

# Merchant Account Center Overview



## Merchant Account Summary

- Settlement Amounts
- Discover Network Batches
- Discover Network Merchant Fees
- Dispute System
- Activity Reporting

## Merchant Profile

- Bank Account
- Address
- Phone/Fax Number
- Log in Information
- Email Subscriptions
- Registered Users

## Email Notifications of Disputes

## Additional Location Requests

## Report Options & Information

- Sample Reports
- Online Statement & Disputes
- Discover eReport
- Paperless Reporting Enrollment

## Operating Regulations & Technical Specifications

## Merchant Account Center Help

# Merchant Account Center Overview



1. View address, phone and user info
2. Link to **Merchant Profile** including change bank account, address, phone/fax number and log in info
3. View your seven most recent **Settlement Amounts**
4. Link to **Activity Reporting**
5. View your seven most recent **Discover Network Batches**
6. Search for a **Discover Network Batch or Transaction**
7. Click on the batch to view batch details from both accepted and rejected transactions
8. View **Discover Merchant Fees**
9. Link to the **Dispute System**
10. Link to the **Message Center**
11. Link to **Order Signage**
12. Submit a question online
13. Link to **Help** screen for each section

The screenshot shows the Merchant Account Center interface. The top navigation bar includes links for Discover Network, Payment Solutions, Fraud & Security, Knowledge Center, Client Support, and Contact Us. The main content area is titled 'Merchant Account Center' and 'Merchant Account Summary'. It features a sidebar with navigation links, a central summary section with merchant details, and several data tables. Numbered callouts (1-13) highlight specific elements: 1 points to merchant contact info, 2 to the Merchant Profile link, 3 to the Settlement Amounts table, 4 to the Activity Reporting link, 5 to the Discover Network Batches table, 6 to the search link for batches, 7 to a batch row, 8 to the Discover Network Merchant Fees section, 9 to the Dispute System link, 10 to the Message Center, 11 to the Free Signage link, 12 to the Question? link, and 13 to the Help link in the Settlement Amounts table.

**Merchant Account Summary**

Welcome, TEST MERCHANT  
**TEST MERCHANT NAME**  
 6011000000000000  
 ATTN: TEST  
 1234 TEST STREET BLVD  
 TEST, STATE 00000  
 (800)000-0000  
 TEST@TEST.COM

**Settlement Amounts**

Date	Amount	Type
06/09/2009	\$4,924.94	Batches, Adjustments
06/08/2009	\$87,493.69	Batches, Adjustments
06/08/2009	\$55,757.00	Batches
06/08/2009	\$83,284.61	Batches, Adjustments
06/05/2009	\$27,508.54	Batches, Adjustments
06/04/2009	\$192,234.28	Batches, Adjustments
06/03/2009	\$56,926.78	Batches

**Discover Network Batches**

Transmission Date	Batch Date	Amount You Submitted	Amount We Accepted
06/08/2009	06/08/2009	\$3,787.20	\$3,787.20
06/07/2009	06/07/2009	\$16,755.92	\$16,755.92
06/07/2009	06/07/2009	\$70,954.22	\$70,954.22
06/06/2009	06/06/2009	\$25,251.67	\$25,251.67
06/06/2009	06/06/2009	\$30,505.33	\$30,505.33
06/05/2009	06/05/2009	\$9,500.97	\$9,500.97
06/05/2009	06/05/2009	\$73,324.02	\$73,324.02

**Discover Network Merchant Fees**

May 2009  
 Total Transaction Rates & Processing Fees: \$-55,784.17  
**Additional Fees**  
 Submission Error Fees: \$-1.00

**Dispute System**  
 The Dispute System is available to manage your customer disputes.

# Activity Reporting



- Monthly reports are available by the 3<sup>rd</sup> business day of each month and are available for up to 2 years.
- Daily reports are available online for up to 180 days
- Activity Reports can be viewed and printed in a PDF or CSV format

DISCOVER

Discover Network | Payment Solutions | Fraud & Security | Knowledge Center | Client Support | Contact Us | **Account Center** | Log Out

- MERCHANT ACCOUNT SUMMARY
- DISPUTE SYSTEM
- DISPUTE SYSTEM HELP
- MERCHANT PROFILE
- REPORTING OPTIONS & INFORMATION
- PROGRAM DOCUMENTS & TECHNICAL SPECIFICATIONS
- MERCHANT ACCOUNT CENTER HELP
- PRODUCT INFORMATION

## Reports

### Reporting Tools

- [View list of available reports](#)
- [Search for a report](#)
- View multiple reports:  on |  off
- [View Sample Reports](#)

### Monthly Activity Report

Report Date	Number of Pages
<a href="#">02/28/2010</a>	4
<a href="#">01/31/2010</a>	4

- [View reports from 03/07/2009 to 09/06/2009](#)

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