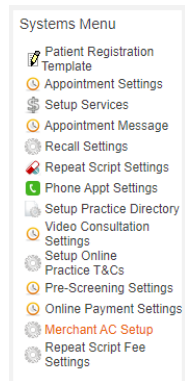


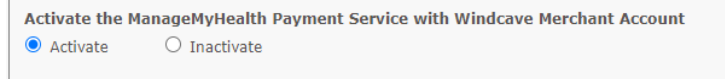
# Setting Up your Merchant Account

**Purpose:** ManageMyHealth offers the ability for practices to collect payments from their patients. To use this, you need to have a Windcave merchant account to receive payments from patients. Funds received into your merchant account is then settled (transferred) into your nominated practice bank account.

[Login to ManageMyHealth Account](#) ➡ [Systems Menu](#) ➡ [Merchant AC Setup](#)



1. Open a merchant account – there are two ways to do this:
  - a. Sign up for a Windcave Merchant Account
    - i. Contact Mitchell Thompson ([Mitchell.Thompson@windcave.com](mailto:Mitchell.Thompson@windcave.com)) or click on this link <https://sec.windcave.com/pxmi3/merchantapplication> to start the onboarding process.
  - b. Sign up for a Merchant Account with your bank
    - i. Contact your bank and fill in an application to have an online merchant account.
2. Once you have setup your merchant account – share your details with the ManageMyHealth team.
3. Click on the ‘merchant ac setup’ in the Systems Menu. Follow the prompts to enter your merchant account information.
4. Activate your ManageMyHealth payment service with your Windcave Merchant Account:



5. Click ‘Submit request’

## Summary of ManageMyHealth Service Fees:

MMH Payment Service Fees	Fees (Excl. GST)
Monthly Recurring Service Fee: (Invoiced by ManageMyHealth)	\$50 per month
Per Transaction Fee: (Invoiced by ManageMyHealth)	\$0.50 per transaction

## Summary of Merchant Account Service Fees:

Merchant Account Fees	OPTION 1	OPTION 2
	Windcave	Your Bank Merchant Services
Visa/MasterCard Transactions	2.7% (Invoiced by Windcave)	Your Bank will advise you the fees they charge. These fees will be charged and payable to your Bank
Account2Account Transactions (for Payments from Bank Account to Bank Account)	1% (Invoiced by Windcave)	1.2% (Invoiced by Windcave)