



## Internet Account Check-Off Form

The following elements are all required when setting up a new Internet Merchant. Please verify all requirements are met on the Merchant's Website and include this form with your package.

- Visa/MasterCard Website Requirements** – These 5 elements are required on all new Internet Merchant account applications.
  - DBA name appears prominently on the website. The product being sold should correlate with the DBA name.
  - Customer Service telephone number or email address is clearly posted.
  - Return/Refund policy is clearly stated.
  - Delivery Method and Timing are clearly stated.
  - Merchant's Privacy Statement is included.
  
- Secure Order Page\*** - The page that card data is entered must be secured (the "lock box can be located in the right hand corner of the web site).  
If the order page is not yet secure, please indicate your request for "Conditional Approval."  
**Conditional Approval**  Yes  No
  
- The Merchant Certificate \*\*** can be viewed from the secured web site (click on the lock box and the certificate will appear). The certificate should include the following:
  - \_\_\_ Certificate Issuer
  
  - \_\_\_ Certificate must be trusted (**if the text indicates root certificate cannot be trusted the certificate is not valid**)
  
  - \_\_\_ Certificate Expiration Date
  
- The website includes "**Age Verification**" software for products sold that require age verification (alcohol).

\*In the event the merchant's processing solution requires a merchant identification number (MID) to complete the order page, the following will apply:

- Merchant will be approved conditionally.
- A MID and a Terminal ID (TID) will be assigned.
- The merchant account will be set-up to hold all funds until Credit Ops is able to verify the security of the order page. It is the sales person's responsibility to verify the site is secure within 30 days, and to notify Application Support when complete to remove the hold on funds.

\*\* The ownership status on the Merchant Certificate should be registered to the merchant or the developer of the website. This can be verified through a search on [www.networksolutions.com](http://www.networksolutions.com)

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