



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](#).

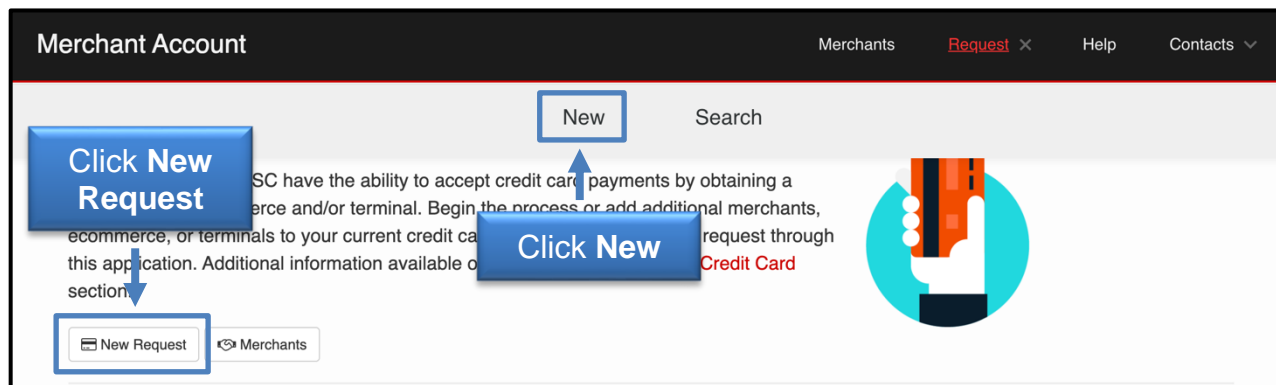
Request Submission

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

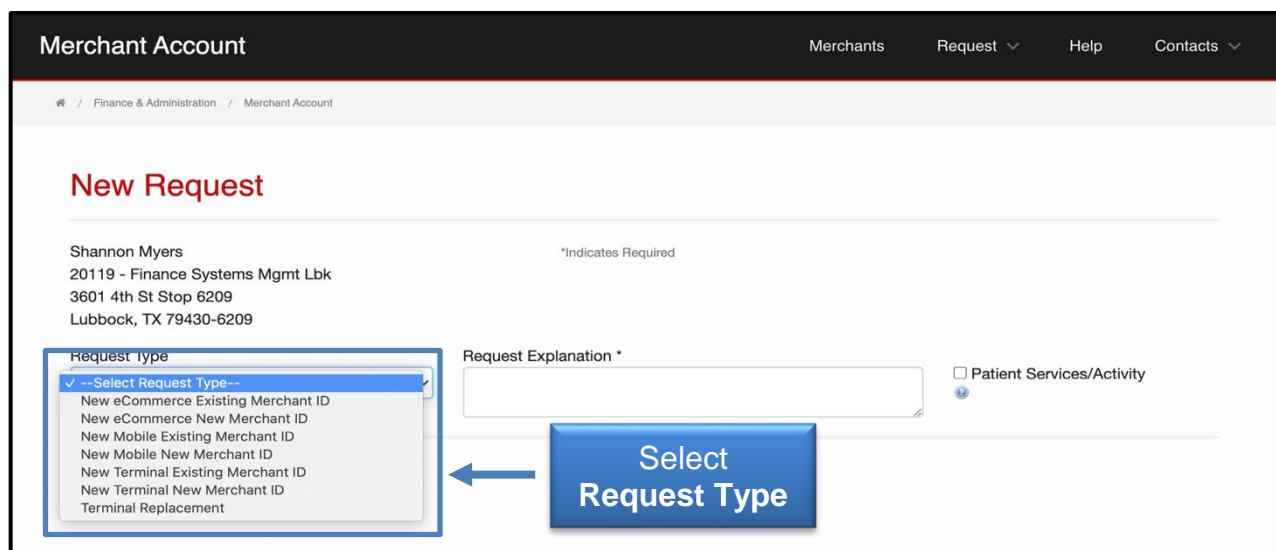
[Navigation within the Application](#) (Click to go directly to content)

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, Revenue Type, Fund, Orgn, and Prog.
- Click Submit**: Points to the "Submit" button.

The form includes the following sections:

- Request Type**: A dropdown menu with options "New eCommerce Existing Merchant ID" and "--Select Merchant--".
- Request Explanation ***: A text input field containing "New eCommerce for FSM private gifts/grants/contracts".
- Patient Services/Activity**: A checkbox that is currently unchecked.
- eCommerce**: A section containing several sub-sections:
 - Name ***: A text input field containing "New FSM Merchant - Test".
 - Description**: A text input field.
 - Web Address**: A text input field.
 - Explanation/Need ***: A text input field containing "New eCommerce for FSM private gifts/grants/contracts".
 - Products/Services ***: A text input field containing "TEST".
 - Type ***: A dropdown menu with the option "UPAY UPAY Touchnet".
 - Revenue**: A section containing a table with columns "Revenue Type", "Fund", "Orgn", "Acct", and "Prog". The table has one row with the following values: "Private Gifts/Grants/Contracts", "181388", "201193", "560300", and "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

You will receive a notification at the bottom of the screen upon your request submission.

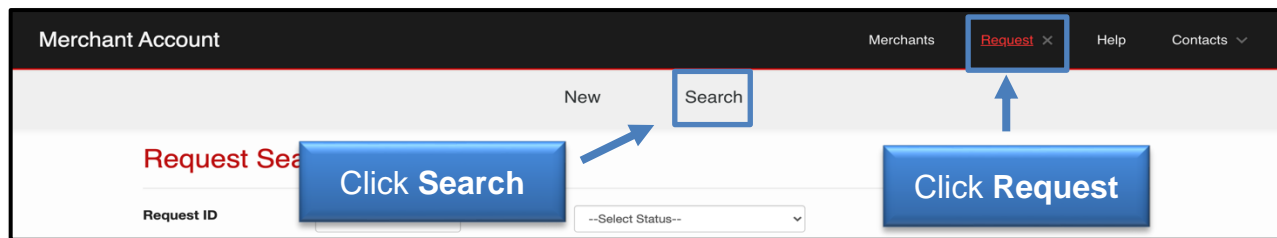
Request 2100002 successfully submitted. You will receive an email upon approval.

Depending on the type of request, it may be processed through several authorized approvers. You will receive an email 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)

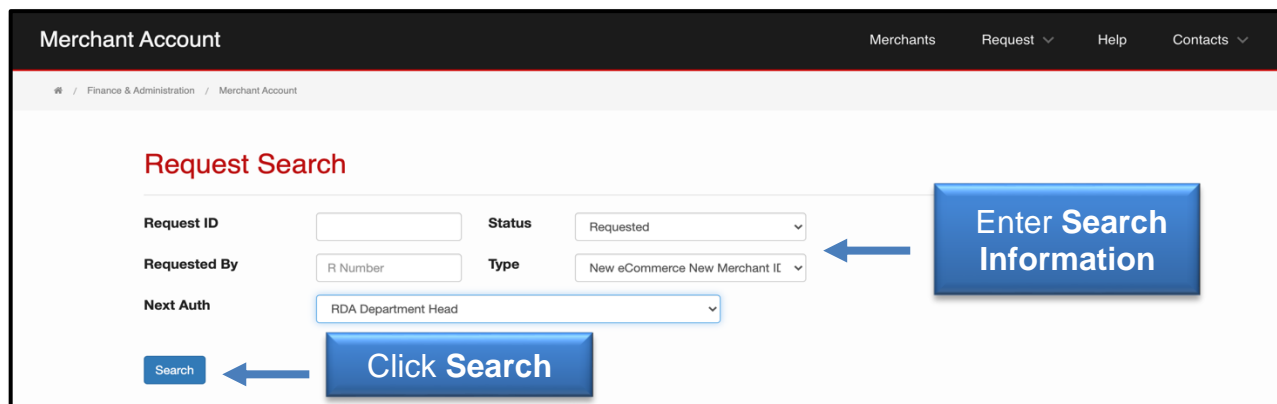
You may search for requests by selecting **Requests** in the navigation bar then clicking **Search**.



Several search options are available:

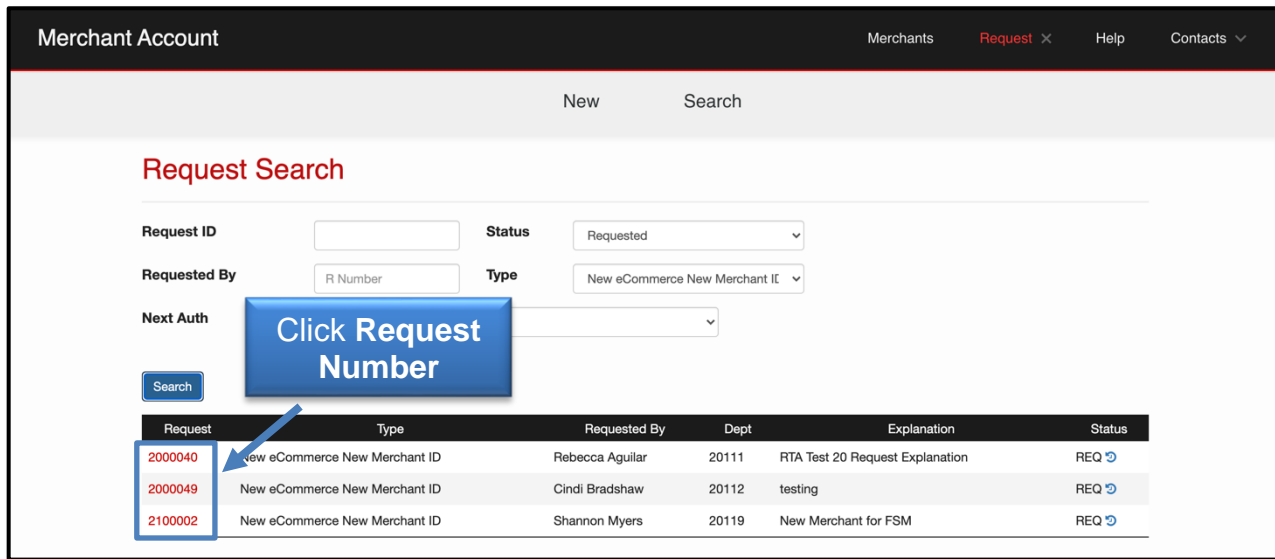
- **Request ID** – Allows you to enter a specific Request ID number.
- **Requested By** – Requires R number of the requestor.
- **Next Auth** – Drop-down menu lists eight approvers available for requests. Not all authorized approvers are required for every request.
- **Status** – Drop-down menu sorts 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**.



Merchant Account Application Help

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



Merchant Account

Merchants Request x Help Contacts v

New Search

Request Search

Request ID: Status: Requested v

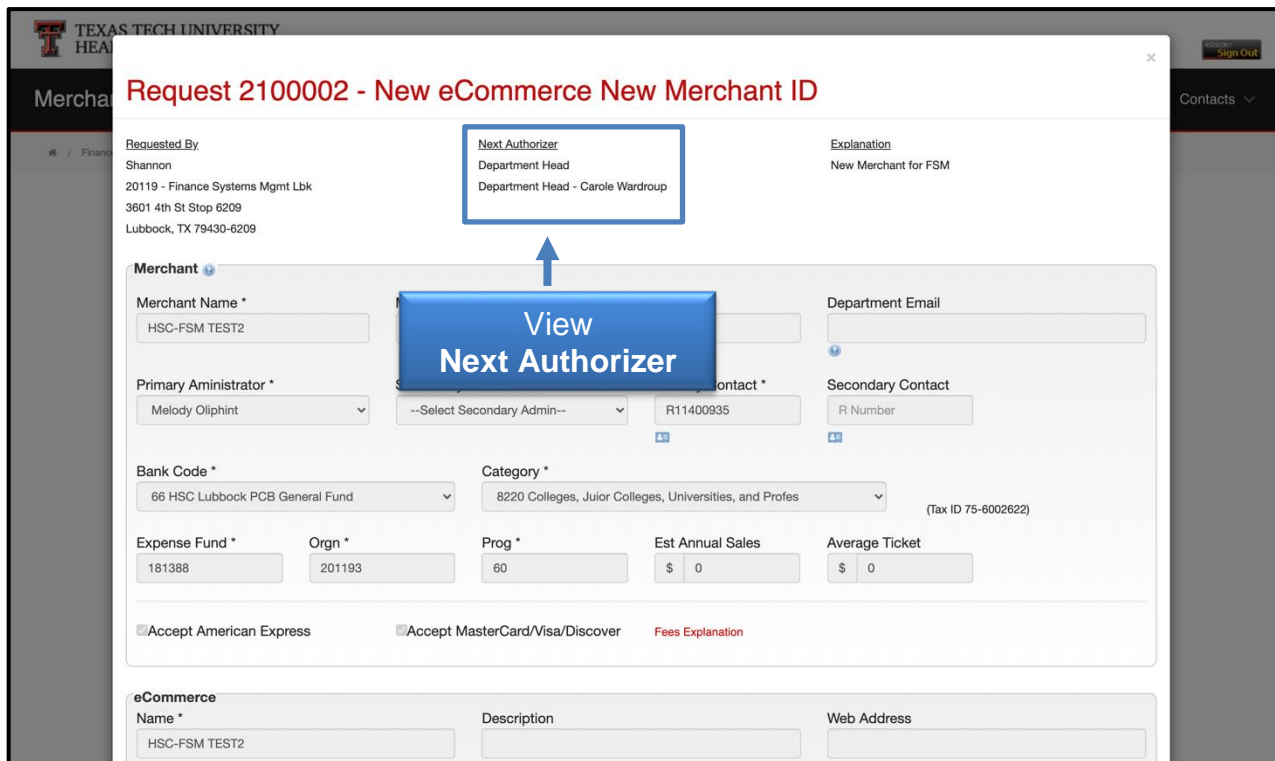
Requested By: R Number Type: New eCommerce New Merchant ID v

Next Auth:

Search

Request	Type	Requested By	Dept	Explanation	Status
2000040	New eCommerce New Merchant ID	Rebecca Aguilar	20111	RTA Test 20 Request Explanation	REQ v
2000049	New eCommerce New Merchant ID	Cindi Bradshaw	20112	testing	REQ v
2100002	New eCommerce New Merchant ID	Shannon Myers	20119	New Merchant for FSM	REQ v

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



Request 2100002 - New eCommerce New Merchant ID

Requested By: Shannon
20119 - Finance Systems Mgmt Lbk
3601 4th St Stop 6209
Lubbock, TX 79430-6209

Next Authorizer: Department Head
Department Head - Carole Wardroup

Explanation: New Merchant for FSM

Merchant: HSC-FSM TEST2

Primary Administrator: Melody Oliphint

Secondary Contact: R11400935

Bank Code: 66 HSC Lubbock PCB General Fund

Category: 8220 Colleges, Junior Colleges, Universities, and Profes

Expense Fund: 181388

Orgn: 201193

Prog: 60

Est Annual Sales: \$ 0

Average Ticket: \$ 0

Accept American Express

Accept MasterCard/Visa/Discover

Fees Explanation

eCommerce Name: HSC-FSM TEST2

Description

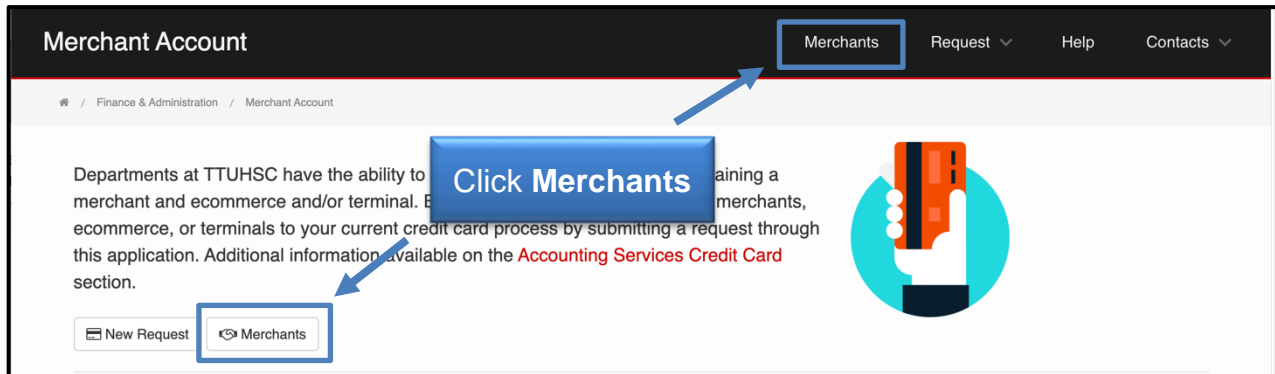
Web Address

Merchant Account Application Help

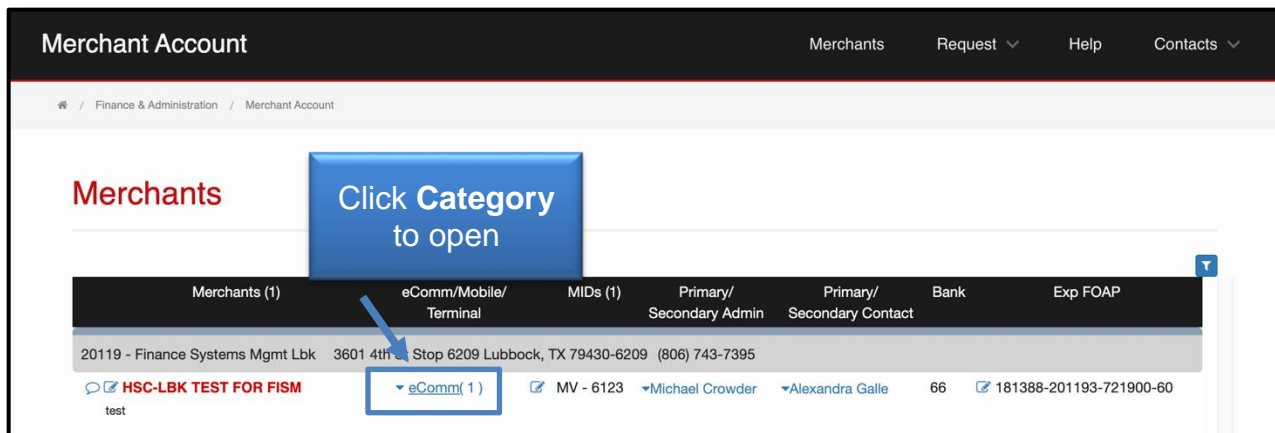
[Navigation within the Application](#) (Click to return to index)

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 you select 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

The screenshot shows the 'Merchant Account' application interface. At the top, there is a navigation bar with 'Merchants', 'Request', 'Help', and 'Contacts'. Below this, the 'Merchants' section is active. A blue box labeled 'Click Category to close' points to the 'eComm(Mobile/ Terminal)' category. Another blue box labeled 'Category Details' points to the 'eCommerce' category. The 'eCommerce' category is expanded, showing details for 'Test for FISM -'. The details include 'UPAY Touchnet' and 'Approved' status. Below this, there are links for 'Charge Detail Codes', 'Explanation / Need', 'Testing', 'Products / Services', and 'Pmt Detail Codes'.

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.

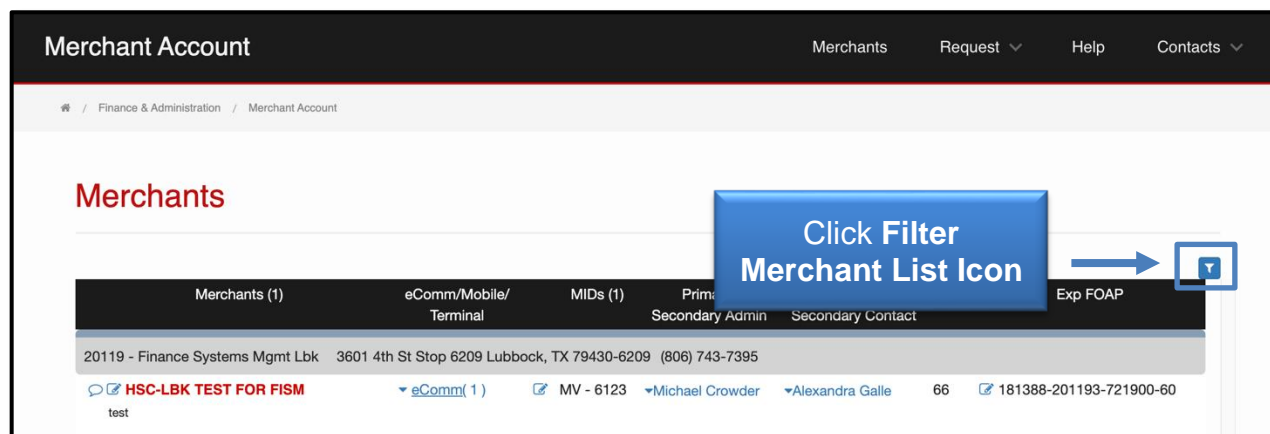
The screenshot shows the 'Merchant Account' application interface. At the top, there is a navigation bar with 'Merchants', 'Request', 'Help', and 'Contacts'. Below this, the 'Merchants' section is active. A blue box labeled 'Click Edit Icon' points to the 'eComm(Mobile/ Terminal)' category. The 'eCommerce' category is expanded, showing details for 'Test for FISM -'. The details include 'UPAY Touchnet' and 'Approved' status. Below this, there are links for 'Charge Detail Codes', 'Explanation / Need', 'Testing', 'Products / Services', and 'Pmt Detail Codes'.

The information displayed will depend on the category selected. If you have authority to make changes, comments are required when a change is made.

The screenshot shows the 'HSC-LBK TEST FOR FISM - Merchant' form. The form is titled 'HSC-LBK TEST FOR FISM - Merchant' and includes a close button. Below the title, there is a timestamp: 'Entered by Terry Dalton on 9/16/2020 1:52:38 PM' and 'Last Changed by Terry Dalton on 9/16/2020 1:52:38 PM'. The form contains several fields: 'Merchant Name' (HSC-LBK TEST FOR FISM), 'Merchant Description' (test), 'Status' (Approved), 'STC Name', 'STC Code', 'Department Email', 'Category' (5912 Drug Stores and Pharmacies), 'Expense Fund' (181388), 'Orgn' (201193), 'Acct' (721900), 'Prog' (60), and 'Bank Code' (66 HSC Lubbock PCB General Fund). A 'Close' button is located at the bottom right.

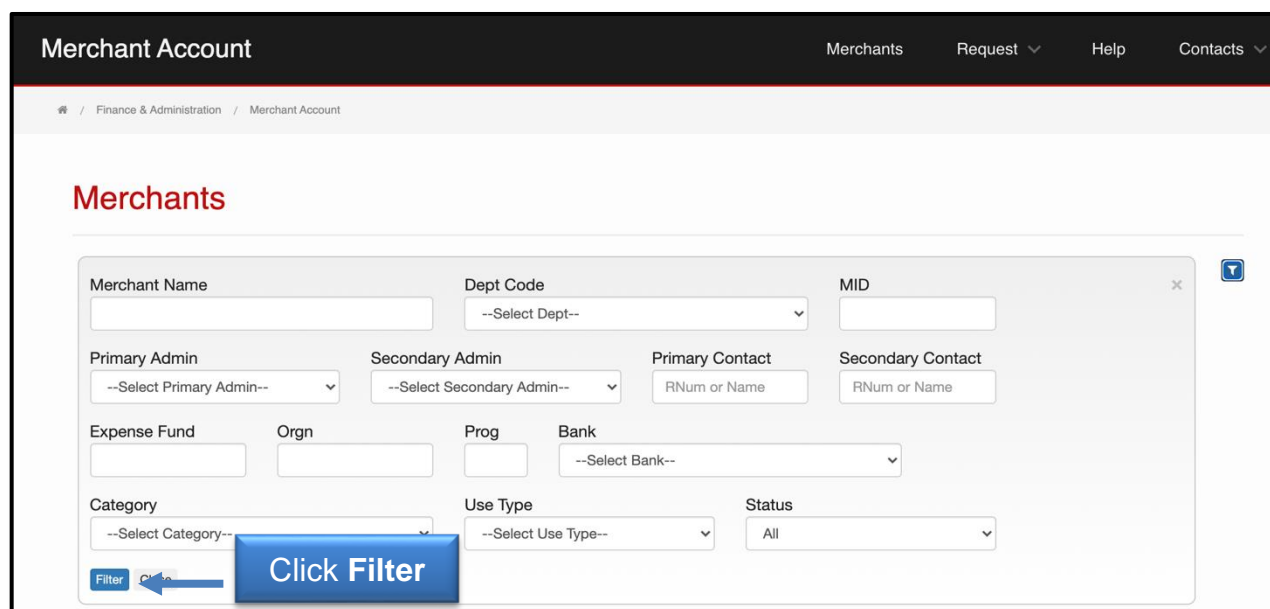
Merchant Account Application Help

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



Merchants may be filtered by Name, Department Code, MID, Primary/Secondary Admin, Primary/Secondary Contact, Expense FOP, Bank, Category, Use Type, and Status.

Once a selection(s) is made, click **Filter**.



Please contact Accounting Services at hscacc@ttuhsc.edu with questions or for additional guidance in using the Merchant Account Application.