

HOW TO REGISTER A SERVICE PROVIDER

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

MasterCard requires that all service providers register as a Member Service Provider (MSP) with the MSP registration team. Please note that only customer bank(s) may register a service provider within the MasterCard Registration Program (MRP) database. Should a service provider have a direct relationship with one or more member banks, they should contact each one for separate registration. If a service provider does not have a direct relationship with one or more of our member banks, the service provider will need to get sponsorship from their customers' bank who will register them (the customer may be either a merchant or another processor, such as a Third Party Processor - many of which have direct relationships with our bank). *Please note, that the registration process is separate to the submission of PCI compliance documentation and must be completed by a member bank.*

All MSP registrations are submitted online via the MasterCard Registration Program (MRP) database, which is accessed through MasterCard OnLine (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

This process takes approximately 5-7 business days for access approval.

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 **MasterCard Registration Program**
4. From the **General Operations** menu, select **Service Provider > Service Provider Registration**
5. Complete Service Provider registration

Once the registration has been submitted into MRP, the MSP team will review and approve within 5-7 business days, assuming all required information has been provided. Registrations requiring additional information will take longer to approve.

Please contact the MSP team at member_service_provider@mastercard.com should you have additional questions.

Please note: As of October 1, 2010, to be listed as a PCI DSS Compliant service provider on the MasterCard Compliant Service Provider list, service providers will need to be both registered and approved as a MSP and who have also successfully completed an annual onsite assessment conducted by a PCI SSC certified QSA.