

HOW TO REQUEST AN E-COMMERCE/ POS ACCOUNT

1. First, decide which Payment Card acceptance method will work best for your department. Please contact the Office of Treasury Operations (OTO) at treasury@purdue.edu for consultation if needed.
 2. The Point of Sale and E-Commerce **Merchant Application** is a .pdf form that can be completed and faxed to OTO at 765-494-9139, scanned and emailed to treasury@purdue.edu, or placed in campus mail (OTO/FREH).
 3. If you are looking at a specific Third Party Software Application or Service Provider, they must be **PCI DSS Compliant**. Any Third Party Software or Provider is subject to approval by OTO. A request for approval must be completed to begin this process. Please fill out the **Request to Use a Third Party Vendor** form and fax, email, or campus mail to OTO.
 4. Once you have completed the appropriate application and turned it in to OTO, your application will go through an approval process. You will then be contacted by OTO to activate the account and receive the appropriate trainings, including setting up a web entry operator to ensure daily reconciliation of transactions.
- Applications
 - **Merchant Application**
 - **Request to Use a Third Party Vendor**