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# Credit Card Setup Application

U.S. Accounts Only

This document contains the information needed to set up your Merchant Account. If you do not currently have a Merchant provider, we recommend CardConnect or Priority Payment Systems.

Please fill out these forms **completely** (print or type legibly) and fax it to 410-579-6830 or email it back to [msd@drb.com](mailto:msd@drb.com). If your Merchant Services Provider has any compatibility questions, please have them contact our Merchant Service Department at 443-561-1200 ext. 7507 or [msd@drb.com](mailto:msd@drb.com).

Please keep in mind that once the application has been submitted, you will receive a screen shot via email containing your merchant information provided by the processor which we have entered in our database. 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.

The credit processors supported (by product and connection type) are outlined below. Unless noted otherwise, these processing options require a Datacap IP Tran (for Internet):

**Please reach out to the Merchant Service Department if a dial-up application is needed.**

Processing options:	Wash Select II	Portal/Sentinel/ C-Start/WashPay
CardConnect	IP	IP
Priority Payment Systems	IP	IP <sup>(1)</sup>
WorldPay (Mercury)	IP	IP <sup>(1)</sup>
WorldPay (Vantiv)	IP	IP
Elavon	IP	IP
First Data Atlanta Buypass	IP	IP
Chase/Paymentech	IP	IP
Heartland	NA	IP
First Data EMV	IP (LT)	NA

(1) *This is a direct interface and does not require the use of a Datacap modem*

If using Priority Wash or Mercury on a Sierra-based unit (Portal, Sentinel, C-Start, WashPay), you **DO NOT** need to complete this form.

Please mark which situation applies to your site, and note which sections you need to complete:

- New set-up (never used a Datacap modem for credit) – complete sections 1, 2, 3, 4, and 5
- Change of processor – complete sections 1, 2, 3, 4, and 5
- Change of car wash ownership – complete sections 1, 2, 3, 4, and 5
- Upgrade from dial-up to Internet processing – complete sections 1, 2, 3, 4, and 5

*\*Contact your DRB In-Bay Solution’s authorized distributor for required equipment upgrades*

## 1. SITE CONTACT INFORMATION

Car Wash Name: \_\_\_\_\_

Business Name (if different from car wash name): \_\_\_\_\_

Site Location Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Authorized Contact Name: \_\_\_\_\_

Authorized Contact Title: \_\_\_\_\_

Authorized Contact Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Authorized Contact 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  C-Start  Wash Select II  WashPay

b. Unit Serial Number: \_\_\_\_\_ c. Modem Serial Number: \_\_\_\_\_

d. For new units, the sales order or purchase order the unit(s) was ordered on: \_\_\_\_\_

e. Please select only one: **\*For a change in ownership, a swap/replacement is not available\***

- Sending in an existing modem

- Ordering a swap/replacement modem from a distributor

- Ordering a brand-new IP Tran LT internet-based modem

f. Please provide a shipping address for your credit card device if sending in existing modem: \_\_\_\_\_

g. Shipping method UPS:  Ground (standard charges apply)  Overnight (air freight charges apply)

#### 4. REQUEST FOR UNITEC TO PROGRAM CREDIT CARD DEVICE

This is to advise DRB Systems, LLC dba Unitec, Inc. ("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. The Company recognizes that the information provided 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 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 Contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

## 5. INTERNET PROCESSOR OPTIONS

**For the following options**, 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.

**\* Each machine must have a separate Terminal ID\***

**CARDCONNECT** The site owner must establish an account with CardConnect for transaction processing. To set up an account, contact Patrick Rehayem with CardConnect at 816-234-9161.

Please check this box and return this form when using CardConnect for IP processing.

**PRIORITY (PPS)** The site owner must establish an account with PPS for transaction processing. To set up an account, contact PPS at 678-269-6960 EXT. 701.

- **For Portal, Sentinel, C-Start or WashPay units:** The account is activated by entering the Merchant ID number in the equipment set-up function. For assistance, call Unitec's Technical Support Department. **This application is not needed for the above-mentioned Unitec Pay Stations!**
- The site owner must establish an account **For Wash Select II units:** PPS uses the First Data Atlanta Bypass platform for this set-up.

Merchant ID (6 digits) \_\_\_\_\_

Terminal # (3 digits) \_\_\_\_\_

**WORLDPAY (Mercury)** The site owner must establish an account with WorldPay on the Mercury platform for transaction processing. To set up an account, contact WorldPay at 1-800-846-4472. **HOST CAPTURE**

- **For Portal, Sentinel, C-Start 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 WorldPay 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. **These forms not needed if using one of these units.**
- The site owner must establish an account **For Wash Select II/POS units:** Unitec provides a separate credit device that is programmed for the Mercury platform. To activate this device, the Distributor or Merchant must contact their WorldPay Account Rep and provide the device ID number. This ID number is printed on the device's label.

Please check this box and return this form when using the Mercury platform with a **Wash Select II ONLY.**

**WORLD PAY (VANTIV)** Fifth Third Host Capture

PNH Merchant ID (12 digits) \_\_\_\_\_

Terminal # (3 digits) \_\_\_\_\_

Client ID (4 digits) \_\_\_\_\_

## 5. INTERNET PROCESSOR OPTIONS CONTINUED

### **ELAVON** (Hybrid Auto Close Only) HOST CAPTURE

Bank ID (6 digits) \_\_\_\_\_

Merchant ID (16 digits) \_\_\_\_\_

### **FIRST DATA ATLANTA BUYPASS** Must have a self-registering Data Wire and be HOST CAPTURE

Merchant ID (6 digits) \_\_\_\_\_

Terminal # (3 digits) \_\_\_\_\_

### **CHASE/PAYMENTECH NETCONNECT** HOST CAPTURE

Merchant ID (12 digits) \_\_\_\_\_

Terminal # (3 digits) \_\_\_\_\_

Client # (4 digits) \_\_\_\_\_

NetConnect Username \_\_\_\_\_

NetConnect Password \_\_\_\_\_

### **HEARTLAND** TERMINAL CAPTURE NOT COMPATIBLE WITH THE WASH SELECT II

Acquirer BIN (6 digits) \_\_\_\_\_

Merchant ID (12 digits) \_\_\_\_\_

Terminal # (4 digits) \_\_\_\_\_

City Zip Code (5 or 9 digits) \_\_\_\_\_ - \_\_\_\_\_

Time Zone Differential (3 digits) \_\_\_\_\_

Merchant Category Code (4 digits) \_\_\_\_\_

Merchant Name (Caps & Numbers Only, No Spaces, Max 25 chars) \_\_\_\_\_

Merchant City (Caps Only w/ spaces, 13 Char Max) \_\_\_\_\_

Merchant State \_\_\_\_\_

Terminal # (8 digits) \_\_\_\_\_

Sharing Group \_\_\_\_\_

Merchant ABA # (9 digits) \_\_\_\_\_

Settle Agent # (4 digits) \_\_\_\_\_

Reimbursement Attribute (1 digit) \_\_\_\_\_

## 5. INTERNET PROCESSOR OPTIONS CONTINUED

### **FIRST DATA – FDMS RAPID CONNECT** HOST CAPTURE EMV (UNITEC Wash Select II ONLY)

Merchant ID (1-16 digits) \_\_\_\_\_

Terminal ID (8 digits) \_\_\_\_\_

Group ID (5 digits) \_\_\_\_\_

Merchant Category Code (0 or 4 digits) \_\_\_\_\_

\*Account must be boarded to Nashville, Buypass, or Cardnet via Rapid Connect

Product selection: "**DTCP NETePAY 5.05 GTW RC**" \*

#### **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 T1 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.