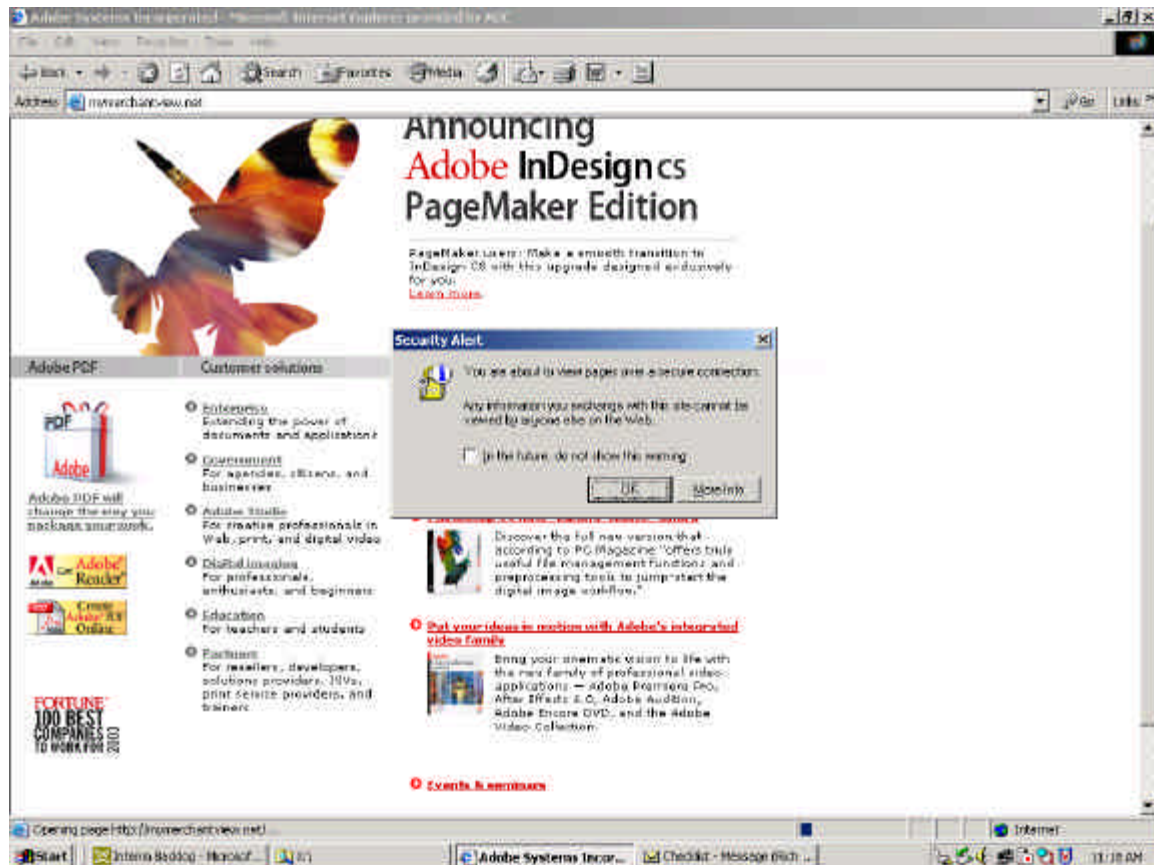


APPENDIX D
INITIAL SETUP FOR ESTABLISHING ONLINE MERCHANT ACCOUNT
(01/16/04)

ONE-TIME PROCEDURE FOR COMPLETING INTERNET CONNECTION



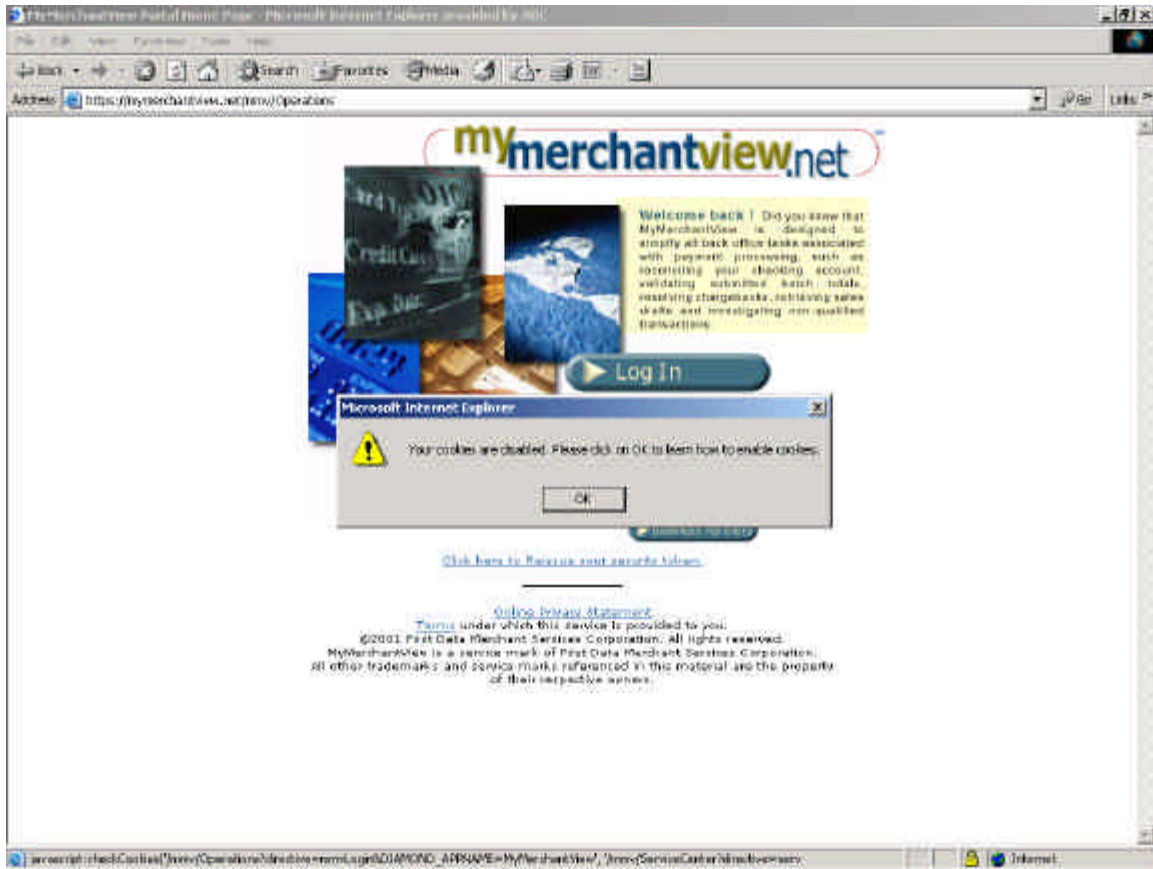
1. Open a browser window and go to MyMerchantView.net.
<http://MyMerchantView.net>

MyMerchantView will only operate with Internet Explorer (version 5.5 or higher) or Netscape Navigator/Communicator (version 4.76 or higher).

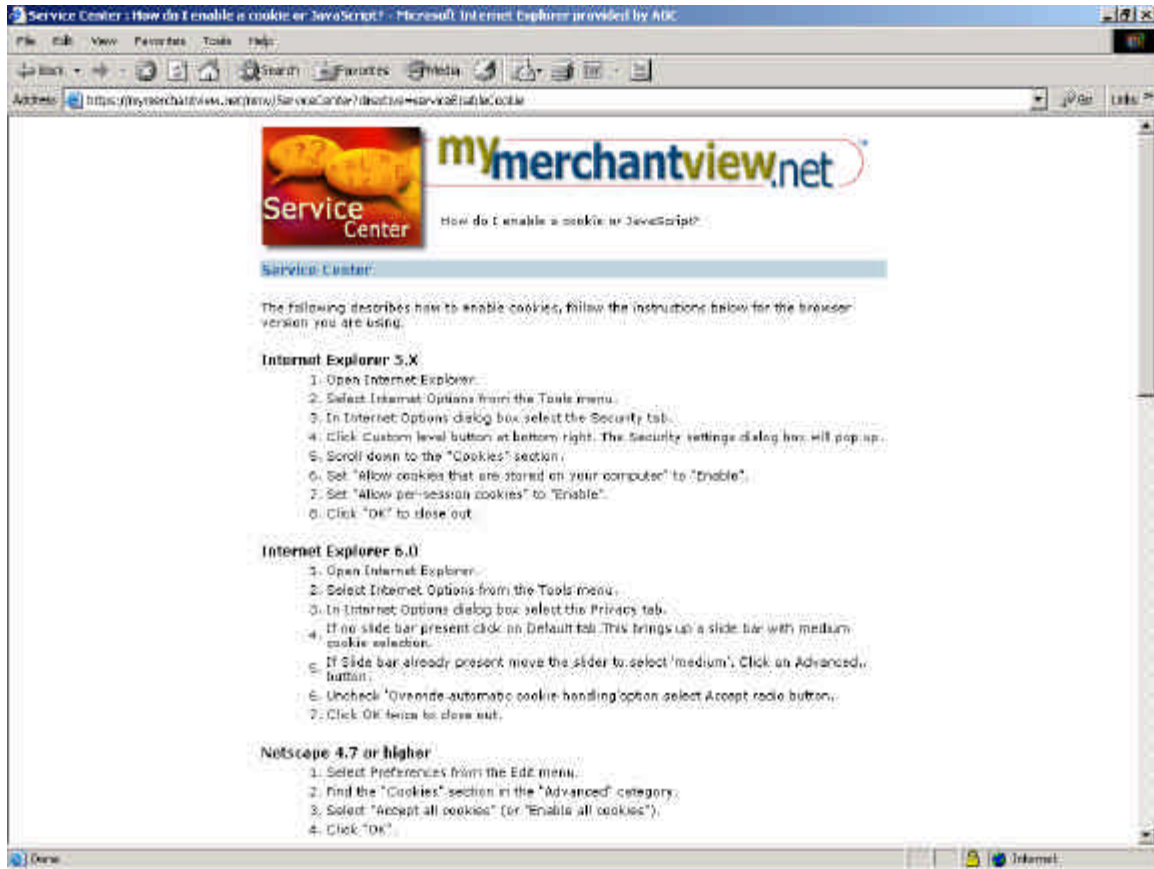
Click *OK* if the above dialog box (Security Alert) is displayed. Otherwise, go to Step 2.



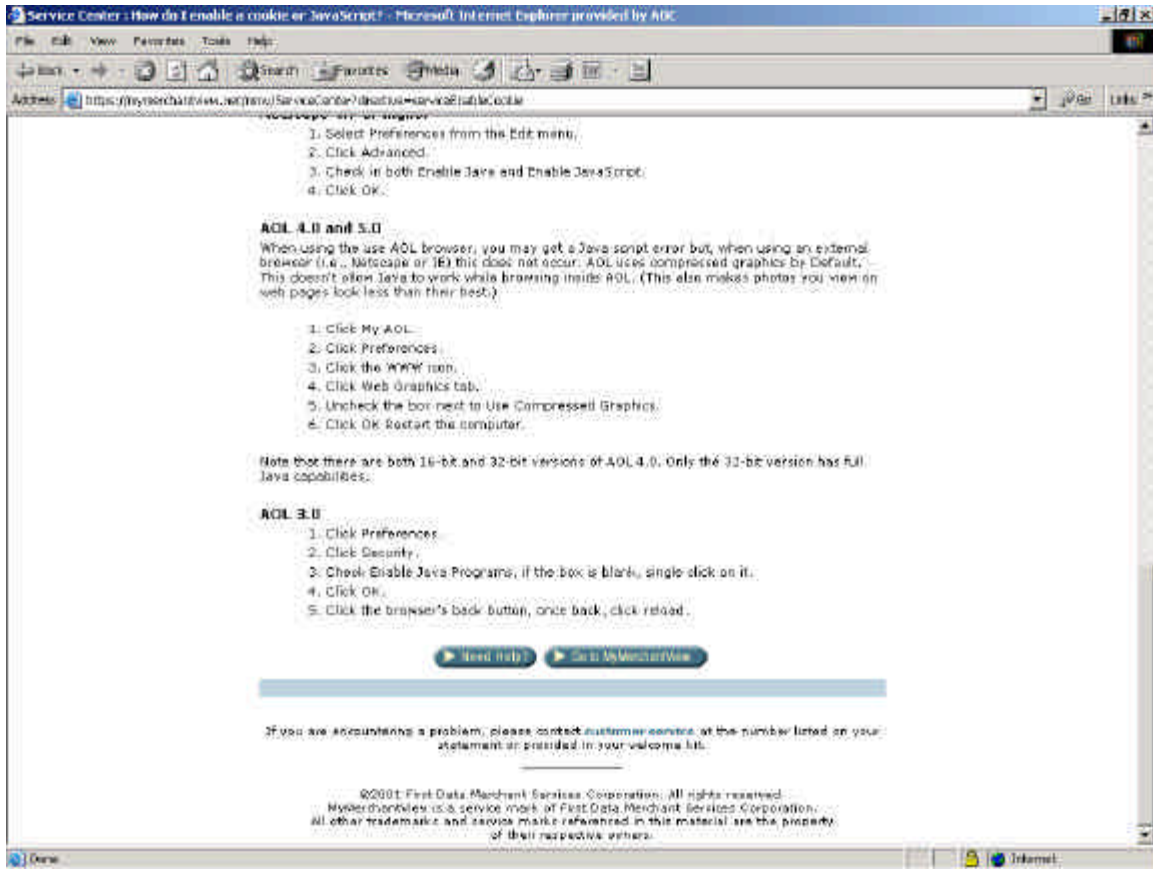
2. Click *Log In*.



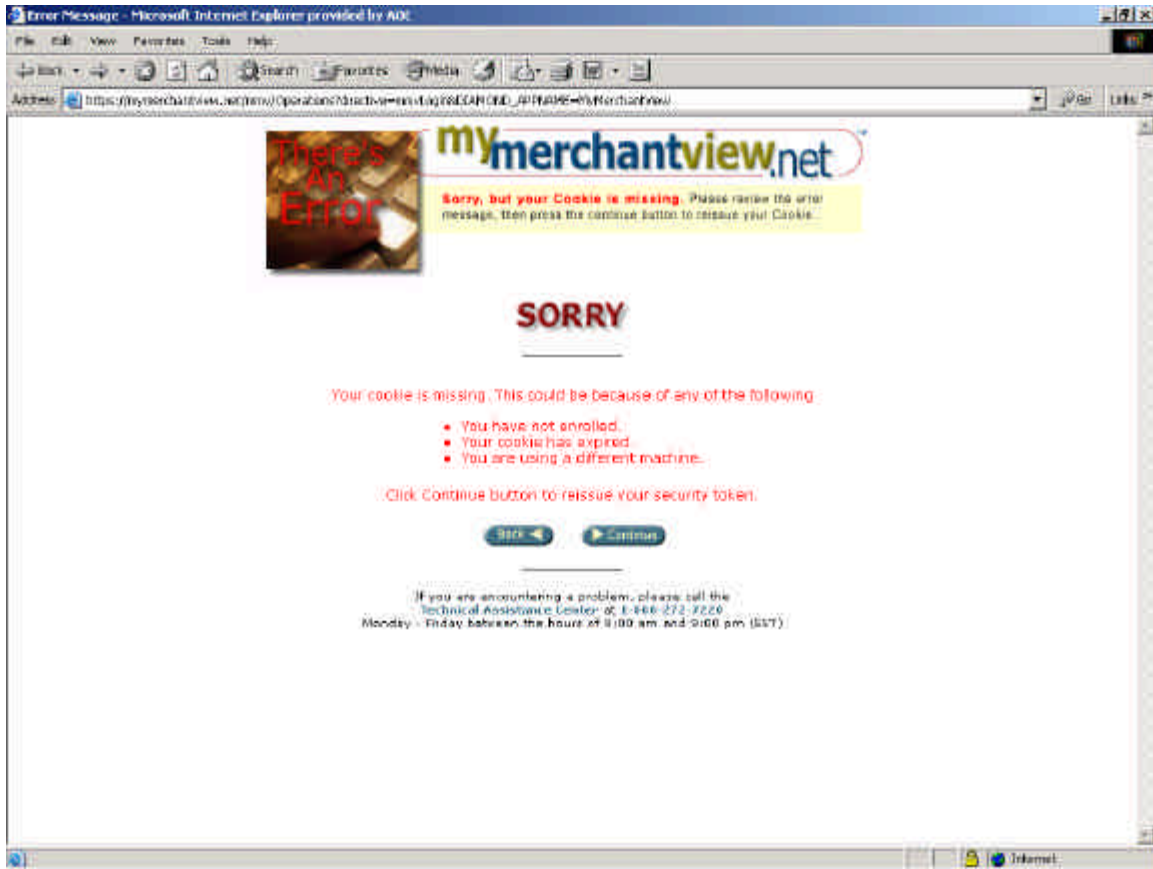
3. If your browser window is set up to disable cookies, the above dialog box will be displayed. Click *OK* to continue. Otherwise, go directly to Step 6.



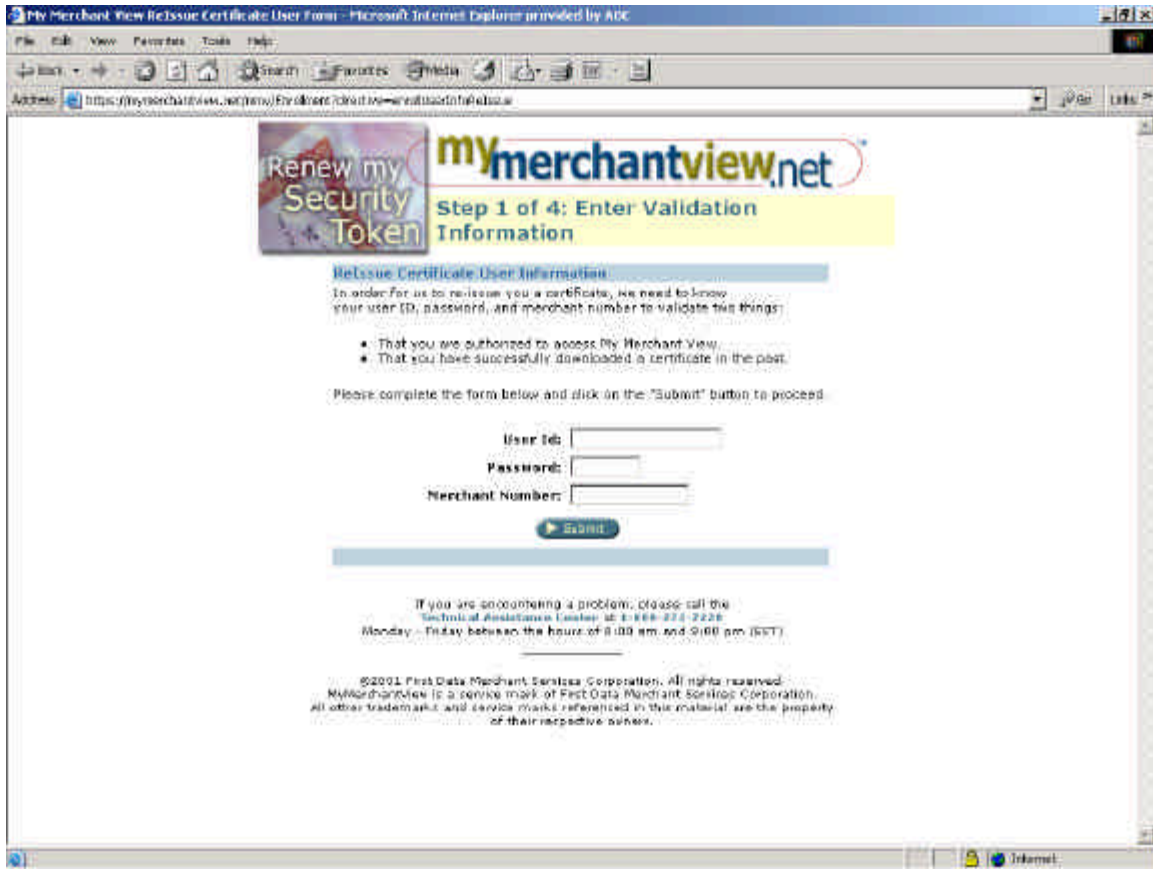
4. Follow the instructions for the browser version you are using.



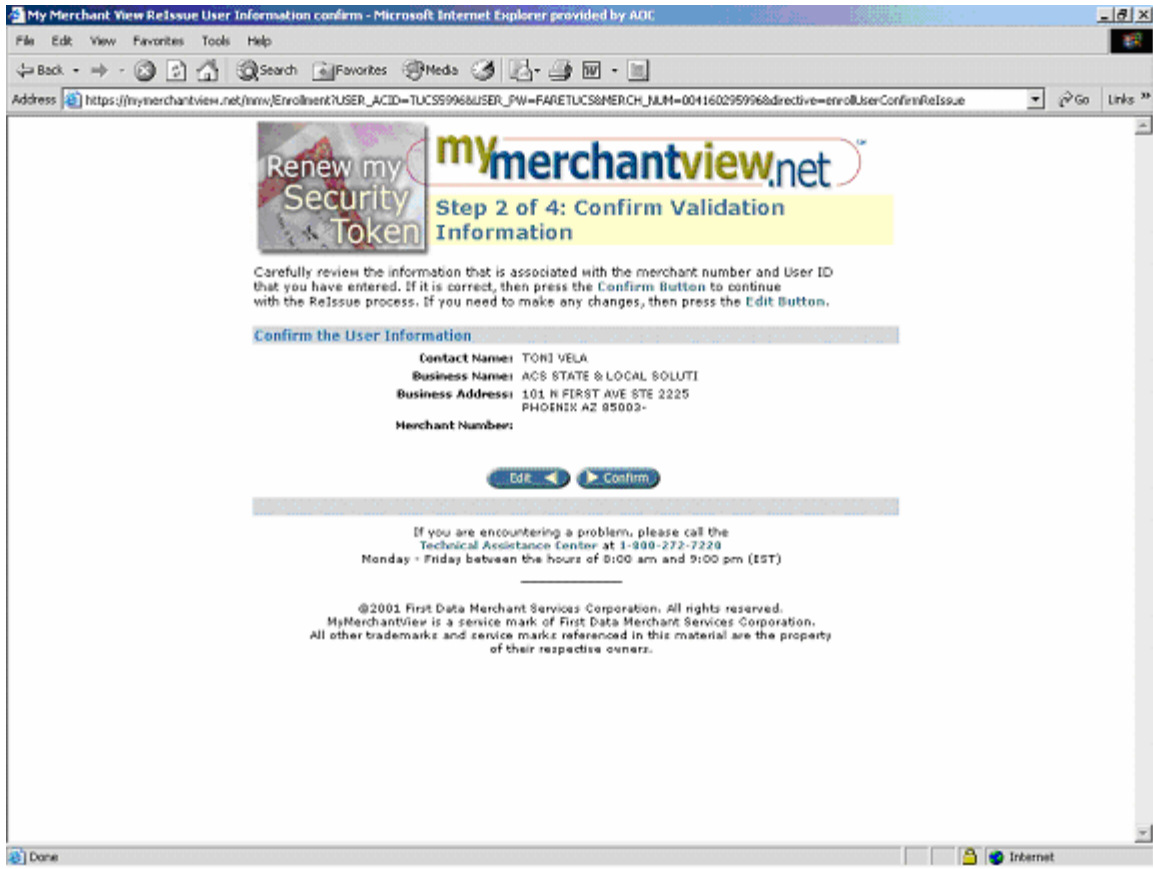
5. Click *Go to MyMerchantView*.



6. Click *Continue* to complete your Internet connection.

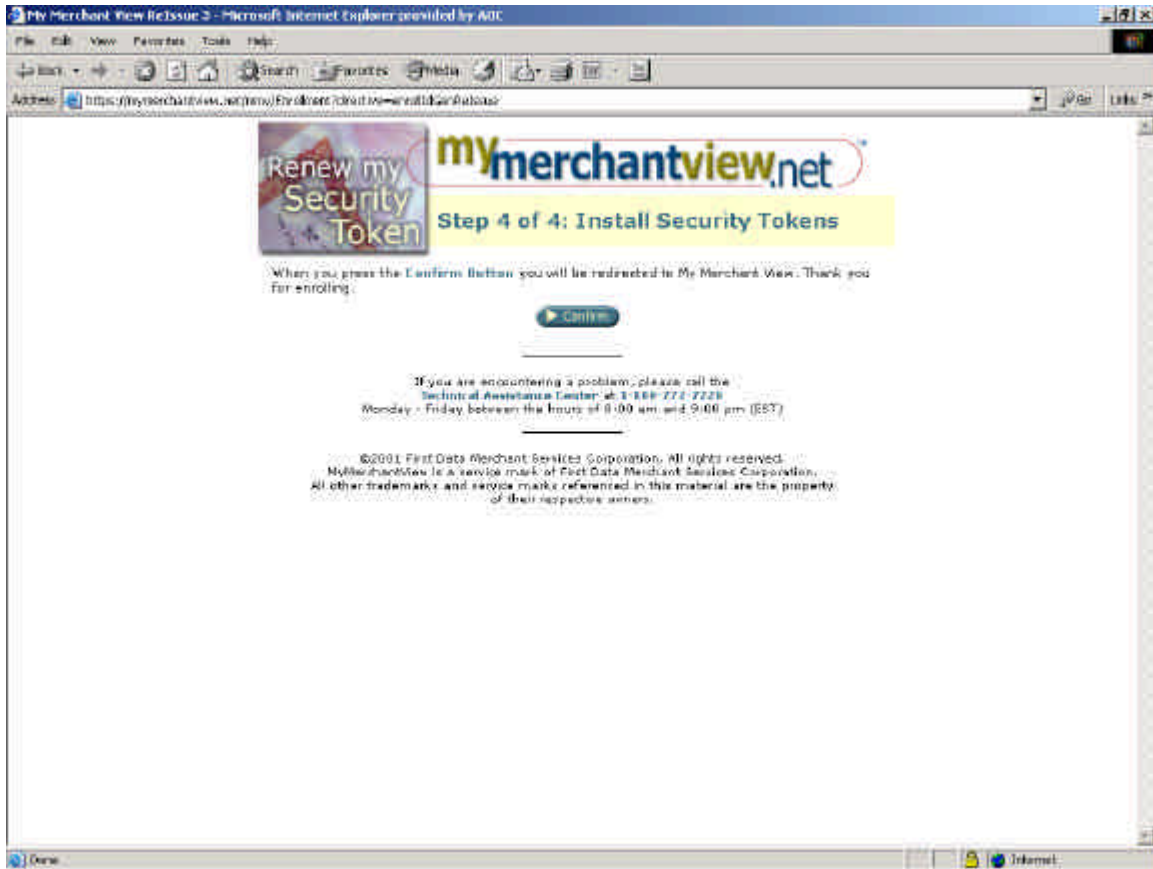


7. Enter your User ID, password and 12-digit merchant number.



8. Verify that the merchant number is correct and click *Confirm*. The contact name and address will contain ACS' information as shown above.

NOTE: The merchant account was removed from the above sample screen for security purposes. Merchant account should be 12 digits.



9. Click *Confirm* to go to the main login page.

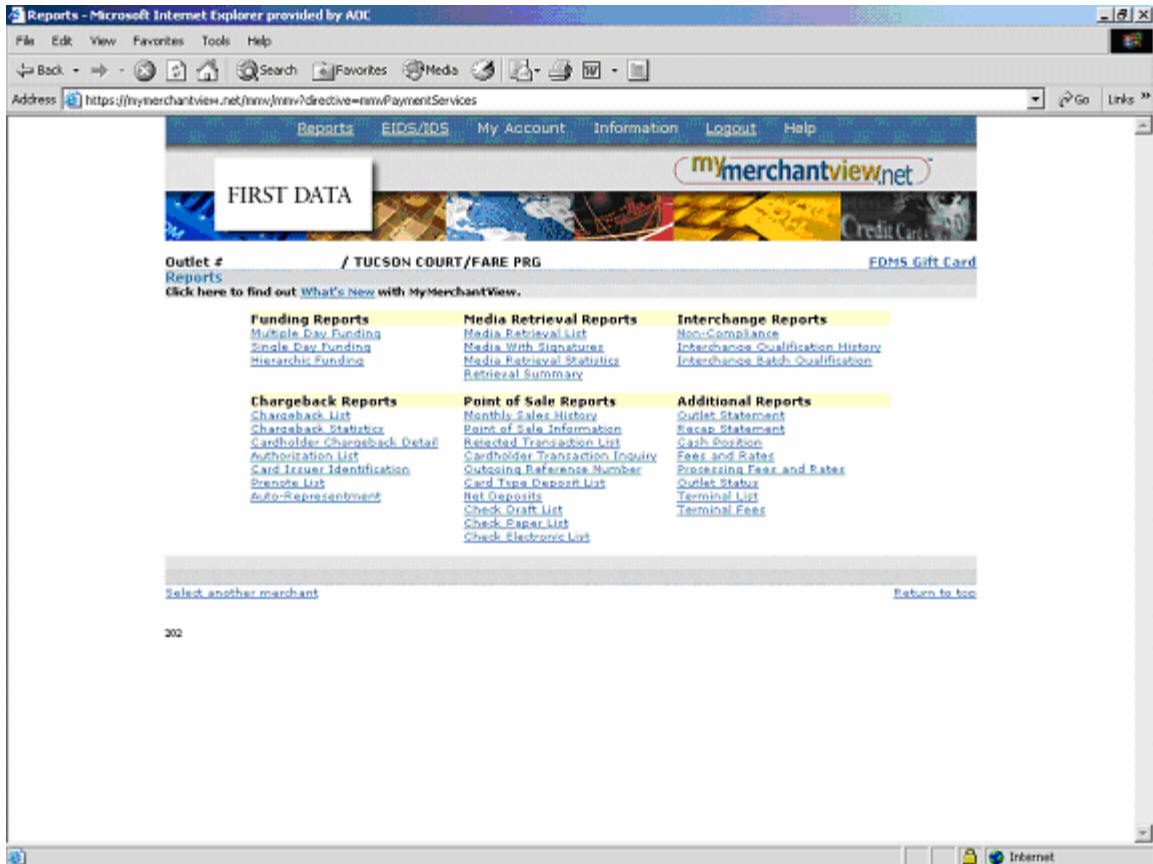
STANDARD LOGIN PROCEDURE



1. Click *Log In* from the main login page.

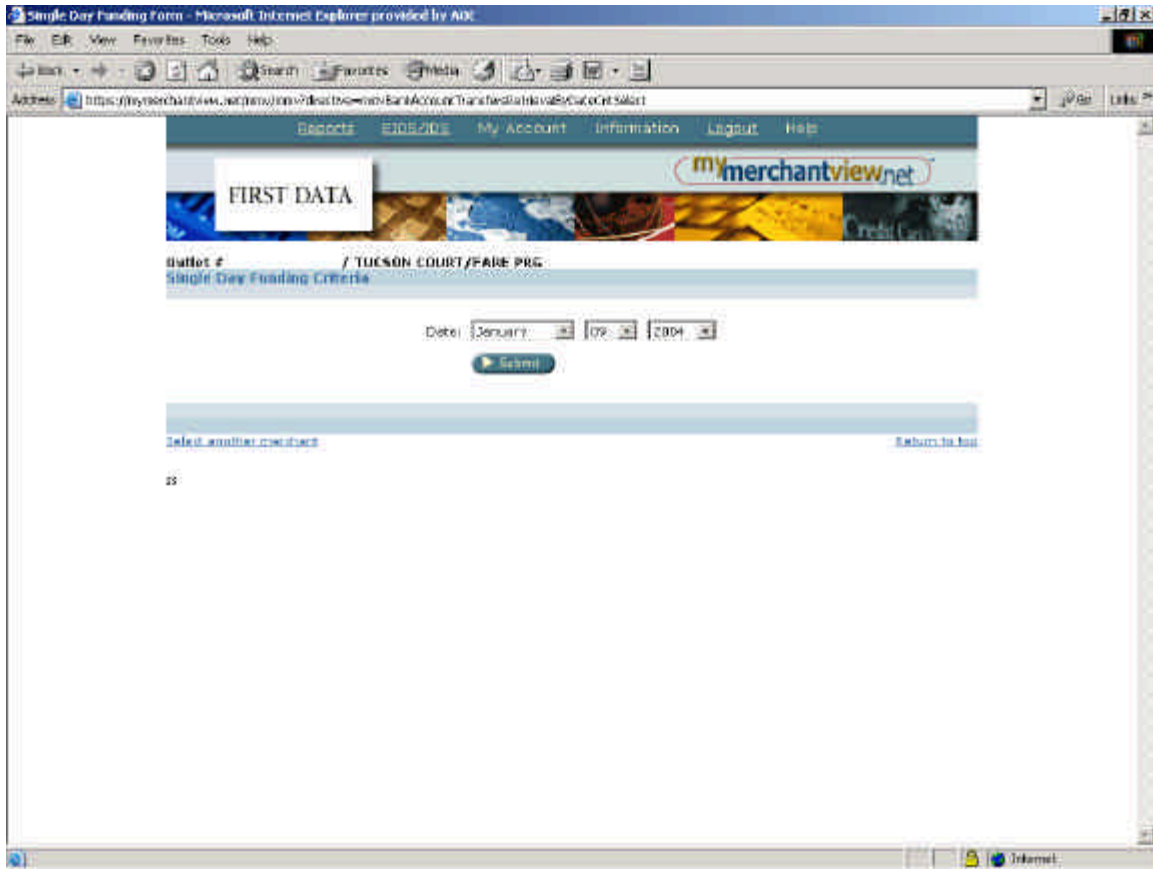


2. Enter your assigned user ID and password and click *Submit*.

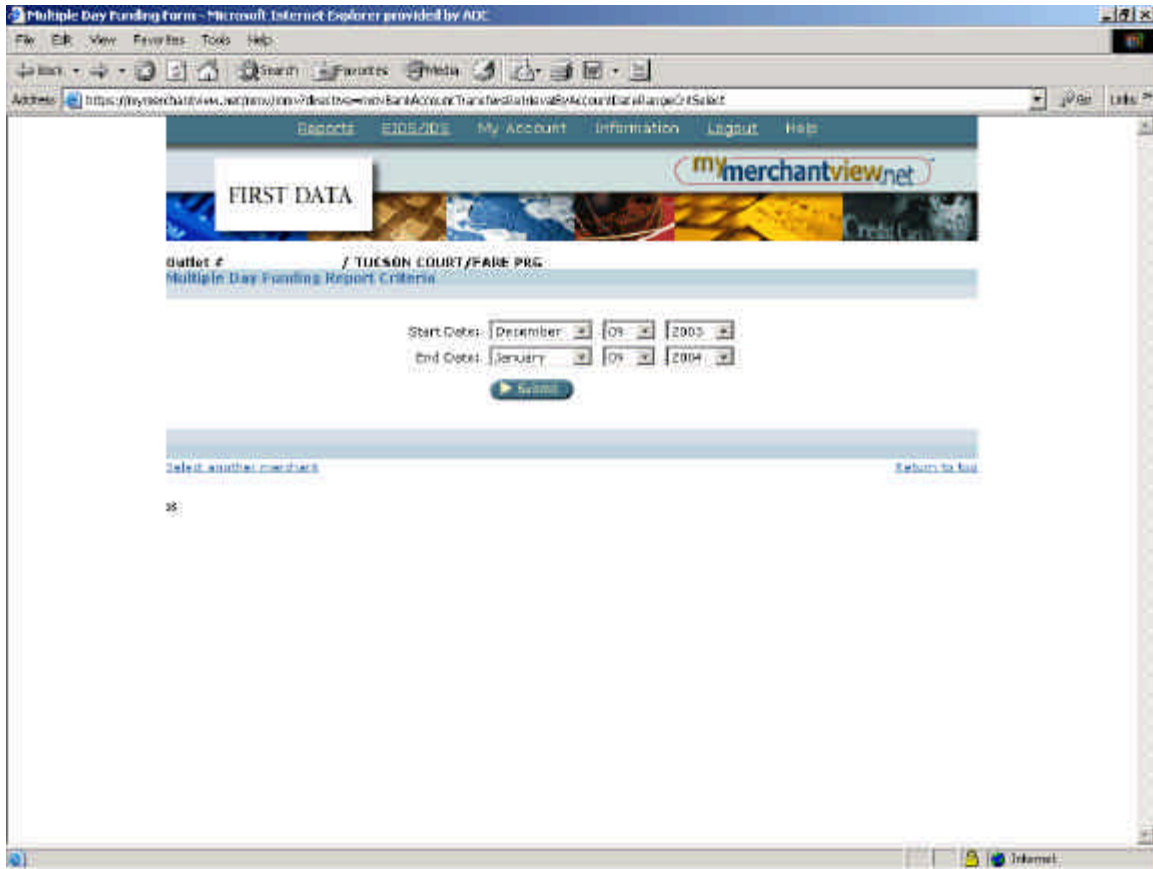


3. From the main page, select **Single Day Funding** from the Funding Reports section.

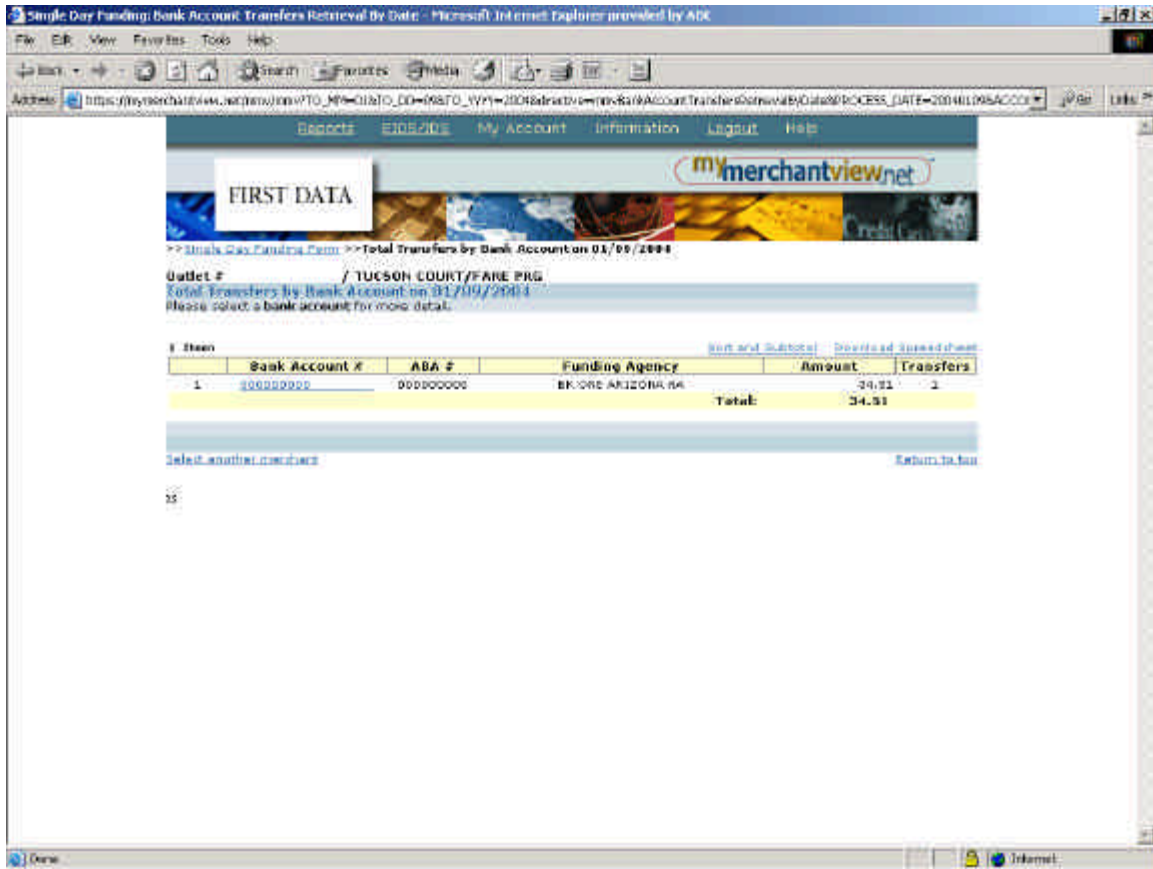
NOTE: Outlet # is your 12-digit merchant account number.



4. Date will default to today's date. Click *Submit* for the default date or choose the date from the drop down list and click *Submit*. This option will allow you to view the funding for that particular date.



To view the funding for a specific date range, select **Multiple Day Funding** from the Funding Reports section. Specify the desired start and end dates from the drop down lists and click *Submit*.



5. System displays the bank account information associated with the merchant account. Click the bank account number to view the appropriate funding details.

Single Day Funding: Bank Account Transfers Retrieval By Date Account - Microsoft Internet Explorer provided by AOL

Reports EDR/IDE My Account Information Logout Help

FIRST DATA mymerchantview.net

>> Single Day Funding Form >>> Total Transfers for Bank Account on 04/20/2004
 >> Transfers for Bank Account 00000000000000000000

Outlet # / TUCSON COURT/FARE PRG
 Transfers for Bank Account 00000000000000000000
 Please select a Transfer Item for more detail.

[Sort and Subtotal](#) [Download Spreadsheet](#)

SUMMARY						
Financial Categories	Funding Rec ID	Transfers	Credits	Debits	Net	
1 DEPOSITS		1	34.51	0.00		
Total:		1	34.51			

DEPOSITS						
Financial Categories	Funding Rec ID	Transfers	Credits	Debits	Net	
1 M/C M/C - DEPOSITS		0	34.51	0.00		
Total:		0	34.51			

[Select another merchant](#) [Return to list](#)

IT

6. Select **Reports** from the top menu bar to go back to the main page or select the desired submenu option.
7. To exit, select **Logout** from the top menu bar.