



LandlordStation

ACTIVATION GUIDE

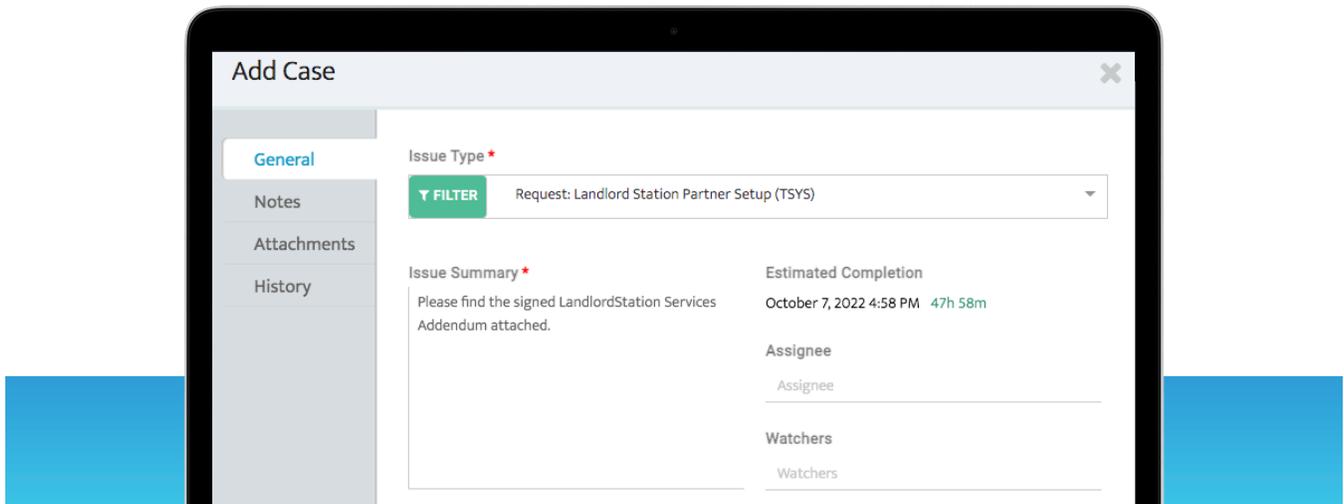


Ready to submit your merchant account for LandlordStation activation? We're happy you're here and want to first make note of a few important items to keep in mind before beginning:

// STEP ONE

SIGN & SUBMIT THE **LANDLORDSTATION SERVICES ADDENDUM**

- ✓ Download and sign the addendum located in MX™ Connect's Document Library, Community Documents
- ✓ Create a MX™ Connect case with "Request: LandlordStation Partner Setup" as the Issue Type to the Relationship Management team and attach the signed addendum



// STEP TWO

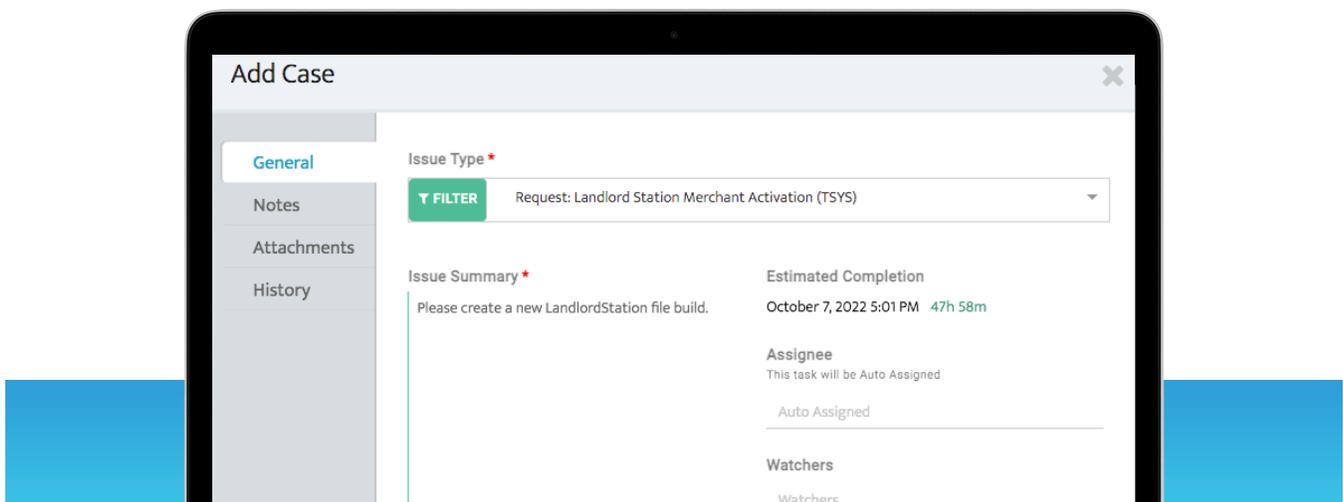
SUBMIT A NEW **MERCHANT APPLICATION** IN MX™ CONNECT, EVEN IF A MERCHANT ACCOUNT EXISTS. THIS IS SO THE MERCHANT ACCOUNT IS SET WITH THE APPROPRIATE SIC/MCC.

- ✓ LandlordStation is only available on the TSYS platform
- ✓ During boarding, choose **6513 - Real Estate MGR/Rentals for the appropriate SIC/MCC**
- ✓ During boarding, for zeroed out pricing, choose:
 - “LandlordStation Pricing Template - TSYS” for the TSYS product
 - “LandlordStation Pricing Template - MXM” for the MX™ Merchant product
- ✓ Choose LandlordStation as the Equipment for the TSYS product
- ✓ Once the merchant has signed the application and the application has been moved to received status, Underwriting requires 1-2 property addresses the client intends to receive rent for along with unit number and rent amount. This should be added as an External Note on TSYS in MX™ Connect.

// STEP THREE

SUBMIT A **FILE BUILD REQUEST** TO ACTIVATE THE LANDLORDSTATION ACCOUNT

- ✓ LandlordStation will build out the Landlord Dashboard and reach out to the landlord with login details.



ISO ONBOARDING WALKTHROUGH FLOW CHART

