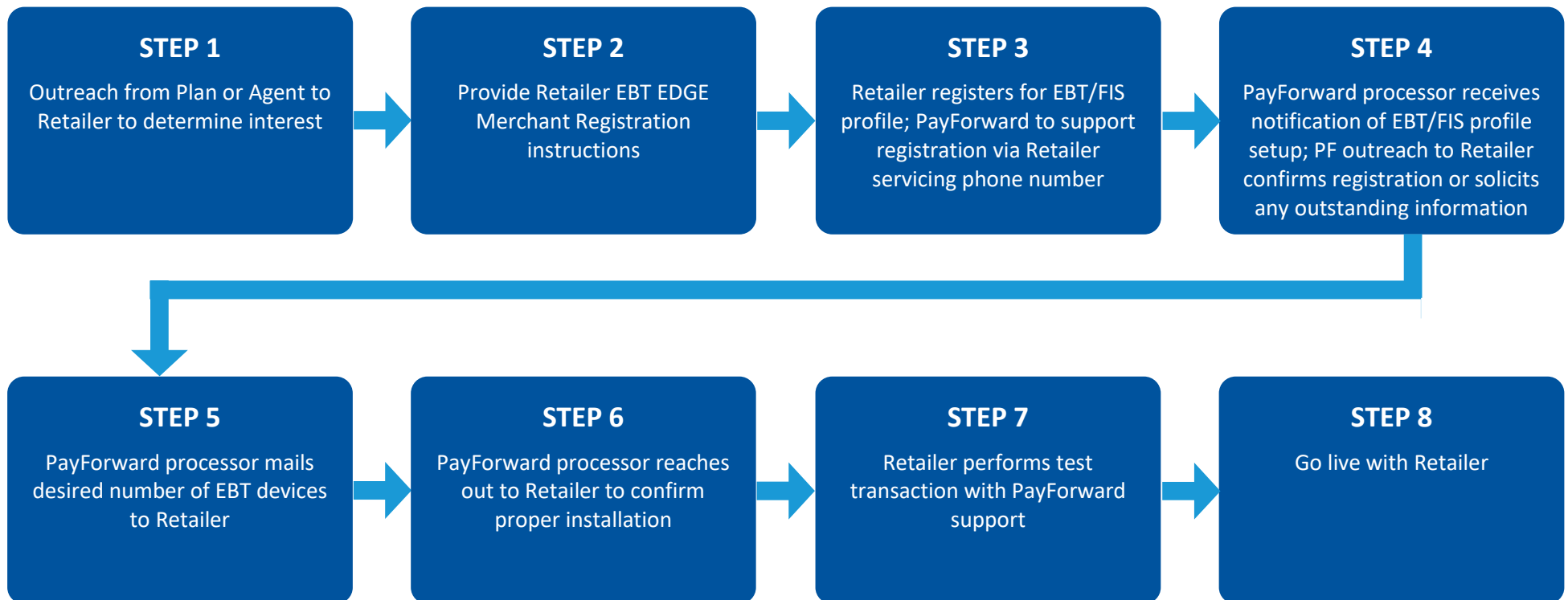


Participating Retailer Onboarding Process

Merchant Support Phone Number: (866) 202-5316



Flex.VantageHealthPlan.com

1 Overview

This short guide explains the procedure for independent merchants to join the FIS Filtered Spend Acceptance Network. This guide reviews the process merchants will complete to register their account, digitally sign their contract, and receive their Filtered Spend payment terminal.

After registration, merchants also access the following account functions:

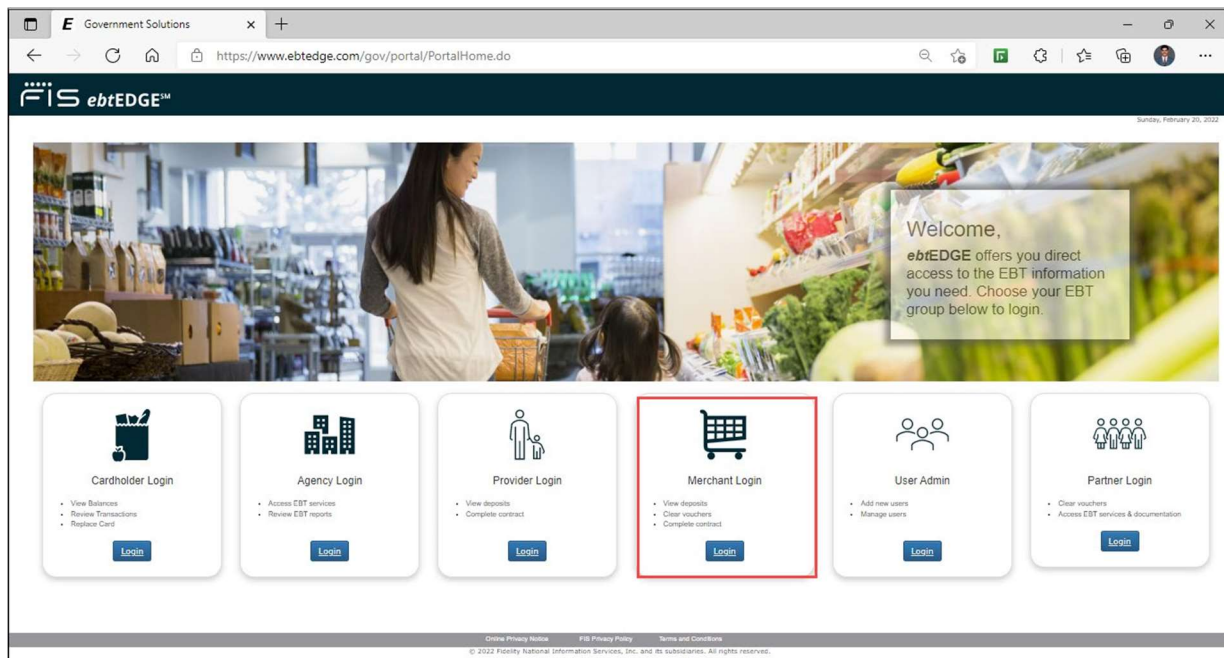
- Access, review, and update store operations information, such as store hours
- View deposits and invoices (all merchant types)
- Get help and read program information

See the *Merchant Portal User Guide* for those functions. The *User Guide* is available in the Documentation tab after you have logged on as a contracted and registered user.

2 Accessing the Merchant Portal

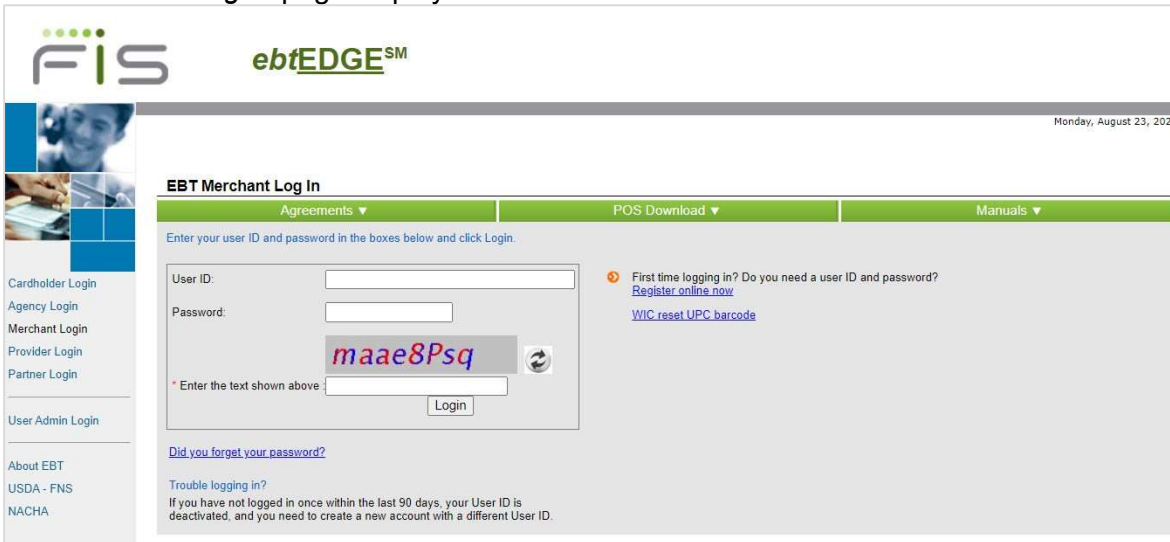
To log on to the Merchant Portal:

1. Go to www.ebtEDGE.com or [Merchant Login \(ebtedge.com\)](http://Merchant Login (ebtedge.com)) to the *ebtEDGE* Main Portal page.



ebtEDGE Home Page

- Click **Merchant Login** in the navigation bar. [Merchant Login \(ebtedge.com\)](http://ebtedge.com) The *EBT Merchant Log In* page displays.



Merchant Log In Page

The EBT Merchant Log In page will be utilized by merchants to access their FIS Filtered Spend Network information. To access their account Merchants will populate their **User ID** (an email address), the **Password** established during registration, and the **Captcha code**, then click on **Login**.

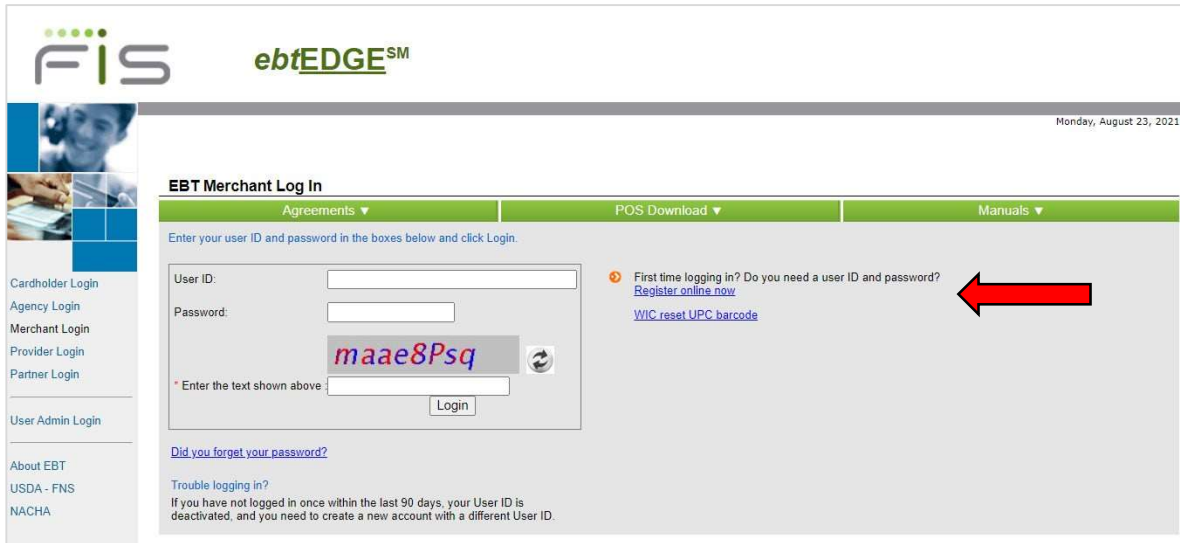
The Log In page also provides:

- A hyperlink to help reset your password.
- A link for merchants to test and configure UPC barcode readers.
- A tab with a drop-down list to access the Merchant Agreement applicable to your services.
- A tab with alert information about POS download changes.

3 First Time Registration

A FIS Filtered Spend merchant can register online for the first time by clicking the **Register online now** link on the Merchant Log In page. *Registration is a five-step process.*

1. Click the **Register online now** link on the EBT Merchant Log In page.



The Merchant Registration (Step 1 of 5) page displays.

Merchant Registration (Step 1 of 5) ?

Enter your Merchant Identification, User Access information and click Continue to begin the online registration process.

Merchant Type

SNAP WIC Headquarters
 Cash Filtered Spend

Merchant Identification

FNS #:

FNS Program Permit: (File Must be in JPEG or PDF format and must be 150KB or less in size)

Cash Merchant ID:

WIC Location ID: OR your WIC Vendor ID:

Last 4 digits of Merchant's Bank Account #: [Help?](#)

State or Program:

Filtered Spend Merchant ID: Don't know ID or New Merchant

Headquarters Merchant ID:

Store Phone #: - - (Phone number has to match the phone number registered with FNS)

User Access

* First Name:

- For **Merchant Type**, check all boxes that your store supports: Filtered Spend.

After checking a box, some fields on this page are available (white box) or not available (gray box), depending on your merchant type.

Merchant Registration (Step 1 of 5) ?

Enter your Merchant Identification, User Access information and click Continue to begin the online registration process.

Merchant Type

SNAP WIC Headquarters
 Cash Filtered Spend

Merchant Identification Section

- Filtered Spend Merchants:* Select the **Don't know ID or New Merchant** box, FIS system will assign a new ID.
- Enter the store phone number in the **Store Phone #** field.

Merchant Registration (Step 1 of 5) ?

Enter your Merchant Identification, User Access information and click Continue to begin the online registration process.

Merchant Type

SNAP WIC Headquarters
 Cash Filtered Spend

Merchant Identification

FNS #:

FNS Program Permit: (File Must be in JPEG or PDF format and must be 150KB or less in size)

Cash Merchant ID:

WIC Location ID: OR your WIC Vendor ID:

Last 4 digits of Merchant's Bank Account #: [Help?](#)

State or Program:

Filtered Spend Merchant ID: Don't know ID or New Merchant

Headquarters Merchant ID:

Store Phone #: - - (Phone number has to match the phone number registered with FNS)

User Access

* First Name:

User Access Section

5. Enter a valid email address in the **User ID** field. The email address cannot be already in use on the Merchant Portal.
6. Enter the email address that you entered in the User ID field again in the **Re-enter User ID** field.
7. Choose and Enter your new password in the **Password** field.
8. Enter the password that you entered in the Password field again in the **Confirm Password** field.
9. To allow for password resets, select the challenge questions that you would like to answer from the drop-down list next to the **Challenge Question** fields. You must select three different questions.
10. Provide your answers for the questions selected in the Challenge Question fields in the **Challenge Response** field.
11. Type in the alphanumeric content displayed in the Captcha field. Alphabet letters must be entered in lowercase or uppercase as shown.
12. Click the **Continue** button to proceed to the steps to review and sign an Agreement

The Merchant Registration (Step 2 of 5) page displays

Merchant Registration (Step 2 of 5)

FNS #:	0029797	Store Name:	TESTPASS
SNAP Merchant ID:	F213039	Store Phone #:	927-737-7818

Merchant Agreement Instructions Continue Cancel Back

1. Click to download the [Test Merchant Agreement](#)
2. Open to review the Agreement carefully.
"Note: You do not need to print and sign the agreement if you continue Registering online. If you continue registering online, please download and save the agreement for your records."
3. Click Continue to go to Step 3 of the registration process.

If you have any questions regarding this setup process or your contract status, call FIS at 1.800.894.0050.

If you have problems opening or reading the agreement, download FREE [Get Adobe Reader](#)

[Back To Top](#)

Continue Cancel Back

Merchant Registration (2 of 5)

Perform the following steps in the Merchant Agreement Instructions section of the Merchant Registration (**Step 2 of 5**) page:

- Click on either the Merchant Agreement link or the **Download Agreement** button to read the merchant agreement.

Note: *If you have problems opening or reading the Merchant Agreement, click the Get Adobe Reader button to download Adobe Acrobat Reader.*

Read the Merchant Agreement information carefully and keep a copy of the Merchant Agreement for your records.

- Click the **Continue** button to continue with the next step of the online registration process.

The Merchant Agreement Section

Merchant Agreement (Step 3 of 5)

To continue to Step 4 of the registration process, you must indicate that you have read and reviewed the information in the Merchant Agreement Form.

- Click in the check box that you have read the agreement.
- Click "Yes, I accept these terms" if you have reviewed the Merchant Agreement and wish to continue with the registration process.
- Click "No, I do not accept these terms" if you wish to review the Merchant Agreement further or do not want to proceed with the registration process.

I have read the agreement and want to complete the registration process.

Merchant Agreement (3 of 5)

- Check the box "**I have read...**" and click **Yes, I accept these terms** button if you have reviewed the Merchant Agreement and wish to continue with the registration process.

The Merchant Information Section (Step 4 of 5) displays:

The Merchant Information section contains fields for the remaining account details required to complete onboarding of your account and shipment of your equipment.

Merchant Information (Step 4 of 5)

FNS #: 0029797	Store Name: TESTPASS
SNAP Merchant ID: F213039	Store Phone #: 927-737-7818

Merchant Information

*=Required

Enter your merchant and contact information and click Continue to go to Step 5 of the Registration process.

Address 1: ADDRESS1 * Three (3) options available are listed below. If you anticipate a lower volume of payments, select the "No POS Terminal needed" option.

Address 2: ADDRESS2 *Use of Point of Sale (POS) Terminal:

City: CHENNAI

State: FL

Postal Code: 32615

*Connectivity Type of POS Terminals:

PIN Pad Requirements:

- Payment using the Web (Internet) No Fee
- Payment using the Phone (IVR) No Fee
- Monthly POS Terminal Fee \$72 + Transaction Fee Monthly + \$24.95 Quarterly Security Fee
- No POS Terminal needed
- Dial up only
- Broadband Internet with Dial backup
- External required

Merchant Contact

First Name: TEST

Last Name: TEST

Operations Contact

Mobile Phone #: 111 - 111 - 1111

Fax #: 111 - 111 - 1111

* IRS Legal Filing Name: TESTPASS [What is this?](#)

* Federal Tax ID or SSN: 111111111
(No dashes required) Federal Tax ID SSN

*Type Of Business: Individual/Sole Proprietor

If you check "Foreign Entity", you must complete and provide FIS with a signed form W-8BEN Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding.
Download from <https://www.irs.gov/pub/irs-pdf/fw8ben.pdf>

Merchant

Anyplace, 20000

PAY TO THE ORDER OF: _____ \$ _____

ANYPLACE BANK
Anyplace, 20000

For: 1-2502500251-2020202586-1234

1234
15-0000

ROUTING number ACCOUNT number check number

DOLLARS

*Bank Name: FIRST FIRST BANK

*Bank Routing Number: 322271627 *Bank Account Number: 99999999

*Re-Enter Bank Routing Number: 322271627 *Re-Enter Bank Account Number: 99999999

*Account Type: Checking

* Transaction Processing Cutoff Time: 06:00 PM

The 24 hour period from one Cutoff Time to the next is your processing day.
If your Cutoff Time is before the ACH deposit deadline of 06:00 p.m. CST your processing day funds will be deposited in your bank account the next business day.
If it is after 06:00 p.m., your funds will be deposited in two business days.

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Merchant Information (4 of 5)

Merchant Contact/Operations Contact

18. Enter Address Information
19. First name and last name are carried over from Step 1.
20. Under the Operations Contact heading, enter the **Mobile Phone #** and **Fax #** in the appropriate fields.
21. Enter the **IRS Legal Filing Name**.
22. Enter the **Federal Tax ID** or Social Security Number (**SSN**) and check the box indicating which it is.
23. Click on the drop-down list to select **Type of Business**.

POS Devices

24. To the right of the address fields, check the POS device options that apply to your store. **Use of Point of Sale** for Filtered Spend merchant locations should always select the option “*Monthly POS Terminal Fee*” check box

* Three (3) options available are listed below. If you anticipate a lower volume of payments, select the “No POS Terminal needed” option.

*Use of Point of Sale (POS) Terminal:	<input type="radio"/> Payment using the Web (Internet) No Fee <input type="radio"/> Payment using the Phone (IVR) No Fee <input type="radio"/> Monthly POS Terminal Fee
*Connectivity Type of POS Terminals:	<input type="radio"/> No POS Terminal needed <input type="radio"/> Dial up only <input type="radio"/> Broadband Internet with Dial backup
PIN Pad Requirements:	<input type="radio"/> External required

Type	Options	Description
Connectivity Type of POS Terminal	Dial up only	Select if this is your connectivity method.
	Broadband Internet with Dial backup	Select if this is your connectivity method.

Banking Information

Merchant

Anyplace: 2000

PAY TO THE ORDER OF: _____ \$ _____

ANYPLACE BANK
Anyplace: 2000

The: _____

Routing number: 322271627

Account number: 99999999

check number: 1234

1234

DOLLARS

*Bank Name: FIRST FIRST BANK

*Bank Routing Number: 322271627

*Bank Account Number: 99999999

*Re-Enter Bank Routing Number: 322271627

*Re-Enter Bank Account Number: 99999999

*Account Type: Checking

*Transaction Processing Cutoff Time: 06:00 PM

The 24-hour period from one Cutoff Time to the next is your processing day. If your Cutoff Time is before the ACH deposit deadline of 06:00 p.m. CST your processing day funds will be deposited in your bank account the next business day. If it is after 06:00 p.m., your funds will be deposited in two business days.

24. In the lower right section of the page, enter the **Bank Name**, **Bank Routing Number**, and **Bank Account Number**.

25. Reenter the bank routing number and bank account number to verify correct entry.

23. Click on the drop-down to select the **Account Type**.

24. Type in your store's **Transaction Processing Cutoff Time** and select **AM** or **PM**.

Note: The 24-hour period from one cutoff time to the next is your processing day.

- If your cutoff time is before the ACH deposit deadline at 6.00 p.m. Central time (18:00), your processing day funds will be deposited in your bank account the next business day.
- If it is after 6:00 p.m. Central time, your funds will be deposited in two business days.

Click the Continue button to move to the last step of the registration process.

The Merchant Agreement

The Merchant Agreement (**Step 5 of 5**) page displays.

Merchant Agreement (Step 5 of 5)

Please read the following information carefully.

Thank you for submitting your information to FIS
To complete your Merchant Registration process, fill in the fields below.

*Signed By:

Date Signed: **August 26, 2021**

If there are issues with your contract or information provided, FIS will contact you directly. Click "Continue to ebtMerchant" to go to the Merchant Portal or click "Log Off" if you are done.

Merchant Agreement (5 of 5)

25. Type in your name in the **Signed By** field.

26. Click the **Continue to ebtMerchant** button.

The application returns you to the Login page and displays a confirmation message indicating that the online registration process was successfully completed.



Your account will not immediately have access to Services as the FIS Filtered Spend Merchant Agreement must be received and processed by FIS before you can access Services, generally two-three days. If you sign in while you are waiting, you will see the following message:

“Access to ebtMerchant Services will become available after your contract is approved by Merchant Services. If you have any questions, please contact Merchant Services at 1-800-894-0050 to verify your registration status.”

FIS Filtered Spend processing hardware and equipment will be shipped as a priority delivery (3-5 days) after account approval has been completed by FIS.