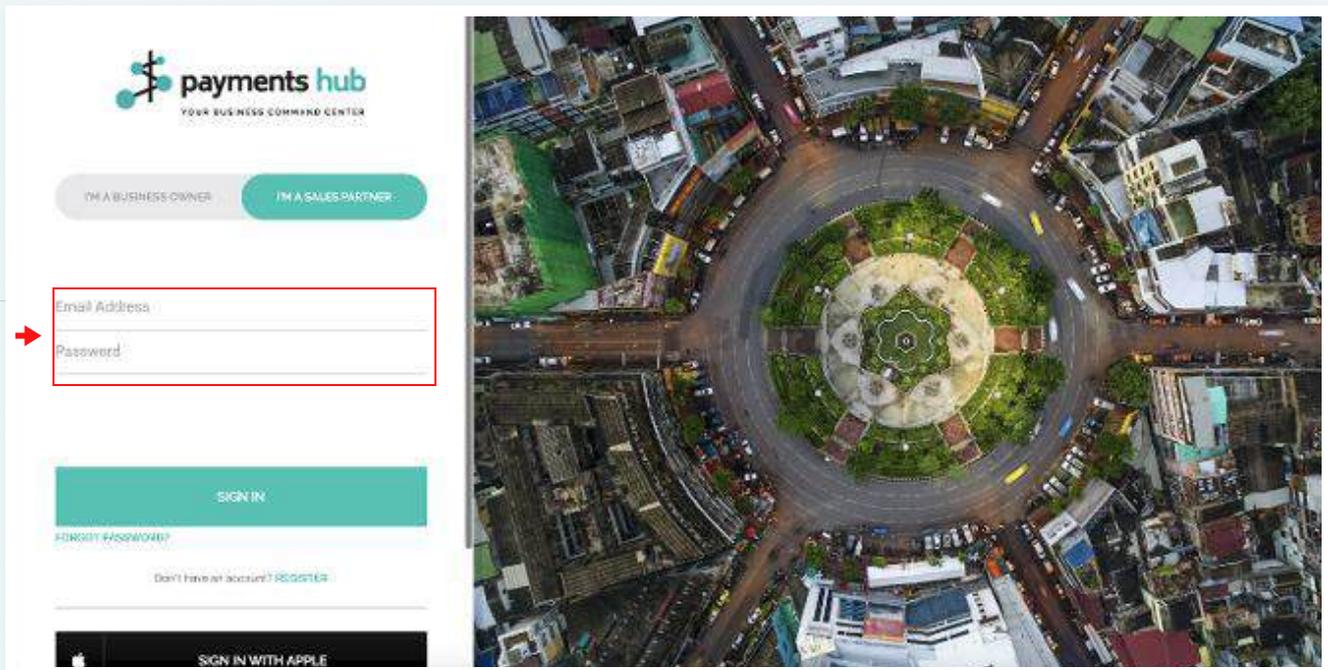


MSD 2024

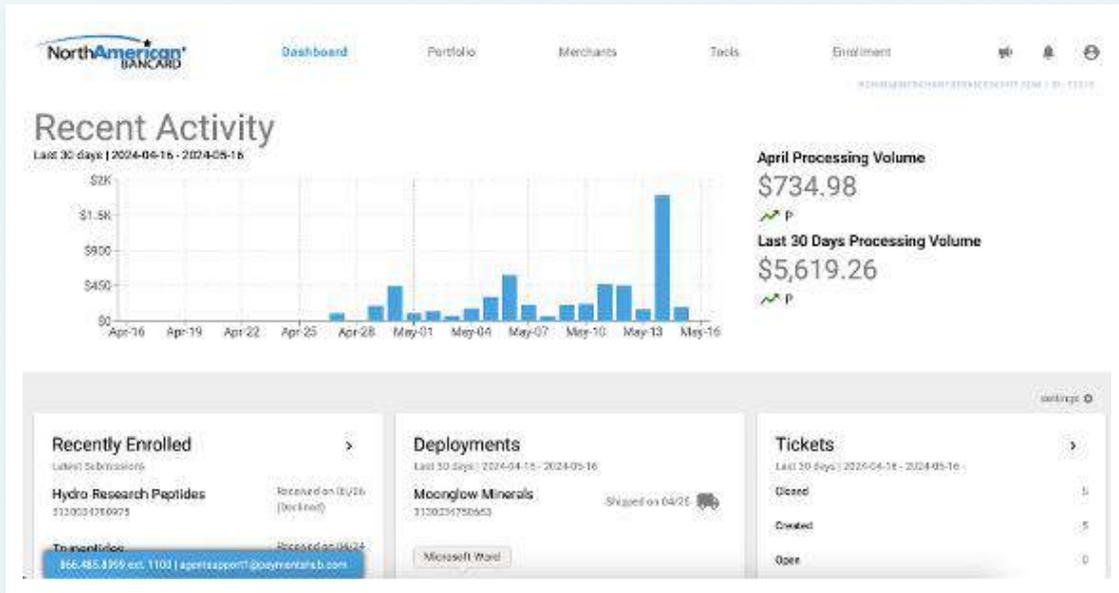
EPX MERCHANT Onboarding



- 1 Login into <https://accounts.paymentshub.com>
- 2 Use Username and Password to access the portal.

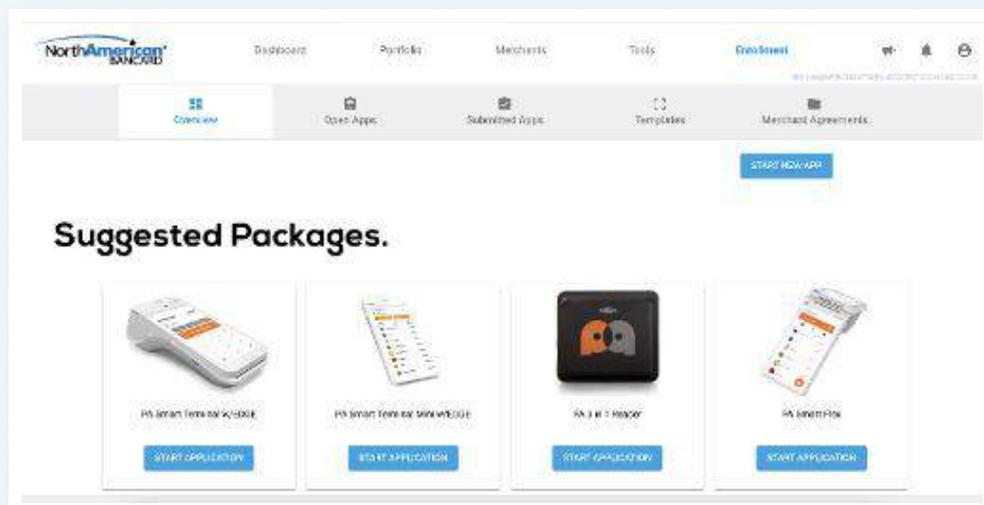


1 The first screen a user will see is the dashboard below.



2 Begin application process by clicking “Enrollment” on the top right side of the page.

a. Click the blue “Start New App” button to begin the MPA.

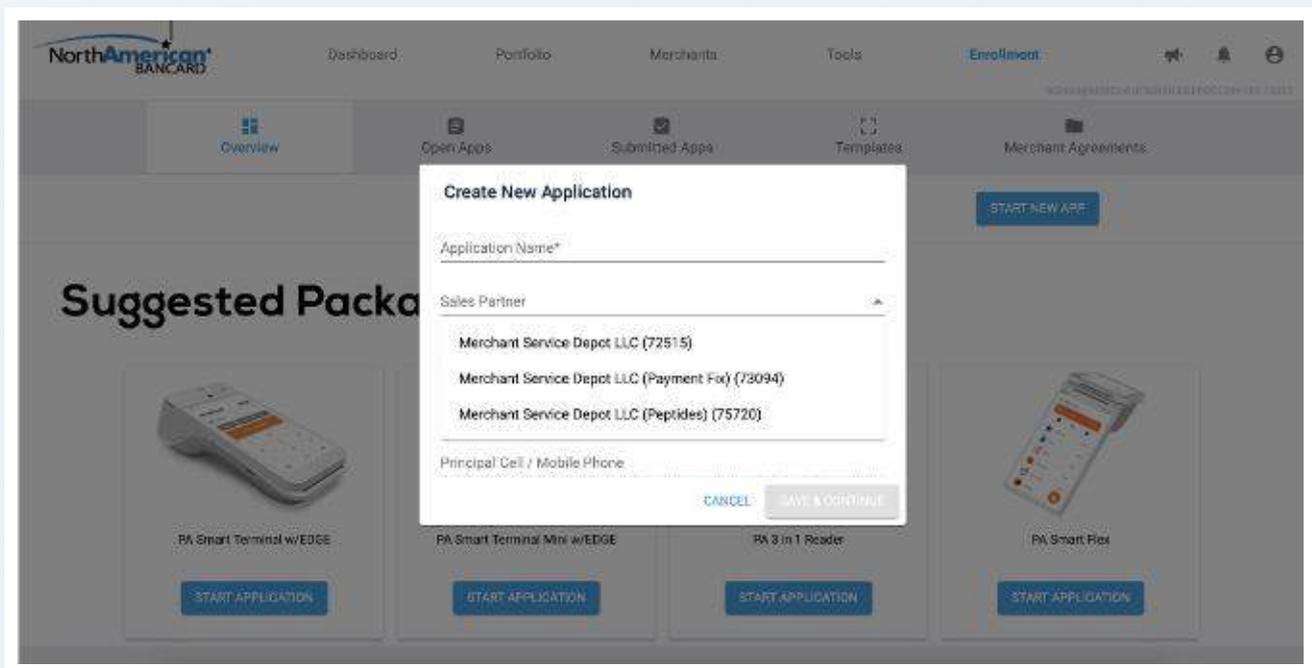


3 Select the following options and click “Create Application.”

- a. Application Name
- b. Sales Partner

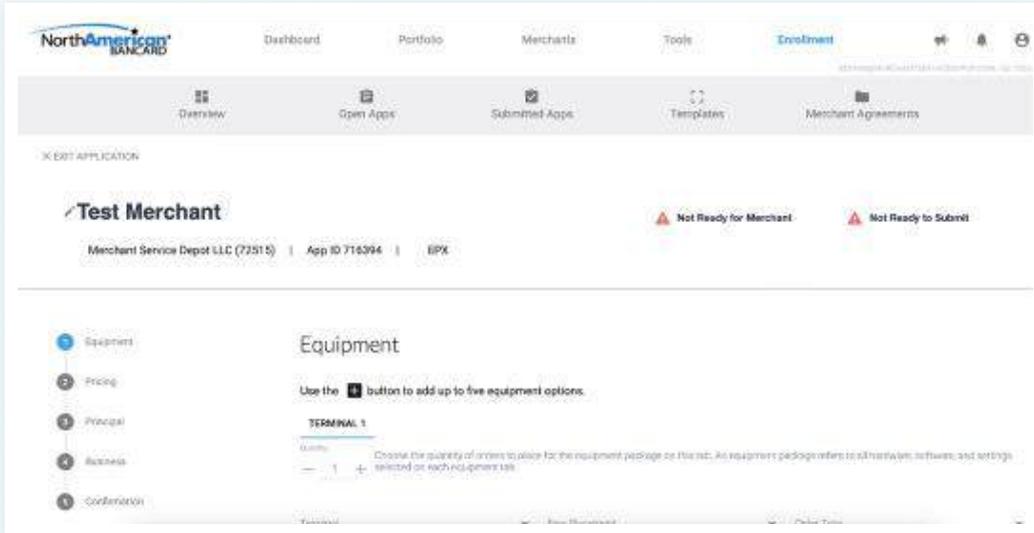
**Select Merchant Service Depot LLC (72515) for all accounts except Peptides.
Select Merchant Service Depot LLC (75720) for peptides accounts.**

- c. Select templates only if it’s applicable.



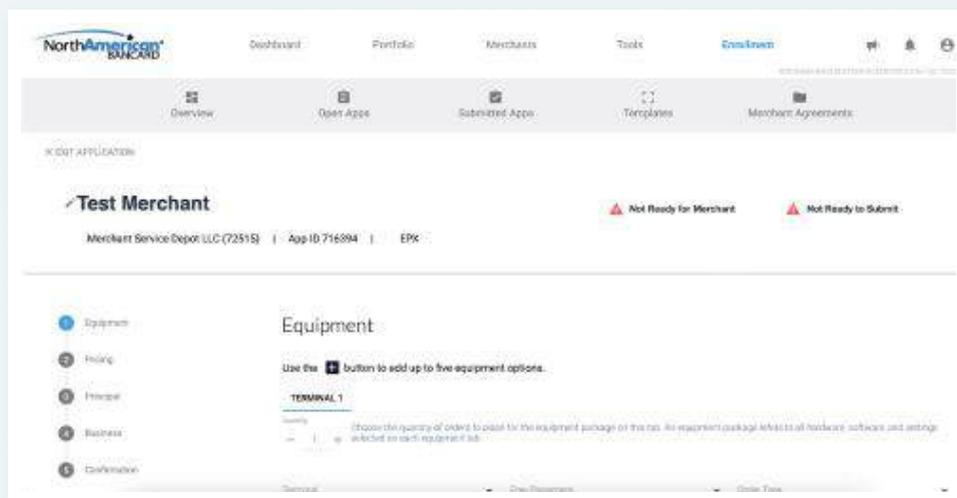
4 Application Detail

- a. Once you select the partner save & continue the application.
- b. You will be redirected to the application page.



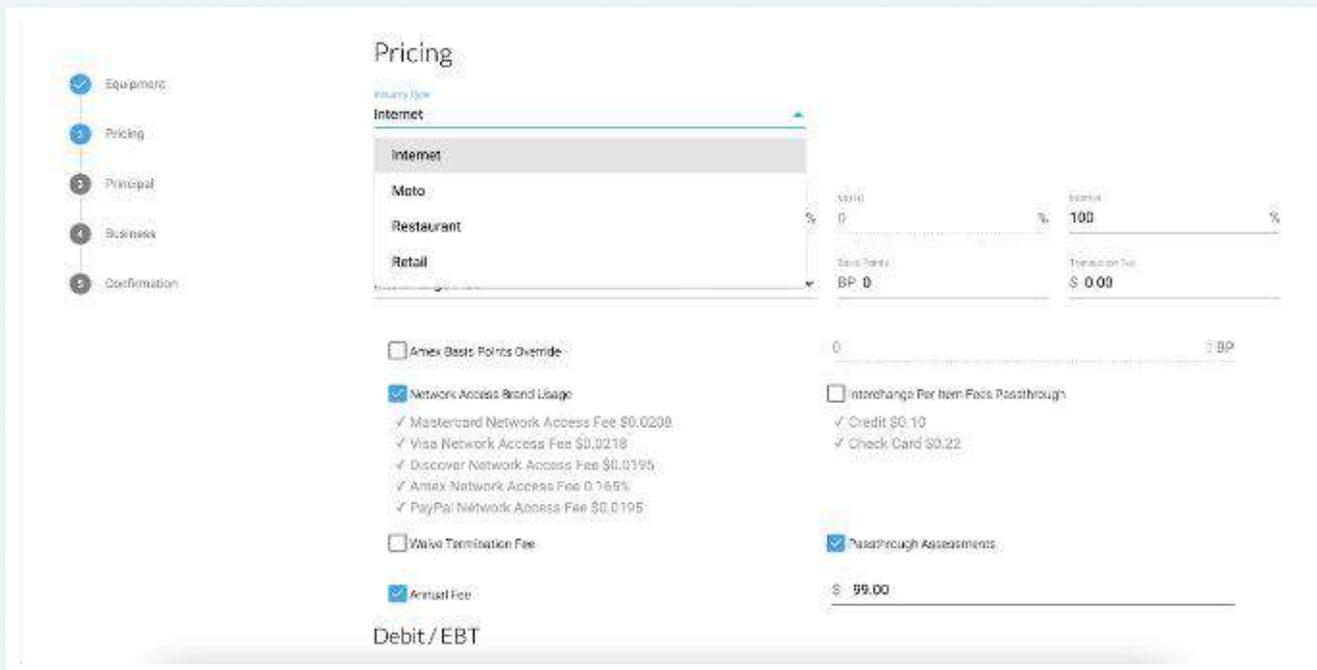
5 Equipment

- a. From the dropdown select the equipment you wish to add to the merchant account.
- b. You can select only up to 5 equipment.
- c. Once all the required files are added click on **"Save Progress"**
- d. After saving the progress click on **"Continue"**



6 Pricing

- From the dropdown select **"Industry Type"** and **"Pricing Model"**
- You can adjust the pricing for each client.
- Please note below pricing cannot be changed.
- Once the fees section is filled out click on **"Save Progress"** and **"Continue"** the application.



The screenshot shows the 'Pricing' configuration page. On the left is a navigation menu with steps: Equipment, Pricing (active), Principal, Business, and Confirmation. The main content area is titled 'Pricing' and includes a dropdown menu for 'Industry Type' with options: Internet, Moto, Restaurant, and Retail. Below this are input fields for 'Basic Rate' (0) and 'Interchange' (100). There are also fields for 'Basic Rate BP' (0) and 'Transaction Fee' (\$ 0.00). A section for 'Network Access Brand Usage' is checked, listing fees for Mastercard, Visa, Discover, Amex, and PayPal. Other options include 'Amex Basic Points Override' (unchecked), 'Waive Termination Fee' (unchecked), 'Annual Fee' (checked), and 'Interchange Per Item Fees Passthrough' (unchecked) with sub-options for Credit (\$0.10) and Check Card (\$0.22). A 'Passthrough Assessments' section is checked with a value of \$ 99.00. At the bottom, there is a 'Debit/EBT' label.

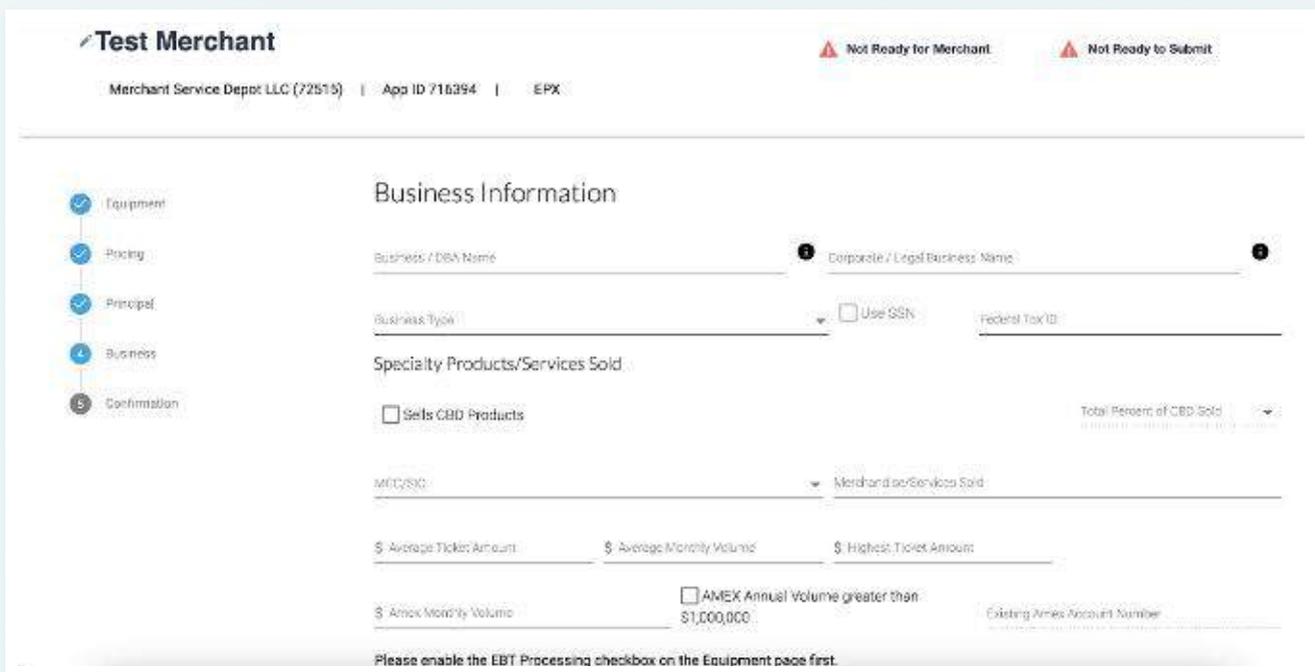
7 Complete Principals information page

- To add a second principal, click **"Add additional Owner"** at the bottom left of the screen.
- All fields are required to be completed.
- Click save progress on the bottom right corner of the screen and continue to the next session.

The screenshot shows the 'Principal Information' page in the Merchant Service Depot system. The page header includes 'Test Merchant' and two warning icons: 'Not Ready for Merchant' and 'Not Ready to Submit'. Below the header, the merchant details are 'Merchant Service Depot LLC (72515)', 'App ID 716394', and 'EPX'. A sidebar on the left shows a progress indicator with five steps: 'Equipment', 'Pricing', 'Principal' (current step), 'Business', and 'Confirmation'. The main form area is titled 'Principal Information' and includes a note: 'Equity Ownership Must be Greater than 75%'. The form is for an 'Owner / Personal Guarantor' and contains the following fields: 'First Name', 'Last Name', 'Title' (set to 'Owner'), 'Equity Ownership %', 'Address', 'Suite / Apartment', 'Zip Code', 'City', 'State', 'Principal Cell / Mobile Phone', 'Social Security Number', 'Email Address (This is your username)', 'Date of Birth', 'Driver License Number', and 'Driver License State'. At the bottom left of the form is a button labeled 'ADD ADDITIONAL OWNER'. At the bottom right are buttons for 'Document 19', 'SAVE PROGRESS', and 'CONTINUE'.

8 Fill out the business information in this page.

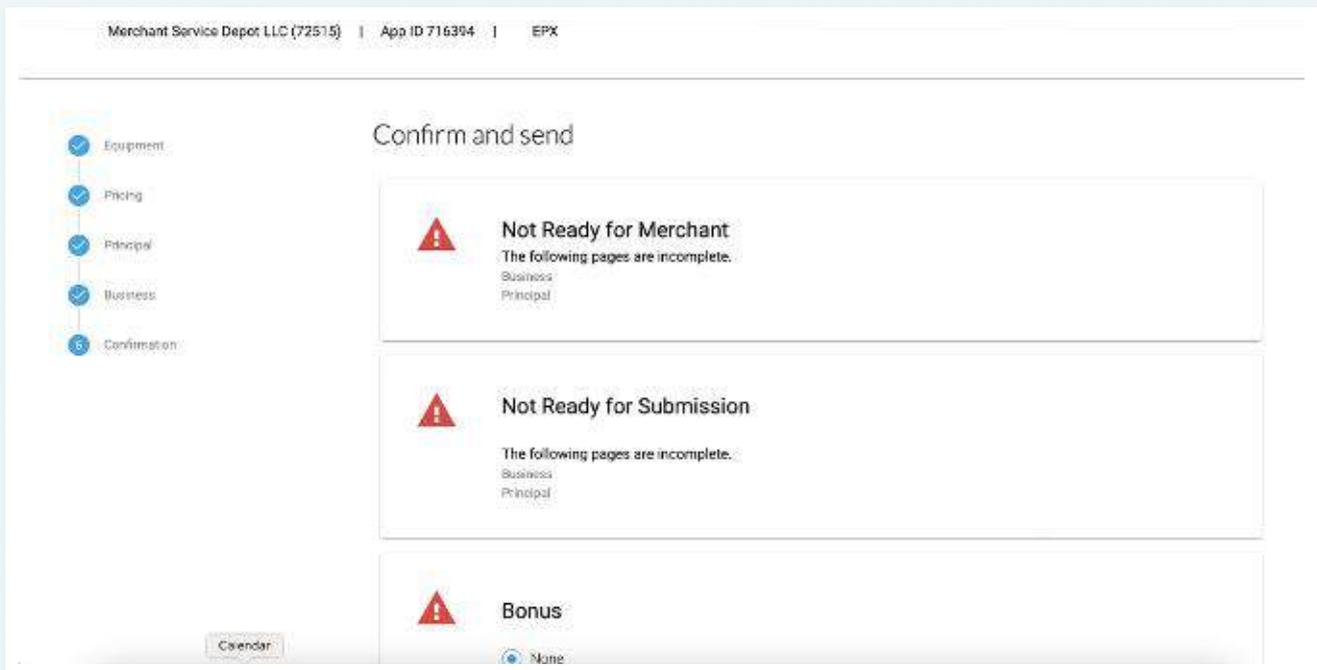
- a. If there are additional website, click on **“Add additional website”**
- b. Fill out the correct banking information at the bottom of the page.
- c. Click on save progress and continue to the next page.



The screenshot shows a web form titled "Test Merchant" for "Merchant Service Depot LLC (72515)". The form is for "Business Information" and includes fields for Business/DBA Name, Corporate/Legal Business Name, Business Type, and Federal Tax ID. It also has checkboxes for "Use SSN" and "Sells CBD Products", and a dropdown for "Total Percent of CBD Sold". There are input fields for "MCC(SIC)", "Average Ticket Amount", "Average Monthly Volume", "Highest Ticket Amount", "AMEX Monthly Volume", and "Existing Amex Account Number". A note at the bottom states: "Please enable the EBT Processing checkbox on the Equipment page first." The form has two warning messages: "Not Ready for Merchant" and "Not Ready to Submit".

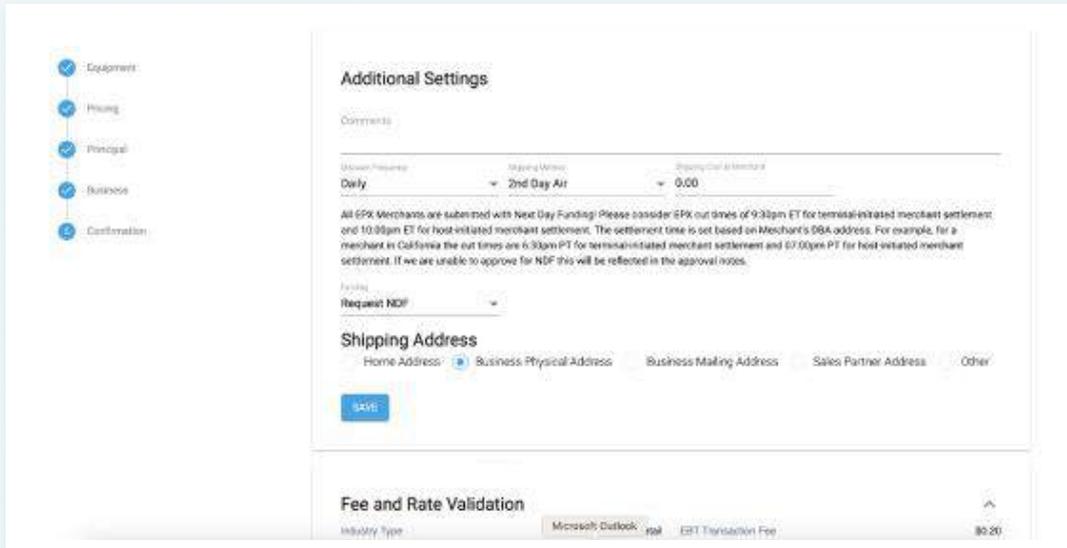
9 Confirmation page

- a. If any information is missing this page will prompt as **“Not Ready for Merchant”** or **“Not ready for submission”**
- b. Not ready for merchant – Fill out all the missing information before submitting it to the merchant for signature.



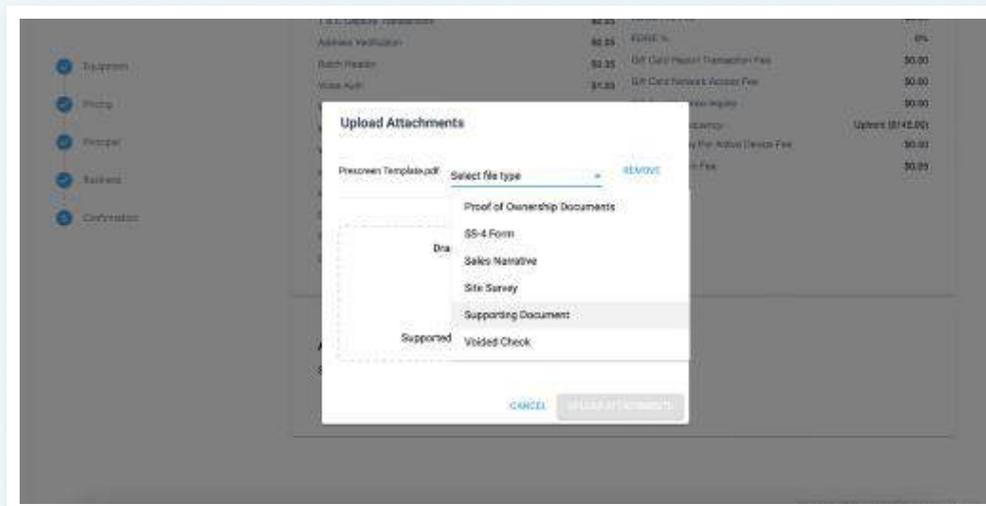
10 Additional Settings

- a. If terminal shipment is required select the necessary option from the dropdown and click on **“Save”**.



11 Attachments

- a. To add attachment click on **“Manage Attachments”**
- b. Click on Choose files
- c. From the drop down select the type of file being uploaded
- d. If you do not see your file type, select **“Supporting document.”**



12 Ready for merchant

- a. Once all the information is added and verified click on “Send” to send the application to merchant for signature.
- b. You can also copy the link and send it to merchant separately.

Confirm and send

Ready for Merchant
carson@rebet.app
Direct link to the merchant application: <https://apply.paymentshub.com?meapineyJ0eXAI0iJKV1QILCJhbGciOiJIUzI1NiJ9.Njk2NjA2-w9D0bvt2Gvm...>

Not Ready for Submission
We were unable to automatically verify this merchant's bank account information provided, before submitting this application you are required to upload one of these documents [Voided check, Banking statement, or Processing statement]. Click [here](#) to upload the documents.

The following pages are incomplete:
Business
Principal

2021/1/15

Note

* Do not Submit the application. MSD will review the application and send it to underwriting for review*

14 You can view your submission under Enrollment page.

- a. Open Application – It means the application is open to edit.
- b. Sent to Merchant – It means the application has been sent to merchant for signature.
- c. Completed by Merchant – It means the application has been signed by the merchant.
- d. Submitted Application – It means the application has been submitted to underwriting for review.