

Reporting Data File Setup Form

Section I: Requestor Information (To be completed by PTI requestor)

Date:		Phone:	404-282--8170
Name:	Optimized Payments	Email:	datafiles@optimizedpayments.com

Section II: Merchant Information (To be completed by PTI requestor)

Customer Name:	Optimized Payments
Street Address:	301 Perimeter Central North
City/State/Zip:	Atlanta, GA 30346
Technical Contact Name:	Troy Viney
Technical Contact Number:	404-282--8170
Technical Contact E-mail:	Troy@optimizedpayments.com
Requested By:	Ellen Dellicolli
Requestor Phone:	404-282--8170
Requested Transmission Live Date:	
Special Instructions:	

Section III: Reporting Hierarchy Content (To be completed by PTI Requestor)

Hierarchy #	Level	Hierarchy #	Level	Hierarchy #	Level
	Select level		Select level		Select level
	Select level		Select level		Select level
Recipient number:		Description:			

Section IV: File Request (To be completed by PTI requestor)

Trans Detail Data File Card Nbrs Unmasked-Daily:	☐ Add	☐ Update	☐ Delete
Transaction Detail Data File Card Nbrs Masked-Daily:	☒ Add	☐ Update	☐ Delete
Financial Detail Data File-Daily:	☒ Add	☐ Update	☐ Delete
Combined Extract Data File Card Nbrs Unmasked-Daily:	☐ Add	☐ Update	☐ Delete
Combined Extract Data File Card Nbrs Masked-Daily:	☒ Add	☐ Update	☐ Delete
Chargeback Detail Data File Card Nbrs Unmasked-Daily:	☐ Add	☐ Update	☐ Delete
Chargeback Detail Data File Card Nbrs Masked-Daily:	☒ Add	☐ Update	☐ Delete
Retrievals Detail Data File Card Nbrs Unmasked-Daily:	☐ Add	☐ Update	☐ Delete
Retrievals Detail Data File Card Nbrs Masked-Daily:	☒ Add	☐ Update	☐ Delete
U.S. Debit BIN File:	☒ Add	☐ Update	☐ Delete
Dynamic Debit Routing File-Daily:	☐ Add	☐ Update	☐ Delete
Statement Charges and Fees – Stmt Cycle:	☒ Add	☐ Update	☐ Delete
FSA BIN File:	☐ Fixed Length	☐ Delimited	
Canada Signature Debit BIN File:	☐ Add	☐ Update	☐ Delete
Visa Fraud Advice: ☒ Daily ☐ Monthly	☐ Add	☐ Update	☐ Delete
MC Fraud Advice: ☒ Daily ☐ Monthly	☐ Add	☐ Update	☐ Delete

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Pre-Dispute Detail Masked-Daily:		☐ Add	☐ Update	☐ Delete
Section V: Transmission Type (To be completed by PTI requestor & Tampa Ops)				
☒ Resource Online File Download PTI Prefers and Recommends This Method. Requires ROL logon.				
Organization Name:		ROL User ID:		
☒ Encrypted File Transfer Protocol (SFTP) sent via Internet PTI only supports PGP* Encryption and Customer must supply their Public PGP Key with this completed form. SFTP transmissions are sent to standard ports only. Pretty Good Privacy or PGP is a popular program used to encrypt and decrypt files.				
IP Address of Customer's SFTP server (Physical IP Address, not URL):		Priority: 52.224.237.170 Secondary: 20.96.120.246		
Type of System PTI will send to (MS Windows, Unix, Mainframe, etc):				
Which encryption method do you prefer?		☒ PGP Binary (typical) ☐ PGP ASCII-Armor		
Report Masking	☐ First 6/Last 4 ☒ First 8/Last 4 ☐ No Masking First 8/Last 4 Justification (i.e. recon):			
User Name:				
Password (cannot contain the “#” character):				
Directory change before dropping file:				
Special Instructions:				
Section VI: Report Group (To be completed by Tampa Only)				
Report Group Name:		Report Description:		
Date Assigned:		CIG Setup:		
Create Folder:		Output Folder:		

* The file needs to be encrypted since Chase transfers file(s) to a DMZ server, which is an internet facing server, from there, we SFTP the file to your server.

Data File Setup Procedures

1. Submit a ServiceNOW Incident ticket.
2. Click on 'My Tickets' menu option on the left panel and then click on the 'CREATE A NEW TICKET' button prompting a "Report an Issue" form to appear.
 - a. Item affected: CPS – Resource On-Line Deployment Application Service
 - b. Priority: 4 or 5 (Low)
 - c. Short description: Setup NAP sFTP Data file for “merchant name”.
 - d. Comments: Setup NAP sFTP Data file for “merchant name”.
 - i. Include Merchant CO ID or ORG ID.
 - ii. Please attach NAP Data file setup form.
 - iii. Assign to Technician group: CIB_MS_ASUP_NAPREPORTING
3. Once you click on the REQUEST NOW button a ticket number will be generated for your issue or request for tracking purposes.