



Merchant Information

Integration Guide

Version 1.0
Date: June 5, 2017

Table of Contents

VERSION TRACKING	3
INTRODUCTION	4
MERCHANT INFORMATION	4
COMPANY INFORMATION (READ ONLY)	4
PRINCIPAL INFORMATION (READ ONLY)	5
CONTACT INFORMATION	5
SEGPAY INFORMATION (READ ONLY)	6
CREDIT CARD (READ ONLY)	6
DIRECT DEBIT (READ ONLY)	7

Version Tracking

Version Number	Modification Date	Modified By	Changes Completed
1.00	06-05-2017	Product Development	Initial Documentation Completed.

Introduction

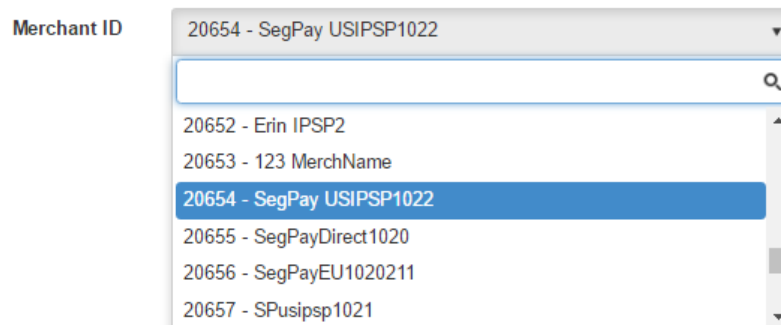
After registering to process with SegPay, and submitting your contract and documentation, you are assigned a unique Merchant ID (MID) and given access to the SegPay Merchant Portal where you can manage your business.

To view your account data, including fees and other administrative information, login to our portal at: <https://mp.segpay.com>, then point your mouse at the **My Account** icon and select **Merchant Information**.



Merchant Information

If your merchant portal account is associated with multiple SegPay Merchant IDs (MIDs), select the merchant you want to view. Notice the search box, which comes in handy if you have a long list of merchants to scroll through. Type the merchant ID or description to search:



Banking regulations dictate that most changes to your data must go through SegPay. Email us at techsupport@segpay.com to report any updates.

Company Information (Read Only)

Here's where we store all the basic information you submitted to us about your company during registration (see image below).

Company Information Principal Information Contact Information Segpay Information Credit Card Direct Debit

Company Name	DBA Descriptor	# of years in business
<input type="text" value="SegPay USIPSP1022"/>	<input type="text" value="SPUSIPSP"/>	<input type="text" value="6"/>
Address	City	State/Province
<input type="text" value="3111 N University Drive Suite 7056"/>	<input type="text" value="Coral Springs"/>	<input type="text" value="Florida"/>
Zip/Postal Code	Country	
<input type="text" value="33065"/>	<input type="text" value="United States"/>	
Business Type	Tax ID	
<input type="text" value="Corporation"/>	<input type="text" value="132456789"/>	

Principal Information (Read Only)

Here is where we store the personal information about your company's director (see image below).

Company Information Principal Information Contact Information Segpay Information Credit Card Direct Debit

Principal Name	Email	Phone	Date of Birth
<input type="text" value="SegPay USIPSP1020B1024"/>	<input type="text" value="techsupport@segpay.com"/>	<input type="text" value="9546883462"/>	<input type="text" value="10/20/1958"/>
SSN	ID Type	Value	ID Type State
<input type="text" value="123456789"/>	<input type="text" value="Drivers License"/>	<input type="text" value="FL12380912838C"/>	<input type="text" value="Florida"/>
Address	City	State/Province	
<input type="text" value="3111 N University Drive"/>	<input type="text" value="Coral Springs"/>	<input type="text" value="Florida"/>	
Zip/Postal Code	Country		
<input type="text" value="33065"/>	<input type="text" value="United States"/>		

Contact Information

Your basic contact info is stored here, including email, phone, etc. You can make changes to any of the fields listed below. Click **Save** to submit your changes.

[Company Information](#)
[Principal Information](#)
[Contact Information](#)
[Segpay Information](#)
[Credit Card](#)
[Direct Debit](#)

Contact Name	Email	Phone
<input type="text" value="Segpay USIPSP1020B1024"/>	<input type="text" value="techsupport@segpay.com"/>	<input type="text" value="9546883462"/>
Chat Contact	Vendor	
<input type="text"/>	-- Not Selected --	

SegPay Information (Read Only)

Your SegPay account information is listed here, including your sales rep and processing region.

[Company Information](#)
[Principal Information](#)
[Contact Information](#)
[Segpay Information](#)
[Credit Card](#)
[Direct Debit](#)

Sales Rep	Status	VISA Region	Bank Type	Merchant Since
<input type="text" value="Brenda"/>	<input type="text" value="Open"/>	<input type="text" value="US"/>	<input type="text" value="USIPSP"/>	<input type="text" value="10/20/2008"/>
Processing Since				
<input type="text" value="10/20/2008"/>				
MCCCode				
<input type="text" value="5967 - Direct Marketing - Inbound Teleservice.."/>				

Credit Card (Read Only)

Credit card processing fees are listed here.

- **Settle Fee:** The % charged when a transaction is settled and funds are paid out to you.
- **Reserve Rate:** The % Segpay withholds on each transaction during your first six months of processing. Reserves are used to cover chargebacks and refunds, and are released back to you with each weekly payout beginning in your 7th month.
- **Reserve held for:** Amount of time SegPay holds your reserves (see above).
- **Payout delay:** The number of days after a transaction when you are eligible to be paid out for that transaction.
- **Authorization fee:** Amount charged when a transaction is initially authorized.
- **Decline fee:** Amount charged when the consumer's issuing bank declines a transaction.
- **Refund fee:** Amount charged when a refund is processed on your account.
- **Chargeback fee:** Amount charged when a chargeback is processed on your account.

Processing Fees	Transaction Fees
Settle Fee (%) <input type="text" value="8.00"/>	Authorization Fee <input type="text" value="0.00"/>
Reserve Rate <input type="text" value="10.00"/>	Decline Fee <input type="text" value="0.00"/>
Reserve held for <input type="text" value="6"/> months.	CreditCardCreditFee <input type="text" value="2.00"/>
Your Payout Delay is <input type="text" value="14"/> days.	Chargeback Fee <input type="text" value="25.00"/>

Direct Debit (Read Only)

Direct debit processing fees are listed here.

- **Settle fee:** The % charged when a transaction is settled and funds are paid out to you.
- **Reserve rate:** The % Segpay withholds on each transaction during your first six months of processing. Reserves are used to cover chargebacks and refunds, and are released back to you with each weekly payout beginning in your 7th month.
- **Reserve held for:** Amount of time SegPay holds your reserves (see above).
- **Payout delay:** The number of days after a transaction when you are eligible to be paid out for that transaction.
- **Transaction fee:** Amount charged on every transaction.
- **Fraud prevention fee:** Only charged on initial signups.
- **Chargeback fee:** Amount charged when a chargeback is processed on your account.
- **Credit fee:** Amount charged when a transaction is credited back, or refunded on your account.

Processing Fees

Settle Fee (%)

Reserve Rate

Reserve held for months.

Your Payout Delay is days.

Transaction Fees

Country	Transaction Fee	Fraud Prevention Fee	Chargeback Fee	Credit Fee
Austria	0,10€	0,38€	8,50€	2,00€
France	0,30€	0,38€	8,50€	3,00€
Germany	0,10€	0,38€	8,50€	2,00€
Italy	0,30€	0,38€	8,50€	3,00€
Netherlands	0,10€	0,35€	8,50€	2,00€
Portugal	0,30€	0,38€	8,50€	3,00€
Spain	0,30€	0,38€	8,50€	3,00€
Great Britain	0,29€	0,33€	5,15€	3,00€

If you ever need help with this, or if you have thoughts or suggestions on this or any other SegPay feature, please contact us at Techsupport@SegPay.com.