

# Access Real Time Batch Information Online

## Merchant Information: Detailed Batch Information Online

MSI has a new, easy, and convenient way for you to view real time batch information. The batch viewing feature allows you to see your last 3-5 batches online at [www.msihq.com](http://www.msihq.com).

You can use this new tool to monitor and verify your account activity. Sign up with one of our customer service representatives by calling (800)441-1490, or self register at [www.msihq.com](http://www.msihq.com).

## Frequently Asked Questions

**Q** What information is available with Online Batch Information?

**ANSWER:** Online batch information will let you view detailed information on the transactions that were settled in your last 3-5 batches including card sales and returns.

**Q** What is the fee for access to Batch Information Online?

**ANSWER:** Online Batches are provided at no additional cost to you.

**Q** Can I receive Batch Information for all multiple accounts?

**ANSWER:** If you have more than one merchant account, MSI can link multiple merchant ID's to one central log in.

You can now better manage your daily business and see detailed information on each settlement. This process is quick and easy for you.

Directions on how you can register online can be found on the back of this flyer.

**MSI** MERCHANT SERVICES, INC.  
[www.msihq.com](http://www.msihq.com)

Member Bank: First National Bank Of Omaha, Member FDIC

HELPFUL HINTS

# Registration Instructions For Merchants

## Merchant Information: View Batch Information Online

Go to: [www.msihq.com](http://www.msihq.com).



Access your Account  
View your statements online - Enroll Today!  
Go to Account Page

Look For The link:  
"View Your Statements Online- Enroll Today!"

Click this link to enter the registration wizard.

You will be asked to fill out some basic account information.

# 1

Account Number  
Tax ID  
Zip Code

Click Next.

# 2

User First Name  
User Last Name

Click Next.

# 3

User ID  
User Password  
Confirm Password  
E-mail

Click Create User

A Confirmation will be sent to your User E-mail.

NOW you can access you batch information online and view the last 3 -5 batches.



Simply click on the batch you would like to view and the information will appear in your browser window.

DATE	AMOUNT	DESCRIPTION	STATUS
10/15/10	100.00	SALES	OK
10/15/10	50.00	SALES	OK
10/15/10	25.00	SALES	OK
10/15/10	15.00	SALES	OK
10/15/10	10.00	SALES	OK