**STEP 1 – COMPLETE REQUIRED FIELDS**

|  |
| --- |
| **REQUESTOR INFORMATION**  |
| Date:  |  | Effective Date: |  |
| MID: |  |
| For multiple MIDs provide a spreadsheet and include the MID and DBA name. |
| Business DBA and/or Legal Name: |  |
| \*Business DBA/Legal Name – Either the DBA Name or Legal Name must match what is on the system. |
| Person Requesting Change: |  | Title: |  | Phone #: |  |
| \*Person requesting change must be current legal contact or signer on Merchant Processing Agreement |

**STEP 2 – ADD Clover Security** (Select only one Indicator Option)
(See CHART A below for details)

|  |  |  |
| --- | --- | --- |
|  | **Indicator** | **TransArmor Request Type** |
| **[ ]**  | Option 01 | Clover(includes PCI Rapid Comply, TransArmor Data Protection, Liability Waiver and POS Security Monitor) |
| **[ ]**  | Option 04 | Compliance Only (PCI Rapid Comply) |
| **[ ]**  | Option 05 | Compliance + Liability Waiver |
| **[ ]**  | Option 09 | Merchant Opted Out(Merchant uses a 3rd party vendor for PCI compliance or Closed/Cancelled) |
| **[ ]**  | Option 13 | TransArmor Data Protection(TADP) Clover flat rate only(client does not use the FD PCI program) |
| **[ ]**  | Option 21 | TransArmor Essentials Clover(includes PCI Rapid Comply and TransArmor Data Protection flat rate) |

|  |
| --- |
| **STEP 3 - Indicate Billing and Tokenization/Encryption Options** |
| **Add/Update or Delete** | **Description** | **Grid ID/Fee Amount/Option** |
| Choose an item. | MFC Grid |  |
| Choose an item. | Auth Grid ID |  |
| Choose an item. | TRANSARMOR SOLUTION - MONTHLY |  |
| Choose an item. | DATA PROTECTION TOKENIZATION AND ENCRYPTION FLAT RATE FEE | **5.00** |
| Options include 00 = None, 01 = Encryp & Tokenization, 3 = Token Only | TransArmor Security Level |  |
| Options include 00 = None, 01 = RSA/PKI, 02= Verifone | TransArmor Encryption Type |  |
| Option include T= Token, M = Multi-Pay Token, H = Multi-Pay token assigned at hierarchy | Token Indicator |  |
| Choose an item. | TransArmor VSP Domain |  |
| Choose an item. | TransArmor VSP Brand |  |

**CHART A – INDICATOR OPTION CHART**

**Use for STEP 2**

|  |  |  |
| --- | --- | --- |
| **TRANSARMOR REQUEST TYPE** | **ADD OPTION** | **REMOVE FEES** |
| Option 01 Clover Security Plus Clover merchants  | * Add 5005 TransArmor Solution Bundle
* Add Option 01 Full Bundle
* Add TADP settings and fees, if applicable
 | * Remove any applicable retail PCI Compliance fees and/or tokenization and encryption fees, if requested by Partner Solution client
 |
| Option 04 PCI Rapid Comply | * Add 5005 TransArmor Solution Bundle
* Add Option 04 Compliance Only
* Add any applicable retail PCI Compliance fees and/or TADP settings and fees, if requested
 |  |
| Option 05 PCI Rapid Comply + Liability Waiver | * Compliance Liability Waiver
 |  |
| Option 09 Merchant Opted Out | * Add 5005 TransArmor Solution Bundle
* Add Option 09 Merchant Opted Out
 |  |
| Option 13 TransArmor Data Protection flat rate only Clover merchant | * Add 5005 TransArmor Solution Bundle
* Add Option 13 Data Protection Only Flat Rate
* Add TADP flat rate fee and settings, if requested
 |  |
| Option 21 TransArmor Essentials Clover(PCI Rapid Comply and TransArmor Data Protection flat rate Clover merchant) | * Add 5005 TransArmor Solution Bundle
* Add Option 21 TransArmor Essentials Clover Flat Rate
* Add TADP flat rate fees and settings
 |  |

**MERCHANT SIGNATURE**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Merchant’s Signature

\*Required if Increasing or Adding Fees to the Merchant’s Account Date