



## MyPms<sup>©</sup> Sign Up Worksheet

To get started using MyPms<sup>©</sup> we need some rudimentary information from you, the property manager. Please fill out the following sections below, and we can begin building your property.

### 1. Hotel Information

- a. Name: \_\_\_\_\_
- b. Address 1: \_\_\_\_\_
- c. Address 2: \_\_\_\_\_
- d. City, State, Zip: \_\_\_\_\_
- e. Main Phone: \_\_\_\_\_
- f. Main Fax: \_\_\_\_\_

### 2. Manager Contact

- a. Name: \_\_\_\_\_
- b. Address 1: \_\_\_\_\_
- c. Address 2: \_\_\_\_\_
- d. City, State, Zip: \_\_\_\_\_
- e. Main Phone: \_\_\_\_\_
- f. Main Fax: \_\_\_\_\_

### 3. Sales Contact

- a. Name: \_\_\_\_\_
- b. Address 1: \_\_\_\_\_
- c. Address 2: \_\_\_\_\_
- d. City, State, Zip: \_\_\_\_\_
- e. Main Phone: \_\_\_\_\_
- f. Main Fax: \_\_\_\_\_

### 4. Technical Contact

- a. Name: \_\_\_\_\_
- b. Address 1: \_\_\_\_\_
- c. Address 2: \_\_\_\_\_



- d. City, State, Zip: \_\_\_\_\_
- e. Main Phone: \_\_\_\_\_
- f. Main Fax: \_\_\_\_\_

5. Payment Information Please select from on of the following choices and include all information requested:

- a. Credit Card
  - i. Type: \_\_\_\_\_
  - ii. CC#: \_\_\_\_\_
  - iii. Exp. Date: \_\_\_\_\_
  - iv. CC holders full name as it appears on card:  
\_\_\_\_\_
- v. Billing Address: \_\_\_\_\_
- vi. City, State, Zip: \_\_\_\_\_
- vii. Phone: \_\_\_\_\_

We do not need any specific information about your hotel. This information will be requested from your Account Manager and is completely user definable and can be changed at anytime by you.



## MyCard<sup>©</sup> Sign Up Worksheet

MyCard is the credit card processing arm of MyPms<sup>©</sup>. If you have elected to use this service, you have chosen to use the least expensive, fastest and most accurate form of processing credit cards available today. We will need a minimal amount of information to get you started. Unlike MyPms though, it may take a few days to get this service operating because we must work in conjunction with your merchant bank.

If you do not have this information, your bank's merchant card division should be able to supply you with this information. Inform them that we will set you up via a Vital/VisaNet processor. If you have never processed credit cards before, your bank should be able to set you up an account or refer you to another bank that can.

### A. Credit Cards Accepted:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

B. Merchant Number: \_\_\_\_\_

C. Store Number: \_\_\_\_\_

D. Terminal Number: \_\_\_\_\_

E. Terminal ID: \_\_\_\_\_

F. Agent Bank Number: \_\_\_\_\_

G. Agent Chain Number: \_\_\_\_\_

H. ACQ Bin: \_\_\_\_\_



## Internet Connectivity Worksheet

This worksheet is necessary for our support staff to help your staff troubleshoot Internet connectivity problems. While this is not MyPMS Support's responsibility, we would like to help if possible.

### Primary Connection:

Internet Service Provider: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Login / User Name: \_\_\_\_\_

Password: \_\_\_\_\_

Special Instructions:



## Connectivity Hardware

Modem brand and model: \_\_\_\_\_

Modem Location:

Hub Brand and Model (if any): \_\_\_\_\_

Hub Location:

Router brand and model: \_\_\_\_\_

Router Login and Password: \_\_\_\_\_

Router location:

## Backup connectivity via:

Internal Modem brand and model: \_\_\_\_\_

External Modem brand and model: \_\_\_\_\_

Other high speed access – please attach another worksheet like this with instructions on how to restart backup system.

Location of backup device:

Logins and passwords (if any): \_\_\_\_\_