



**AMG SecurePay Gateway**  
**Merchant Setup Form**  
*Put Your Money where Your Mouse is!™*



MSS53.7.12.79

> **All Fields are required.** Missing and/or wrong information could result in a delay of your gateway's completion. AMG cannot be responsible for this.  
> Information listed below will appear exactly the same way on your gateway.  
> Please make sure ALL information is CLEAR & ACCURATE.  
> Upon completion, you may Save this Document and email to AMG. You may also Print it & Fax it to AMG. For emailing information and faxing please see Section 4.

> Person listed in Section 1-B will be the ONLY person allowed to make account changes. reset the password and other security modifications.  
> Person's listed as Authorized Contact's on this account are subject to multiple security questions at random. Person's Authorized to make account changes should know critical business information at the time of the questioning.

Fifth Third Agent Name:

Merchant ID#:

**Section 1 - Business Information** *Basic Business Information for Account Setup*

**A. PAYMENT GATEWAY** AMG SecurePay

Training? ☐ Yes ☐ No

Multiple Merchant Accounts: ☐ Yes ☐ No If Yes, would you like all of your Accounts on one [1] Gateway Portal ☐ Yes ☐ No

Business Name:

Address:

Address #2:

City:

State:

Zip Code:

Business Phone:

Secondary Phone:

Business Fax:

Contact eMail:

Business Type: ☐ Sole Proprietor ☐ Corporation ☐ LLC ☐ Partnership ☐ Not For Profit

Products Sold:

Tax ID or Social Security #:

9 Digits Long

Type of Merchant Account: ☐ Retail ☐ eCommerce ☐ MoTo Payment Gateway Type: ☐ Retail ☐ eCommerce ☐ MoTo

**Retail** = Swipe / Face-to-Face  
Swiper Required

**eCommerce** = Transactions completed  
through your website

**MoTo** = Hand - Keyed Transactions /  
Via Phone, Fax, Mail, etc.

Business Time Zone: ☐ Eastern ☐ Central ☐ Mountain ☐ Pacific

☐ Hawaiian

☐ Alaskan

☐ Other: Specify:

Card Types Accepted:

☐ Visa

☐ Mastercard

☐ Discover

☐ American Express

☐ Diners Club

☐ JCB

**B. OWNER / CONTACT INFORMATION** *Person Authorized to make account changes and updates.*

First Name:

Last Name:

Title:

**C. BANKING INFORMATION** *Where your Monthly Fees will be withdrawn from.*

Bank Account Number:

ABA Routing Number:

9 Digits Long

Bank Name:

**D. PRICING & VOLUME INFORMATION** *Pricing below does NOT include ADDITIONAL / OPTIONAL Services in Section 1-E*

<b>Setup Fee:</b> <input style="width: 80px;" type="text" value="\$79.00"/> <input type="radio"/> Withdraw from Checking Account or <input type="radio"/> Credit Card <i>See Section 3</i>							
<b>Monthly Gateway Fee:</b> <input style="width: 80px;" type="text" value="\$12.00"/>		<b>Per Transaction Fee:</b> <input style="width: 80px;" type="text" value="\$0.12"/>		<b>Any Additional Fees:</b> <input style="width: 80px;" type="text"/>		<b>Define:</b> <input style="width: 100px;" type="text"/>	
<b>Would you like to Customize your Gateway?</b> \$150.00 <input type="radio"/> Yes <input type="radio"/> No <i>See Section 2</i>							
<b>Average Ticket:</b> <input style="width: 100px;" type="text"/>				<b>Monthly Volume:</b> <input style="width: 100px;" type="text"/>			
<b>If RETAIL Account Type, will you need a Card Swiper?</b> <input type="radio"/> Yes <input type="radio"/> No				<b>If RETAIL Account Type, will you need a Printer?</b> <input type="radio"/> Yes <input type="radio"/> No			
<b>Accessories:</b> <input type="checkbox"/> <b>Swipers</b> \$89.00 ea. <b>Quantity:</b> <input style="width: 40px;" type="text"/> <input type="checkbox"/> <b>Printers</b> \$249.95 ea. <b>Quantity:</b> <input style="width: 40px;" type="text"/>							
<b>Shipping Method*:</b> <input type="radio"/> Ground \$12.95 <input type="radio"/> 2nd Day \$24.95 <input type="radio"/> Overnight \$35.00							

**Pricing Confirmation,**  
**Name of Person Completing Form:**

**E. ADDITIONAL / OPTIONAL SERVICES** *These Services Cost additional fees NOT listed Section 1-D*

*If Applicable*    ☐ eCheck    ☐ Payer Authentication    ☐ Level 3 Data [If Applicable]  
Explanation in Section 2    ☐ Customer Vault    ☐ iSpy Fraud    ☐ Other: Specify:

**F. FIELDS SELECTION** *Merchant Defined Fields and Required Fields*

1. By Default, your AMGSecurePay Gateway will come with 3 fields that are Required by the gateway; Name, Address & Zip Code. Most Processors require these fields with every transaction. If you wish to have any further fields required, check them off here.

**ORDER INFORMATION**

☐ Order ID    ☐ Order Description    ☐ PO Number    ☐ Shipping    ☐ Tax    ☐ Tax Exempt

**CARD BILLING**

☐ First Name    ☐ Last Name    ☐ Company    ☐ Country    ☐ Address    ☐ City    ☐ State  
☐ Zip Code    ☐ Phone    ☐ Fax    ☐ Email Address    ☐ Website Address

**SHIPPING ADDRESS**

☐ First Name    ☐ Last Name    ☐ Company    ☐ Country    ☐ Address    ☐ City    ☐ State    ☐ Zip Code

2. Merchant Defined Fields [MDF] allow you to customize your gateway by creating your very own fields within your gateway. These fields are NOT limited to simple text fields but are able to be used as radio button, drop-down menu and check box. To explore MDF's even further, log into your gateway and go to OPTIONS, then choose MERCHANT DEFINED FIELDS. Once you have established your MDF's you can have them be REQUIRED Fields. To have your MDF's required simply contact AMG SecurePay Support.

**G. ADDITIONAL SETUP** *Login must be at least 6 characters long*

**Requested Username 1:**

**Requested Username 2:**

**Additional Information  
and / or Notes, if applicable**

\* Pricing Subject to change without notice.

## Section 2 - Explanation of Additional / Optional Services

*\*All Additional Services listed below are subject to additional pricing **NOT** found in Section 1-D*

**eCheck** - Check Guarantee and Non Guarantee are available. Enables the merchant to process customer checks electronically on their SecurePay Account.

**Customer Vault** - Allows the merchant to store customer information in their AMGSecurePay Interface and run another transaction on that same customer's credit card without having to retrieve all of the data again.

**Payer Authentication** - Helps to decrease Fraudulent Activity on your account and includes added benefits if you are a victim of Fraud.

**iSpy Fraud** - Allows merchants to establish their own parameters in preventing fraud.

**Level 3 Data Processing** - A Merchant Account with Special Pricing that has Special Requirements for each transaction such as Product Description and SKU.

**Customize Your Gateway** - Design your gateway the way you want it. Your Color Scheme, logo along with the typeface and size.

## Section 3 - Setup Fee Payment & Pricing Acceptance- Select & Sign One

By selecting and signing one of the options below, you also agree to the Pricing in Section 1-D along with any additional fees that may incur by selecting additional products in 1-E. By completing this document and sending to AMG, you understand that any information above, that is NOT CORRECT, may be placed within my gateway as CORRECT and AMG and its subsidiaries are not responsible.

**SIGNATURE INSTRUCTIONS** - There are a couple of different ways to sign this document. The first and most traditional would be to complete the form on your computer, then Print it, Sign it in the proper signature line, then scan it to your computer and email to AMG, or simply fax it.

The second would be to complete the entire form on your computer and click on the proper signature box. You may select a Digital Signature you have already created before or create an entirely new one. Complete the steps according to your computer and then place the Digital Signature in the proper signature box. Once you have completed your Digital Signature you will be able to use it over and over again with any forms that are able to use it. For further assistance with this section and any other section in this document, please contact AMG SecurePay.

**PLEASE NOTE: Once your Digital Signature is applied then NO further changes can be made to this document unless the Signature is removed. To remove your Digital Signature, simply Right-Click on it and select "Clear Signature".**

### ☐ A. ACH Payment ONLY

I authorize Advanced Marketing Group [DBA Advanced Merchant Group / AMG] to perform a transfer debit from my account that is identified above [1-C] for the amount listed above or when payments are due or applicable [1-E]. Furthermore, if any such electronic debit and to subsequently collect a returned debit item fee of \$25.00 per item by electronic debit from my account identified below.

For accounting purposes, all electronic debits will be reflected in the monthly bank statement that corresponds with the financial institution account identified on the previous page.

I understand and authorize all of the above as evidenced by my signature below.

**AUTHORIZING SIGNATURE:**

**Date:**

**Print Name:**

**Title:**

### ☐ B. Credit Card Payment ONLY

If you wish to pay your Setup Fee via a **Credit Card Payment**, you may do so by going to the following web address:

<http://www.amggateway.com/payments>

**We Accept**



**Last 4 digits of the Credit Card you will be using [for reference only]:**

**AUTHORIZING SIGNATURE:**

**Date:**

**Print Name:**

**Title:**

## Section 4 - Completion & SecurePay Contact Information

When complete **Fax** to 215.701.4989 or **Scan** and **Email** to [53@AdvancedMerchantGroup.com](mailto:53@AdvancedMerchantGroup.com)

Upon your SecurePay Account being setup and completed, an Activation Email will be sent to the email address you have listed above. Please be sure to check this email frequently when you expect your SecurePay Account to be setup. Due to the nature of this email, it could land in a folder in your Inbox for Spam, Junk or Deletion. The Activation Link in the Activation Email has a 24 Hour Life Period. If you cannot complete the Activation because the link is inactive, contact AMG SecurePay Support.

**AMG SecurePay**  
600 Louis Drive Suite 202-A Warminster PA 18974  
p 877.99.SWIPE f 215.701.4989  
[AMGsecurepay@AdvancedMerchantGroup.com](mailto:AMGsecurepay@AdvancedMerchantGroup.com)



**AMG SecurePay - 24hr Support**  
p 877.675.2410 f 215.701.4989  
[AMGsecurepay@AdvancedMerchantGroup.com](mailto:AMGsecurepay@AdvancedMerchantGroup.com)  
[GatewaySupport@AdvancedMerchantGroup.com](mailto:GatewaySupport@AdvancedMerchantGroup.com)

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