

Merchant Link Setup Customer Checklist

[Sertifi Support Center](http://www.support.sertifi.com/)

Before you can start collecting payments and/or authorizations with Sertifi, you must create an ecommerce merchant identification number (MID) with your payment processor. Use this checklist to get setup with the Merchant Link Payment gateway.

**Note:** *Sertifi can't complete this process for you. Someone from your Accounting team should complete this process.*

**Request a new eCommerce MID.**

* Contact your payment processor or merchant services provider and request a new MID be created for you.
* When you submit your request to your payment processor or merchant services provider you must specify that the new eCommerce MID is boarded onto TNS-PAY (Transaction Network Services).

**Request a VAR Sheet.**

* Request that your payment processor or merchant services provider gives you a VAR sheet for your newly created MID.
  + A VAR Sheet contains information about your MID and is required for your payment gateway setup**.**

**Fill out the** **Merchant Link Order Form.**

* Fill out your Merchant Link order form completely using information from your payment processor or merchant services provider.

**Send your VAR Sheet and completed Merchant Link Order Form to your Sertifi Customer Success Manager.**

* Send both documents via email to your CSM, and your CSM will submit the gateway setup to Merchant Link on your behalf.

**If your payment processor or merchant services provider has any questions when you request a new eCommerce MID, you can reach out to your Sertifi Customer Success Manager.**