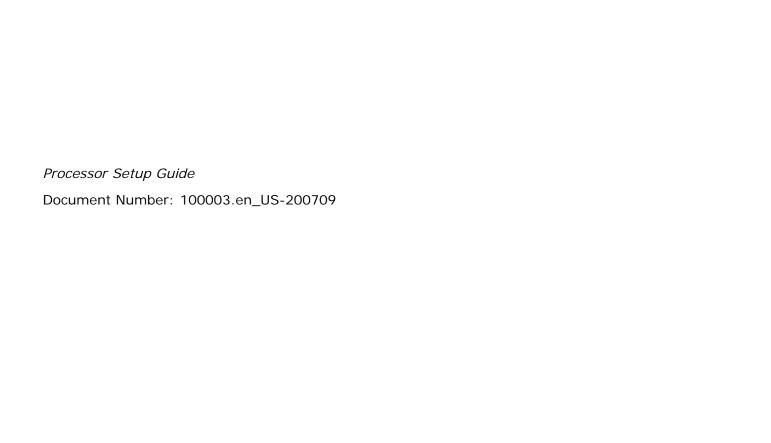# PayPal™

Processor Setup Guide

For Professional Use Only
Currently only available in English.

A usage Professional Uniquement
Disponible en Anglais uniquement pour l'instant.

Last updated: June 2009

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Document Number: 100003.en_US-200709

1 Processor Setup

Changing or Setting Up Processor

Below are instructions for changing or setting up your processor.

If you are requesting a processor change and the partner on your account is not PayPal, VeriSign, or CyberCash, you must contact your existing Partner/Reseller to verify that the processor can be changed. Some processors are also resellers of the Payflow service and changing the processor can cause your existing account with PayPal to be cancelled.

If you change to a different processor, you will no longer be able to perform credits on transactions done through your old processor. In order to perform credits, you will be required to enter these as new credit transactions either programmatically, or manually using PayPal Manager.

Additionally, all transactions that were authorized using your old processor must be captured before changing processors.

If you have additional questions, contact PayPal Customer Service at payflow-support@paypal.com.

Perform the following steps to change and/or set up your processor information with PayPal:

1. Contact your merchant bank to obtain the processor that your account is using. The following processors are compatible with PayPal at this time:

   – American Express
   – First Data Merchant Services (FDC) Nashville
   – First Data Merchant Services (FDC) South
   – First Data Merchant Services North (CardNet)
   – Global Payments East (NDC East)
   – Global Payment Central (MAPP)
   – Merchant e-Solutions
   – Moneris
   – NorWest (ACH)
   – NOVA (Elavon)
   – Paymentech - Salem
   – Paymentech - Tampa
   – TSYS (Vital/VisaNet)

2. If this is a request for a processor change:

   – Ensure that all transactions authorized on the old processor have been captured or submitted for settlement. Once the processor is changed, any transactions authorized under the old processor that have not been captured will need to be re-authorized under the new processor.

   – Fill out and print the Processor Change Billing Information form on page 5.

3. If this is a request for a processor change, **or** you are setting up a new account, see the appropriate processor information form (in the following sections) for information needed to set up the processor. Fill out the requested information for your processor. All information marked with * is required.

4. If this is a new account, fax the completed processor information form to 303-395-2851. If this is a request for a processor change, fax the completed processor information form and the processor change billing information form to 303-395-2851.

5. Once PayPal Customer Service updates your account, you will receive a confirmation by email. Any changes done to the account will take effect after the top of every hour.

6. It is highly recommended that you perform a "test" transaction on the live servers using a personal credit card to verify that the information is correct at both PayPal and your merchant bank.

   To perform a test transaction:

   a. Log in to PayPal Manager at https://manager.paypal.com.

   b. Select "Virtual Terminal" from the toolbar.

   c. Select "Single Transaction". Select "Test" in the Transaction Mode field. Refer to the online help on PayPal Manager for instructions on performing a transaction.

   d. Enter $1.00 for the test transaction, and click **Submit**. You should receive a result code of "0" and a response message of "approved".

If you have any problems with processing transactions:

1. Contact your merchant bank to verify the processor information.

2. Contact PayPal Customer Service at payflow-support@paypal.com to verify the processor information.

If you have any problems with receiving funds at your commercial (checking) bank:

1. Verify that the transaction(s) have settled. Look at the detail record and see if a Batch ID number was issued.

2. Contact your merchant bank to verify the routing and account number on file.

Processor Change Billing Information

This form is applicable only if you are changing your existing processor, not for new accounts.

Before any changes can be made for your processor, this form must be filled out and faxed to Payflow Customer Service at 303-395-2851. Once the billing has been completed, your account will be updated per the information entered on the processor set up form.

Company Information

Company Name: _____

Login ID: _____

Case Number: _____

Select the type of your account and amount to charge for the processor change request:

☐ Payflow Pro - **$149** per account *

☐ Payflow Link - **$49** per account *

* Fee will be applied for each account that is changed.

Credit Card Billing Information

Billing Name: _____

Billing Street: _____

Billing Zip: _____

Credit Card Number: _____

(Visa, MasterCard, and American Express only)

Expiration Date (MM/YY): _____

I authorize PayPal to bill the credit card listed on this form for services rendered in regards to changing the processor on my account.

Signature: _____

Date: _____

American Express

Complete this form and fax it to PayPal services at 303-395-2851. Once the form is received, your account is updated, and you will receive a confirmation by email. Fields marked with an * are required.

* PayPal Login ID: _____

Merchant Bank Information

Merchant Bank (Acquirer) Name: _____

Merchant Account Number: _____

Merchant Bank Phone Number: _____

Processor Information

PayPal services requires the following information to setup your account with American Express. You can obtain this information by contacting your merchant bank or American Express at 800-528-5200.

* Merchant ID #/SE#: _____(9-11 digits)

* SIC (Category Code): _____ (4 digits)

* Business Name: _____ (20 characters)

* Business City: _____(18 characters)

* Business State: _____ (2 characters, for example - CA)

* Business Zip Code: _____ (5 digit or 9 digits)

First Data Merchant Services (FDC) Nashville

Complete this form and fax it to PayPal services at 303-395-2851. Once the form is received, your account is updated, and you will receive a confirmation by email. Fields marked with an * are required.

* PayPal Login ID: _____

Merchant Bank Information

Merchant Bank (Acquirer) Name: _____

Merchant Account Number: _____

Merchant Bank Phone Number: _____

Processor Information

PayPal services requires the following information to setup your account with First Data Merchant Services. You can obtain this information by contacting your merchant bank or FDMS at 800-647-3722.

* Merchant ID (MID): _____ (7 digits, add leading zeros)

* Group ID (TID): _____ (7 digits, add leading zeros)

Credit Card Types Accepted

☐ Visa   ☐ MasterCard   ☐ Discover

☐ JCB   ☐ Diner's Club   ☐ Enroute

☐ American Express

First Data Merchant Services (FDC) South

Complete this form and fax it to PayPal services at 303-395-2851. Once the form is received, your account is updated, and you will receive a confirmation by email. Fields marked with an * are required.

* PayPal Login ID: _____

Merchant Bank Information

Merchant Bank (Acquirer) Name: _____

* Merchant Account Number: _____

Merchant Bank Phone Number: _____

Processor Information

PayPal services requires the following information to setup your account with First Data Merchant Services. You can obtain this information by contacting your merchant bank or FDMS at 800-326-2217.

* Merchant ID (MID): _____(11 digits)

* Currency Code: _____(3 digits, US = 840)

* Category Code (SIC, MCC): _____(4 digits)

* Merchant State: _____ (2 characters, for example CA)

* Merchant Zip Code: _____ (5 digit or 9 digits)

* Acquirer: _____ (BSP, CHASE)

Enter the **Merchant Account Number** in the fields below only if you accept the card type:

American Express SE _____ (11 digits maximum)

Diners SE _____ (11 digits maximum)

Novus/Discover SE _____ (11 digits maximum)

JCB_____ (11 digits maximum)

Credit Card Types Accepted

☐ Visa   ☐ MasterCard   ☐ Discover

☐ JCB   ☐ Diner's Club   ☐ Enroute

☐ American Express

First Data Merchant Services North (CardNet)

Complete this form and fax it to PayPal services at 303-395-2851. Once the form is received, your account is updated, and you will receive a confirmation by email. Fields marked with an * are required.

* PayPal Login ID: _____

Merchant Bank Information

*Merchant Bank (Acquirer) Name: _____

*Merchant Account Number: _____

*Merchant Bank Phone Number: _____

Processor Information

PayPal services requires the following information to setup your account with FDMS North (CardNet). You can obtain this information by contacting your merchant bank.

* Merchant ID (also known as MID): _____(12 digits)

* Terminal ID: _____ __(up to 7 digits)

* SIC: _____ _____(4 digits)

* Tax ID: _____ _____(9 digits)

* Currency Code: _____ _____(3 digits)

* Merchant Name: _____ _____

* Merchant City: _____ _____

* Merchant State: _____ (2 characters, for example CA)

* Merchant Zip Code: _____ (5 digit or 9 digits)

* Merchant Phone Number: _____(XXX-XXX-XXXX)

* Merchant Email address: _____ _____

* Merchant Description:_____

* Acquirer Contact (contact person at your merchant bank or just type "Customer Service"): _____

Credit Card Types Accepted

☐ Visa   ☐ MasterCard   ☐ Discover

☐ JCB   ☐ Diner's Club   ☐ Enroute

☐ American Express

Global Payments East (NDC East)

Complete this form and fax it to PayPal services at 303-395-2851. Once the form is received, your account is updated, and you will receive a confirmation by email. Fields marked with an * are required.

* PayPal Login ID: _____

Merchant Bank Information

Merchant Bank (Acquirer) Name: _____

Merchant Account Number: _____

Merchant Bank Phone Number: _____

SIC (Category Code): _____**(4 digits)**

Processor Information

PayPal services requires the following information to setup your account with Global Payment East. You can obtain this information by contacting your merchant bank or Global Payments East at 800-622-2318.

* Terminal ID: _____ (up to 15 digits)

* Bank ID: _____ (6 digits)

Credit Card Types Accepted

☐ Visa   ☐ MasterCard   ☐ Discover

☐ JCB   ☐ Diner's Club   ☐ Enroute

☐ American Express

Global Payment Central (MAPP)

Complete this form and fax it to PayPal services at 303-395-2851. Once the form is received, your account is updated, and you will receive a confirmation by email. Fields marked with an * are required.

* PayPal Login ID: _____

Merchant Bank Information

Merchant Bank (Acquirer) Name: _____

Merchant Account Number: _____

Merchant Bank Phone Number: _____

Processor Information

PayPal services requires the following information to setup your account with Global Payment Central. You can obtain this information by contacting your merchant bank.

* Terminal ID: _____ (13 digits)

Credit Card Types Accepted

☐ Visa	☐ MasterCard	☐ Discover
☐ JCB	☐ Diner's Club	☐ Enroute
☐ American Express		

Merchant e-Solutions

Complete this form and fax it to PayPal services at 303-395-2851. Once the form is received, your account is updated, and you will receive a confirmation by email. Fields marked with an * are required.

* PayPal Login ID: _____

Merchant Bank Information

*Merchant Bank (Acquirer) Name: _____(64 digits max)

*Merchant Account Number: _____(32 digits max)

*Merchant Bank Phone Number: _____(xxx-xxx-xxxx format)

Processor Information

PayPal services requires the following information to setup your account with Merchant e-Solutions. You can obtain this information by contacting your merchant bank.

*BIN Number: _____ _(6 digits)

*Merchant Number_____ _(12 digits)

*Store Number: _____ _(4 digits)

*Terminal Number: _____ _(4 digits)

*ZIP: _____ _ (5 digits, 9 digits max)

Time Zone: _____ _ (709, 708, 707, 706, 705)

*MCC / SIC: _____ _ (4 digits)

*Merchant Name: _____ _ (25 characters)

*State: _____ _(2 characters, for example - CA)

*Agent: _____ _ (6 digits)

*Chain: _____ _ (6 digits)

*Location Number: _____ _ (5 digits)

*Terminal ID: _____ _ (7 digits, without V, starts with V)

*Acquirer / Merchant Bank Contact: _____(60 characters)

Continued on the next page.

Credit Card Types Accepted

☐ Visa   ☐ MasterCard   ☐ Discover

☐ JCB   ☐ Diner's Club   ☐ American Express

Moneris

NOTE: Moneris is applicable to Canada only.

Complete this form and fax it to PayPal services at 303-395-2851. Once the form is received, your account is updated, and you will receive a confirmation by email. Fields marked with an * are required.

* PayPal Login ID: _____

Merchant Bank Information

*Merchant Bank (Acquirer): _____

*Merchant Bank (Acquirer) Contact Name_____

Merchant Account Number: _____

Merchant Bank Phone Number: _____

Processor Information

PayPal services requires the following information to setup your account with Moneris. You can obtain this information by contacting your merchant bank.

* Merchant ID: _____ _____(13 digits)

* Terminal ID: _____ _____(8 alphanumeric)

* Currency Code: _____ (3 digits max)

Credit Card Types

☐ Visa   ☐ MasterCard   ☐ Discover

☐ American Express   ☐ Diner's Club

NorWest (ACH)

Complete this form and fax it to PayPal services at 303-395-2851. Once the form is received, your account is updated, and you will receive a confirmation by email. Fields marked with an * are required.

* PayPal Login ID: _____

Merchant Bank Information

Merchant Bank (Acquirer) Name: _____

Merchant Account Number: _____

Merchant Bank Phone Number: _____

Processor Information

PayPal services requires the following information to setup your account with NorWest. You can obtain this information by contacting your merchant bank.

* Account Name: _____ (30 characters)

* Routing Number: _____ (9 characters)

* Account Type: _____ _____(1 character)

* Account Number: _____ (17 digits)

* Posting Days: _____ (2 digits)

* Batch Description: _____ (1 character)

* Sales Maximum: _____ (dollar amount, no decimal place)

* Trans Type: _____ (PPD, CCD)

NOVA (Elavon)

Complete this form and fax it to PayPal services at 303-395-2851. Once the form is received, your account is updated, and you will receive a confirmation by email. Fields marked with an * are required.

* PayPal Login ID: _____

Merchant Bank Information

Merchant Bank (Acquirer) Name: _____

Merchant Account Number: _____

Merchant Bank Phone Number: _____

Processor Information

PayPal services requires the following information to setup your account with NOVA. You can obtain this information by contacting your merchant bank or NOVA at 800-725-1243.

* Terminal ID: _____ ____ (16 digits)

* Bank ID (Terminal BIN): _____ (6 digits)

Credit Card Types Accepted

☐ Visa	☐ MasterCard	☐ Discover
☐ JCB	☐ Diner's Club	☐ Enroute
☐ American Express		

Paymentech - Salem

Complete this form and fax it to PayPal services at 303-395-2851. Once the form is received, your account is updated, and you will receive a confirmation by email. Fields marked with an * are required.

* PayPal Login ID: _____

Merchant Bank Information

Merchant Bank (Acquirer) Name: _____

Merchant Account Number: _____

Merchant Bank Phone Number: _____

Processor Information

PayPal services requires the following information to setup your account with Paymentech. You can obtain this information by contacting your merchant bank.

* Currency Code: _____ (3 digits, US = 840)

* Division Number: _____(6 digits)

* Allow Soft Descriptors: _____(YES, NO, UNKNOWN)

Credit Card Types Accepted

□ Visa   □ MasterCard   □ Discover

□ JCB   □ Diner's Club   □ Enroute

□ American Express

Paymentech - Tampa

Complete this form and fax it to PayPal services at 303-395-2851. Once the form is received, your account is updated, and you will receive a confirmation by email. Fields marked with an * are required.

NOTE: This processor is available to Canadian merchants.

* PayPal Login ID: _____

Merchant Bank Information

*Merchant Bank (Acquirer) Name: _____

*Merchant Account Number: _____

*Merchant Bank Phone Number: _____

Processor Information

PayPal services requires the following information to setup your account with Paymentech - Tampa. You can obtain this information by contacting your merchant bank.

*Merchant ID (also known as MID): _____(12 digits)

*Terminal ID: _____ __(3 digits)

*SIC: _____ _____(4 digits)

Credit Card Types Accepted

☐ Visa   ☐ MasterCard   ☐ Discover

☐ JCB   ☐ Diner's Club   ☐ Enroute

☐ American Express

TSYS (Vital/VisaNet)

Complete this form and fax it to PayPal services at 303-395-2851. Once the form is received, your account is updated, and you will receive a confirmation by email. Fields marked with an * are required.

* PayPal Login ID: _____

Merchant Bank Information

Merchant Bank (Acquirer) Name: _____

Merchant Account Number: _____

Merchant Bank Phone Number: _____

Processor Information

PayPal services requires the following information to setup your account with Vital/VisaNet. You can obtain this information by contacting your merchant bank or Vital at 800-552-8227.

* Merchant ID: _____ _(12 digits)

* Acquirer/Bank ID (BIN**):** _____ __(6 digits)

* Store Number: _____ _____(4 digits)

* Terminal Number: _____(4 digits)

* Country Code: _____(3 digits, US = 840)

* Merchant Zip Code: _____ (5 digits)

* Time Zone: _____ (709, 708, 707, 706, 705)

* Category Code (SIC, MCC): _____(4 digits)

* Merchant Business Name: _____ (25 characters max)

* Merchant Phone Number: _____(XXX-XXX-XXXX)

* Merchant State: _____ (2 characters, for example - CA)

* Merchant Location Number: _____ (5 and/or 6 digits)

* Agent Bank ID (BIN): _____ (6 digits)

* Agent Chain Number: _____ ___ (6 digits)

* V-Number/Terminal ID: _____ _(7 digits, without V or 7)
(starts with a V or 7)

Credit Card Types Accepted

☐ Visa   ☐ MasterCard   ☐ Discover

☐ JCB   ☐ Diner's Club   ☐ Enroute

☐ American Express