

HOW TO REGISTER A SERVICE PROVIDER

in the MasterCard Registration Program (MRP) as a Member Service Provider (MSP)

MasterCard requires all Principal Member Bank(s) or Financial Institution(s) to submit a service provider registration on behalf of themselves and their affiliates via the MRP database (not required if the Principal member is only providing services to themselves or their affiliates). Should a service provider have a direct relationship with one or more banks, they should contact each bank to submit a registration on their behalf.

All service provider registrations are submitted online via the MRP database, which is accessed through MasterCard On-line (MOL). Please follow the below instructions if access is needed to this database.

REQUESTING MRP ACCESS ON MASTERCARD ONLINE

1. Navigate to **www.mastercardonline.com**.
2. Log on using your **User ID** and **Security Information**.
3. Click on **Order Products** menu.
4. From the **MasterCard Product Catalog** home page, in **View** box, click **All Products**
5. Scroll down to **Find** box and type in **MasterCard Registration Program**.
6. **Add** to cart and **complete** the order

REGISTRATION PROCESS OF A SERVICE PROVIDER (ISO, DSE, TPP) IN THE MRP

1. Navigate to **www.mastercardonline.com**.
2. Log on using your **User ID** and **Security Information**.
3. From the **My Products** menu, click **Operations Profile Systems**
4. Under **Process Work/Links**, click on **Registrations**
5. On **“Welcome Screen”** select **Registration Type**
6. Select **MasterCard Registration Program (MRP)** and click **“Continue”**
7. Minimize Registration Portal Screen
8. From the **General Operations** menu, select **Service Provider > Service Provider Registration**.
9. Complete Service Provider registration

Once the registration has been submitted in MRP, the MSP team will review and finalize the approval if all required information has been provided. The approval timeframe is approximately 5-7 business days.

Please note the registration process is separate to the submission of PCI Compliance documentation and must be completed by a member bank prior to the service provider registration being approved. All PCI Compliance documents must be submitted to David_Mierzwa@mastercard.com or sdp@mastercard.com. To be listed as a Compliant Service Provider, service providers need to be both registered and approved as a MSP and must have successfully completed an annual onsite assessment conducted by a PCI SSC certified QSA.

If you have additional questions, please contact the Service Provider team at member_service_provider@mastercard.com