



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 the information in your application package.

WEBSITE REQUIREMENTS

- URL Requirements** – These 9 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.
 - Customer's Privacy Statement is included.
 - The product or service offered for sale is clearly described and the price of product or service.
 - Domain registered to merchant
 - Displaying the address of customer's permanent establishment (personal residence-only city, state, province or country)
 - Policy for multiple shipments (if applicable)

- Secure Order Page** - Page where credit card information is entered must be secure (the "lock box" can be located in the right hand corner of the web site).

- The Customer 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).

CONDITIONAL APPROVAL

In the event the merchant's processing solution requires a Merchant Identification number (MID) to complete the website and order page, a conditional "credit" approval will be established. This approval will allow Elavon to provide the needed elements that will allow the merchant to complete their website and order page. A conditional approval can be considered only if the following requirements are met:

- 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 on the website.
- Delivery Method and Timing are clearly stated on the website.
- **Age Verification** software for products sold that requires age verification (alcohol).

A conditional (credit) approval will allow a merchant to complete their website and the following conditions apply:

- Customer will be credit approved.
- A MID and a Terminal ID (TID) will be assigned so the secure order page can be completed.
- While a MID and TID is provided, the account is suspended until the complete list of Website Requirements are completed.

All other Website Requirements (URL requirements, secure order page and merchant certificate) will need to be met before the account suspension can be released. It is the Sales Representative's responsibility to notify Elavon Credit at ConditonalAppReview@elavon.com when all requirements are completed for review and suspension release.

Website Inspected by:	
Date:	