

## Website Activation Checklist for all DPS Non Hosted Solutions

This declaration must be signed in accordance with the following:

- If partnership – all parties must sign
- If company – must be signed in accordance with company's Constitution or Replaceable Rules in the Corporations Law (NB Replaceable Rules permit 2 directors, a director and secretary or if a sole director company and that director is also company secretary, that director sign.)
- If Duly Authorised Officer – must either be officer specified in account opening or as per separate written authority (which must be sighted)
- Please attention fax to: **ACTIVATIONS** and send to **+64 9 3094694** or **1800 469 709**
- Activation will be completed in 72 hours.

### For customers doing Preauthorisation, Completion and Validation Transactions

- If you have an ETSL electronic merchant number from an NZ bank, please ensure that this number is enabled for 'tipping'. Your bank will need to request this from ETSL
- If you have an electronic merchant number from bank outside of NZ, please make sure that your bank supports pre-authorisation and completion. Please email [support@paymentexpress.com](mailto:support@paymentexpress.com) to confirm. In Australia the National Australia Bank (NAB) and Westpac Australia support pre-authorisation and completions (and therefore validations too).

### 1.0 Please respond to each question by checking each response once task has been completed.

<input type="checkbox"/>	Has the Payment Express® application form been completed? ( <a href="https://www.paymentexpress.com/apply/apply.aspx">https://www.paymentexpress.com/apply/apply.aspx</a> )
<input type="checkbox"/>	Has the developer completed integration and has a test transaction been processed?
<input type="checkbox"/>	Does the website have an SSL certificate installed? (Please note: SSL certificates must signed by a certified certificate authority (CA) and cannot be self-signed).
<input type="checkbox"/>	Has the DPS logo with a link back to the DPS <a href="#">privacy policy</a> been uploaded to the payment page? (Please note that the logo must be displayed on every payment page, and can be <a href="#">downloaded here</a> ).
<input type="checkbox"/>	What is the URL where the DPS Activation team can validate the above? (Please <b>print</b> URL in space provided below. Please provide a test username and password if your shopping cart requires registration or if it is within a protected environment)  _____
<input type="checkbox"/>	Have DPS been provided with electronic merchant numbers for all the card schemes which the website would like to accept? (For more information, please download either the Australian Merchant Activation Guide or the New Zealand Merchant Activation Guide, whichever may be applicable). <b>If you have not provided DPS with your merchant numbers, please enter them below. DPS cannot process activations without your merchant numbers. Merchant numbers must be provided for each card scheme you wish to accept.</b> Merchant Number(s):

### 2.0 Extended Booking Info / CPC (Corporate Purchase Cards)

<input type="checkbox"/>	Please check this box if you intend to capture and pass DPS level 2 / 3 data (e.g. Travel Booking Info, CPC). <b>Note:</b> Only some acquirers, in some regions, support this (typically American Express and Diners).
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### 3.0 Declaration

I / We agree and acknowledge that the written details in this declaration are true and correct and are given in support of the Payment Express® application. I / We also declare that my / our internet site does not contain misleading or inaccurate information. (PLEASE PRINT)

Trading Name:
Name:
Position:

Date:     /     /
Signature: