



[Add American Express / Discover Request Form](#)

In order to comply with **security / privacy** standards, you must submit this request **in writing** and fax directly to our Support Department.

Please use this form to have American Express or Discover Added to your merchant account. If you are an *Internet Merchant*, you **MUST ALSO** contact your Payment Gateway to activate these card types.

Authorize.Net: 1-877-447-3938 Plug'n Pay: 1-800-945-2538

This request can only be made by the actual **Signer** on the Merchant Account Agreement.

Our fax number is: 866.431.4138

Required information:

Merchant **Doing Business As** Name _____

Your Name _____

Title _____

Email Address _____

Phone _____

LOGIN ID of your Gateway _____

Merchant ID Number: _____

(your merchant ID Number can be found on the Monthly Visa/MC statement that is mailed to you)

PLEASE NOTE: If you *already* accept **American Express** and/or **Discover** for the business (DBA) *that this Merchant Account will be used for*, please enter the appropriate account numbers below so we can activate them in our system. If you do **NOT** currently accept these cards for this business and wish to apply, you will need to select **Please Apply** below.

American Express:

- Please apply on my behalf**

If currently processing for this DBA please provide your current **10 digit** account number from **American Express**.

Discover:

- Please apply on my behalf**

If currently processing for this DBA please provide your current **15 digit** account number from **Discover Card**.

By signing below, I expressly authorize **Merchant Focus** or its affiliates to **fulfill the above request** in connection with my Merchant Account. (All information will be maintained strictly confidential.)

X

Owner/Officer Signature

Date