



eMarket Site Request Form

The University contracts with a third-party vendor, Higher One, for its cashing system known as CASHNet. Through CASHNet, the University has the ability to set up eMarket payment sites to accept online payments on behalf of campus departments for campus authorized services/products/fees (see Note below) via online storefronts. Customers are linked out from a department website to a customized eMarket storefront where they can select and securely pay for items via credit card or e-Check/ACH. They can also be linked out from the department website to a customized checkout site to process the payment. eMarket payment sites are compliant to Payment Card Industry Data Standards (PCI DSS). All payments received are deposited directly to the University's bank account and posted to the general ledger. Please note that the third-party vendor, Higher One, charges a 2.75% convenience fee for credit card processing. The fee goes directly to Higher One. The campus does not keep any of these fees. No fees are charged for payments made by e-Check/ACH.

Please note that it can take up to 30 days to develop an eMarket site. In most cases, projects will be developed in the order they are requested.

General Information

Dept/Organization Name:	Date:
Primary Contact:	Email Address:
Date:	Phone:

Purpose for the site requested:

Site Information

Date the eMarket site is needed for service?	
If this is an event (i.e. conference, workshop etc.), what is the start and end date?	
Is this for main campus or auxiliary services?	
Does the department have an existing website? If so, who is responsible for the website and what is URL?	
Will the customer be required to login before registering or making a purchase?	



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<p>Have the products/events/services to be offered through the eMarket site been approved by the University? Please attached any supporting documentation evidencing University approval? If this is for an auxiliary, please provide a copy of the campus program agreement executed with the auxiliary organization.</p>	
<p>Have the fees to be charged through the eMarket site been approved by the University? Please attached any supporting documentation evidencing University approval?</p>	
<p>Checkout or Storefront (To be determined by SFS)?</p>	
<p>Enter the URL to return to when user signs out. Be sure to include http:// or https://. Leave blank to default to the store home page.</p>	
<p>Enter the URL to return to when user signs out without completing the payment. Be sure to include http:// or https://. Leave blank to default to the store home page.</p>	
<p>Email Notifications</p> <p>If you would like email notifications, enter the email addresses next to each category. Separate multiple email addresses by commas.</p> <p>for failed transactions :</p> <p>for Successful transactions :</p>	



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Payment Information	
Do you want the eMarket to accept credit cards, e-check, or both? VISA, MasterCard, American Express and Discover credit cards are accepted.	
The vendor assesses a 2.75% convenience fee on all credit card transactions. Will the department or customer pay this fee? Please note there is no charge for payments made by electronic check.	
If the department is absorbing the 2.75% convenience fee for each transaction, please identify the chart field where the expenses should be charged.	

Account Information						
Description	Account (6)	Fund -4	Depart -5	Program -5	Class -5	Project (8)
Fee1:						
Fee2:						
Fee3:						
Fee4:						
Fee5:						



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Department Approval	
The undersigned have reviewed the information contained on the eMarket Site Request Form and hereby authorize the creation of an eMarket payment site for the purposes described herein.	
Fiscal Manager:	Signature/Date:
AVP or designee:	Signature/Date:

Financial Services Approval	
Director of SFS:	Signature/Date:
Controller:	Signature/Date: