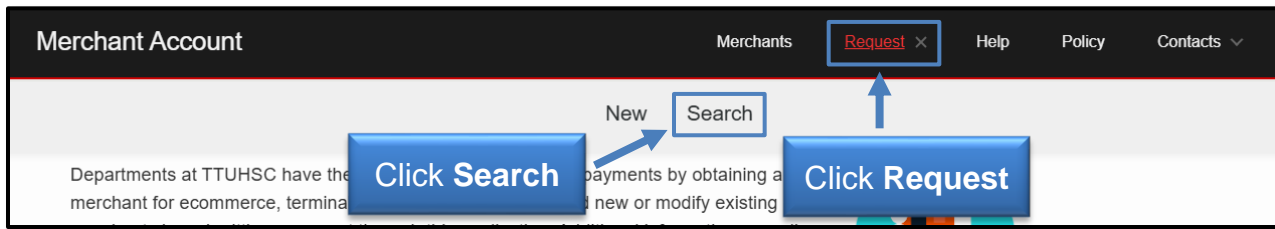
Request 2100002 successfully submitted. You will receive an email upon approval.

Depending on the type of request, it may be processed through several authorized approvers. An email will be sent upon final approval.

If a request is rejected during the approval process, an email will be sent with the reason why an authorized approver rejected the request.

[Request Search](#) (Click to return to index)

To search for requests, navigate to the **Requests** section in the navigation bar and click **Search**.



Several search options are available:

- **Request ID** – Allows to enter specific Request ID number.
- **Requested By** – Requires R number of the requestor.
- **Next Auth** – Drop-down menu lists eight approvers available for requests. Not all authorized approvers are required for every request.
- **Status** – Drop-down menu sorts by approved, cancelled, rejected or requested.
- **Type** – Drop-down menu searches by request types.

Enter the **information** for one or more of the search fields, and click **Search**.

A screenshot of the 'Request Search' form. The form has a white background with a light gray border. It contains four search fields: 'Request ID' (text input), 'Requested By' (text input with 'R Number' as a placeholder), 'Next Auth' (dropdown menu), and 'Status' (dropdown menu with '--Select Status--' as a placeholder). There is also a 'Type' dropdown menu with '--Select Type--' as a placeholder. A blue arrow points from a 'Click Search' button to the 'Search' button. Another blue arrow points from a 'Enter Search Information' button to the search fields.

# Merchant Account Application Help

Click a **Request Number** to view more details.

**Merchant Account** Merchants Request ▾ Help Policy Contacts

Home / Finance & Administration / Merchant Account

## Request Search

Request ID  Status --Select Status-- ▾

Requested By  Type New eCommerce Existing Merchar ▾

Next Auth --Select Next Auth-- ▾

Request	Type	Requested By	Dept	Explanation	Status
2000003	New eCommerce Existing Merchant ID	Melanie W	30100	Application fee link for Honor's College application	APR <a href="#">🔗</a>
2200001	New eCommerce Existing Merchant ID			wants to set up a separate website for ticket sales to the SNMA Gala.	APR <a href="#">🔗</a>
2200004	New eCommerce Existing Merchant ID			application system to Slate from Recruit	APR <a href="#">🔗</a>
2200005	New eCommerce Existing Merchant ID	Terri L	26110	Changing application system to Slate from Recruit	APR <a href="#">🔗</a>
2200006	New eCommerce Existing Merchant ID	Deidra S	25150	The Medicine Class of 2025 would like to collect their membership dues from members of the class.	APR <a href="#">🔗</a>

**Click Request Number**

The request will provide details about the submission. If the status is **Requested**, information will be displayed about the **Next Authorizer**.

**Request 2500011 - New eCommerce New Merchant ID**

**Requested By**  
Jennifer W  
51320 - Student Health Services Lbk  
3601 4th St Stop 7208  
Lubbock, TX 79430-7208

**Next Authorizer**  
Department Head - Braden C

**Explanation**  
Hosting Big XII Directors and Friends Conference. We will be taking Conference registration fees.

**Merchant**

**Merchant Name \***  
SHS

**Department Email**

**Finance Contact**  
Jennifer W ▾

**Dean/VP**  
School of Medicine ▾

**Payment Card Manager \***

**Secondary Contact**

**Bank Code \***  
67 HSC Lubbock JPMC Op Depos

**Processor \*** ☐ Third Party  
Fiserv ▾

**Category \***  
8220 Colleges, Junior Colleges, Universities, and Profes ▾

**Expense Fund \***  
181195

**Orgn \***  
513201

**Prog \***  
50

**Est Annual Sales \***  
\$ 12000

**Average Ticket \***  
\$ 250

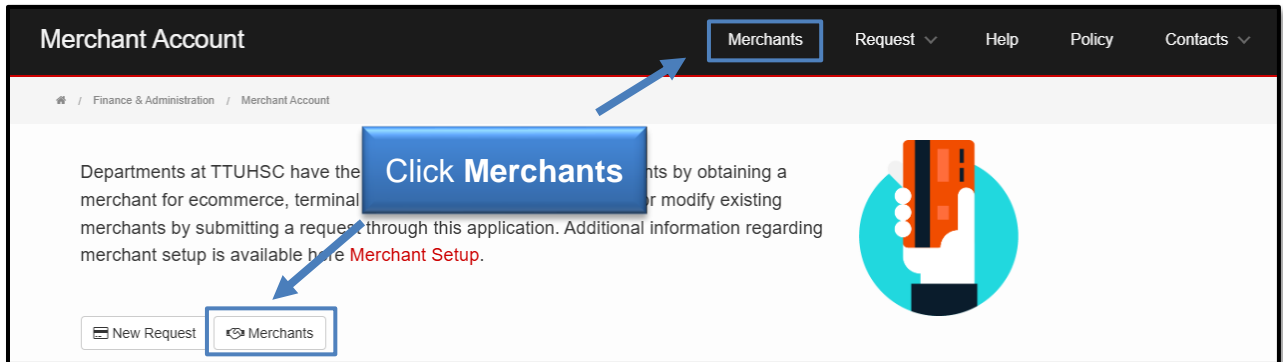
(Tax ID 75-6002622)

**View Next Authorizer**

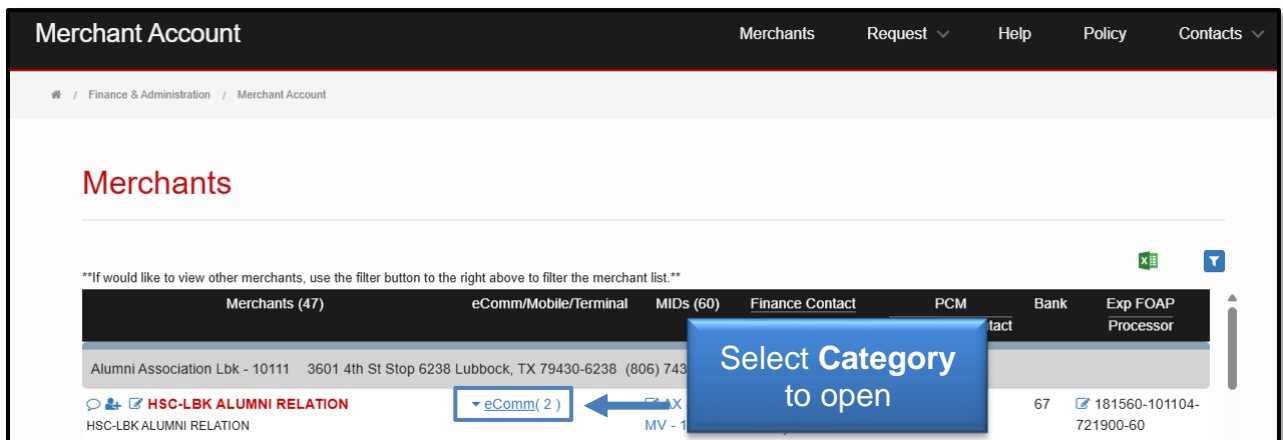
# Merchant Account Application Help

## [Navigation within the Application](#) (Click to return to index)

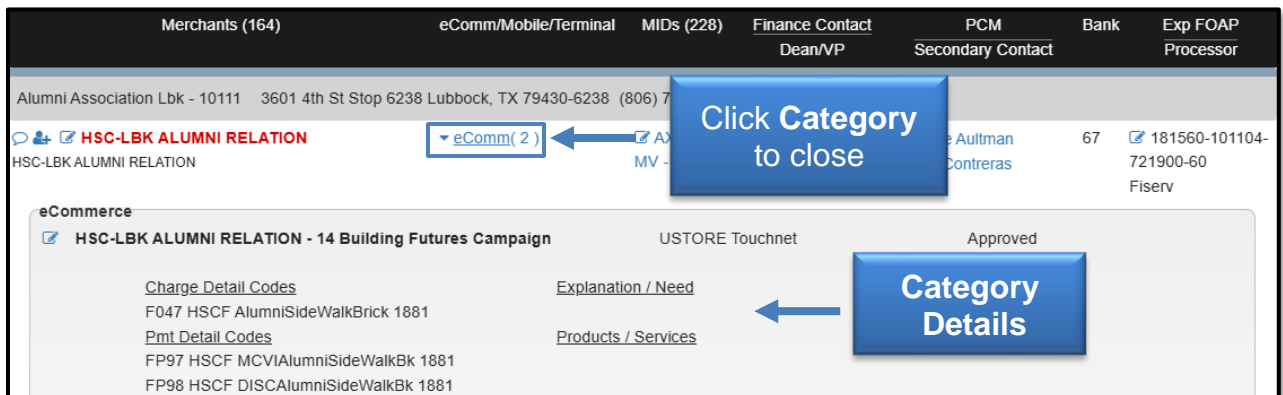
All employees will be able to view information for merchants within their home org in read only view. To view merchant information, click the **Merchants** button or select **Merchants** in the navigation bar.



When viewing merchant information, if selecting a **category** with a drop-down arrow, more details will be displayed.

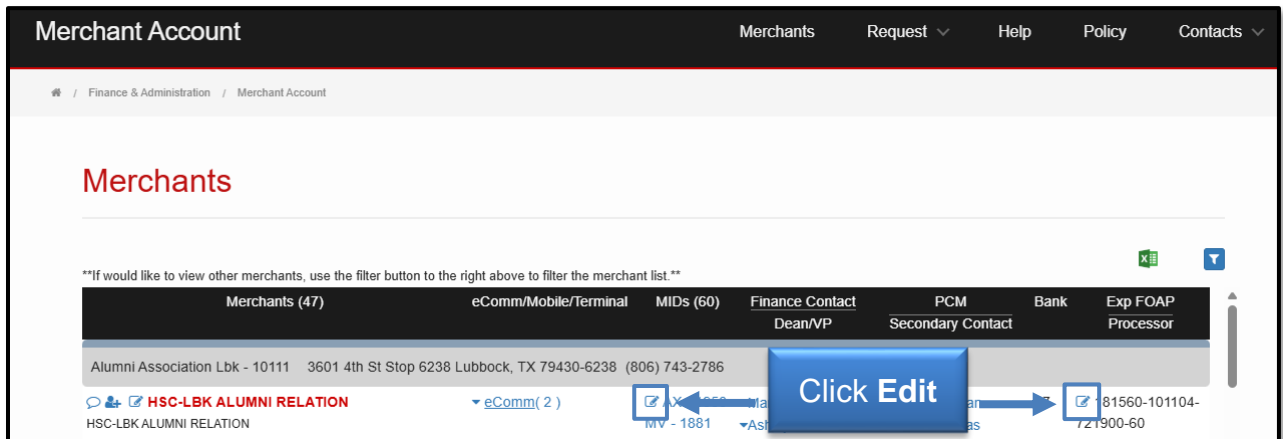


After reviewing the information, click the **category** again to close it.

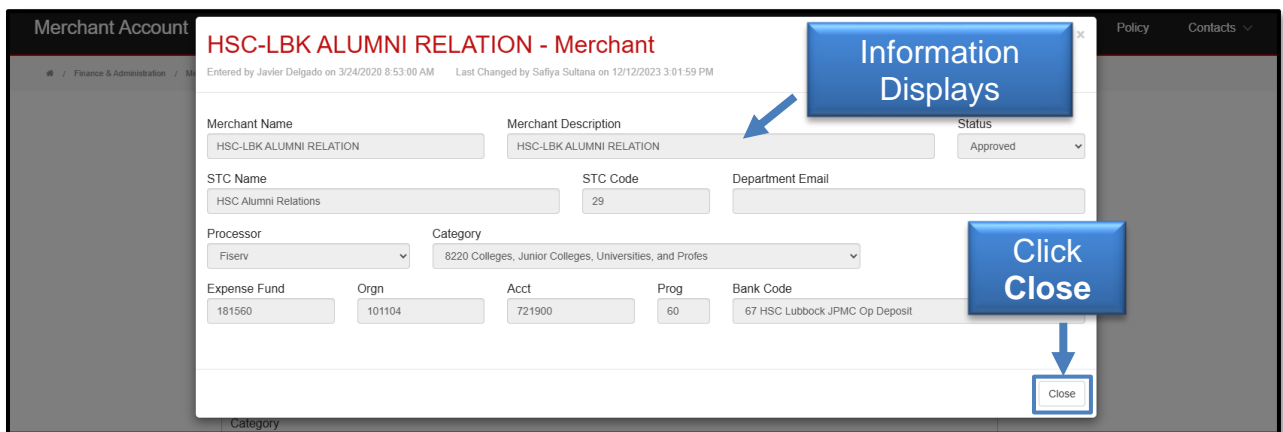


# Merchant Account Application Help

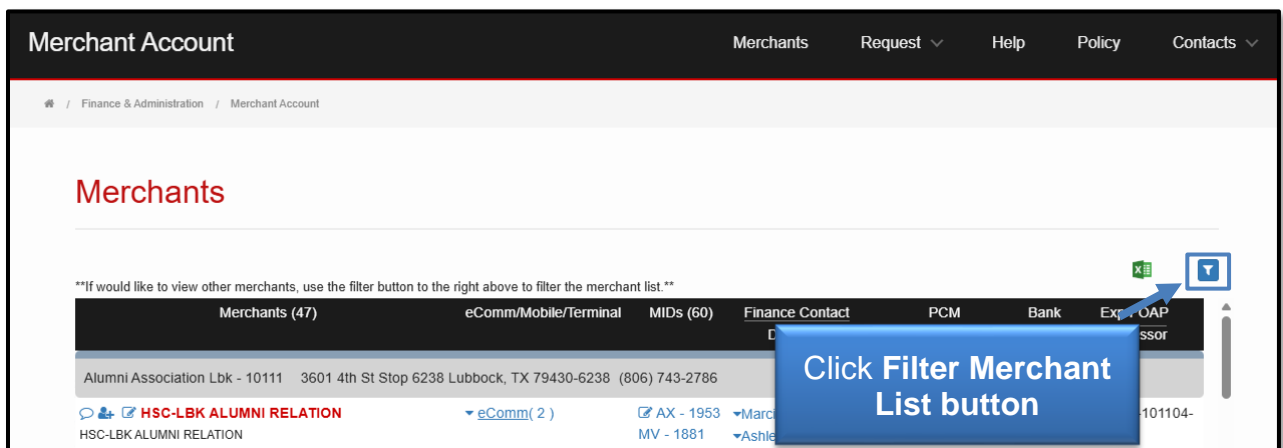
Clicking an **Edit icon** located next to a category allows you to view or make changes to the category information, depending on your role. Only users who are listed as a contact for a merchant will have the ability to edit merchant information.



The information displayed will depend on the category selected. Authorized users must provide comments whenever modifications are made.



To sort through merchants, click the **Filter Merchant List button**.



# Merchant Account Application Help

Merchants may be filtered by Name, MID, User Type, Status, Division, Campus, Subdivision, Department, Finance Contact, Dean/VP, Payment Card Manager, Primary/Secondary Admin, Primary/Secondary Contact, Expense FOP, Bank, Processor & Category. Once a selection(s) is made, click **Filter**.

The screenshot displays the 'Merchant Account' application interface. At the top, there is a navigation bar with 'Merchant Account' and several menu items: 'Merchants', 'Request', 'Help', 'Policy', and 'Contacts'. Below the navigation bar, the breadcrumb trail shows 'Finance & Administration / Merchant Account'. The main heading is 'Merchants'. The filter form contains the following fields:

- Merchant Name: Text input
- MID: Text input
- Use Type: Dropdown menu (selected: eCommerce)
- Status: Dropdown menu (selected: All)
- Division: Dropdown menu (selected: --Select Div--)
- Campus: Dropdown menu (selected: --Select Campu)
- Sub Division: Dropdown menu (selected: --Select Sub Div--)
- Department: Dropdown menu (selected: --Select Dept--)
- Finance Contact: Dropdown menu (selected: --Select Fin Contact--)
- Dean/VP: Dropdown menu (selected: --Select Dean/VP--)
- Payment Card Manager: Text input (placeholder: RNum or Name)
- Secondary Contact: Text input (placeholder: RNum or Name)
- Expense Fund: Text input
- Orgn: Text input
- Prog: Text input
- Bank: Dropdown menu (selected: --Select Bank--)
- Processor: Dropdown menu (selected: --Select Processor--)
- Category: Dropdown menu (selected: --Select Category--)

At the bottom left of the form is a small blue 'Filter' button. A large blue arrow points from a larger blue button labeled 'Click Filter' to the 'Filter' button.

Please contact Accounting Services at [hscacc@ttuhsc.edu](mailto:hscacc@ttuhsc.edu) with questions or for additional guidance in using the Merchant Account Application.