MERCURY®

Thank you for referring a new merchant account to Mercury!

We are pleased to inform you that we have set up a new HostedCheckout eCommerce account for Hobbyforce - Ecommerce. This e-mail contains important information needed to set up your merchant's HostedCheckout eCommerce account, including set up and retrieval of password.

Mercury' HostedCheckout eCommerce with integrated MToken™ technology provides a secure payment API for ecommerce website developers by redirecting the transaction path to a Mercury secure payment site. The HostedCheckout solution supplements the eCommerce checkout process, by providing a customized payment page for collection of card data. Because the payment page is hosted by Mercury, card data is kept off of the eCommerce solution provider's servers, keeping them from qualifying as a "Service Provider" as defined by the PCI Council. HostedCheckout does not replace the checkout process entirely, just the handling of sensitive credit card data.

DBA Name	Hobbyforce - Ecommerce
Address	2032 August Dr
City, ST Zip	Ontario, OH 44906
Merchant Number	88430147055
Batch Close Type	Host/Time Initiated

Hobbyforce - Ecommerce can accept the following types of payment:

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

Please be advised there is a Batch Size limit of 1500 transactions per batch. Please take measures to ensure your merchant is advised and setup to accommodate this.

Merchant ID is set up to process

End to End Encryption	☐
Tokenization	☑

Hosted Checkout password generation:
You should have already been given authorization to access your merchant's HostedCheckout password, please follow the steps below:

It is critical that before beginning to process, (1) the password is generated on MercuryView and (2) the password generated is copied and pasted to the Configuration Files for use by the merchant's eCommerce site.

   I.   If you **ARE a MercuryView Portal Administrator** follow the steps below to generate the password. (If you **ARE NOT a MercuryView Portal Administrator** see alternate instructions in section II).

   1. Log into MercuryView https://portal.mercurypay.com/
   2. Select Account Settings
   3. Under HostedCheckout Password Management, select the terminal for which you want to obtain a password and click Continue.

administrative functions

Business Maintenance

Select the business you want to perform maintenance on:

Select ▼

[Company Information]   [Employee/User Maintenance]   [Permissions]

HostedCheckout Password Management

Select the terminal you would like to manage the password for:

Select ▼

[Continue >>]

4. Select Generate Password

HostedCheckout Password Management
Create and manage your HostedCheckout password in three steps:

! Important: You must immediately update your application with your newly saved password to ensure your transaction processing continues uninterrupted.

Step 1 -- Generate your HostedCheckout password.

[Generate Password]   [   ]

Step 2 -- Record your generated password.

Step 3 -- Save your password to Mercury's database.

[Save]   [Cancel]

5. Copy and paste the password to the Configuration Files for use by the merchant's eCommerce site
6. Select Save

**An email will be sent anytime a password is changed. This email will be sent to the Merchant Owner and the user who made the password change.

Mercury recommends that the HostedCheckout password be changed every 90 days.

II. If you **ARE NOT a MercuryView Portal Administrator** follow the steps below to generate the password.

1. Log into MercuryView https://portal.mercurypay.com/
2. Select Account Settings
3. Select the "Manage Mercury HostedCheckout Password" link

> **User Maintenance** Manage Mercury HostedCheckout Password >>
> Fields with (*) are required
>
> * First Name: Janice
> Middle Name:
> * Last Name: Doe
> Title:
> * Address: 20 Main Street
> * Postal Code: 80111
> * City: Greenwood Village
> * State or Province: Colorado
> * Country: UNITED STATES
> * Work Phone Number: 123-456-7890
> Cell Phone Number:
> Alternate Phone Number:
> Fax Number: 555-555-5555
> * Email Address: noresponse@mercurypay.com
> * Web User ID: Doe@mercurypay.com
>
> Submit Changes

4. Under HostedCheckout Password Management, select the terminal for which you want to obtain a password and click Continue.

> **HostedCheckout Password Management**
> Select the terminal you would like to manage the password for:
> Bon Appetit (Test Account) - 33416003
>
> Continue >>

5. Select Generate Password

> **HostedCheckout Password Management**
> Create and manage your HostedCheckout password in three steps:
>
> **! Important:** You must immediately update your application with your newly saved password to ensure your transaction processing continues uninterrupted.
>
> Step 1 -- Generate your HostedCheckout password.
> Generate Password
>
> Step 2 -- Record your generated password.
>
> Step 3 -- Save your password to Mercury's database.
>
> Save   Cancel

6. ==Copy and paste the password to the Configuration Files for use by the merchant's eCommerce site==
7. Select Save

**An email will be sent anytime a password is changed. This email will be sent to the Merchant Owner and the user who made the password change.

Mercury recommends that the HostedCheckout password be changed every 90 days.

If you **do not see** the HostedCheckout Password Management in either case, then contact Mercury Customer Support (800-846-4472) for assistance.

Manage installation and troubleshooting
While Mercury strives to understand every system with which we are integrated, we may not know all of the details necessary for a streamlined installation, and troubleshooting. Please utilize the developer's support resources, and allow time to correct problems with the merchant.

Train your merchants on the credit card user interface
Mercury will send your merchant their merchant number and a document that describes the various types of transactions, their uses, and common credit card related issues. However, we ask that you introduce your merchants to the system you install for them. Most specifically, it is important to instruct your merchants how to: Add tip amounts (restaurants), Do voids and returns transactions, Check the Merchant portal to see their transactions. Please note that the default batch close is time-initiated for end of day.

For every new merchant account, Mercury will:
Create a merchant account for all card services
We have created and tested the Hobbyforce - Ecommerce account, and encountered no problems. This includes credit underwriting, working with Amex/Discover, etc., and testing the final account.
Provide a new merchant kit
Mercury will send your merchant a welcome kit that includes decals, a user guide, and sales slips (if an imprinter was ordered).
Offer technical support
Mercury will answer your merchant's questions regarding the types of cards they can accept, adding new card types, deposits and rates, statements, etc. We will also assist merchants with specific transaction issues and help them use the merchant portal to view and understand transactions. Mercury Customer Support: 800-846-4472.
Offer installation support
As mentioned previously, we will attempt to answer questions about installation issues, but rely on you to provide information about configuring your merchant's system.

Sincerely,

Chris Mangers