# **AutoPay Migration File Specification**

1.0 Purpose

The Autopay File Specification defines the file layout requirements for providing the Client’s tokenized cardholder and/or ACH account data to Paya for the purpose of migrating AutoPay data to the Paya Connect platform. The migration process is a one-time migration of autopay tokenized vault data. After the initial migration, all future vault tokens for AutoPay will be created on Paya Connect. The fil0065specification defines the record layout, data elements, frequency, communication protocols and other needed information.

Once the Autopay Vault tokens are migrated, a response file containing the Paya Connect Token IDs and identifying Payor data will be provided so that the new tokens can be updated in the Client’s payment software. The export file specification is also included in this document.

2.0 Communication Protocol

The file should be delivered to Paya via SFTP. The folder specification will be provided during implementation planning.

The AutoPay Migration Export File will also be delivered to the client via SFTP.

3.0 Security and Encryption

The preferred encryption methodology is PGP and Paya will generate a PGP key pair and provide the client with the public key and pass phrase. The client will use the public key/pass phrase to encrypt the file sent to Paya. Paya will use the Private Key to decrypt the file and the PGP encryption is used to secure the AutoPay Migration Export File to the client. Paya will work with the client to create and share the PGP keys for the encryption by Paya and decryption by the client.

4.0 Frequency

The Autopay Migration File should be delivered one-time to Paya at the time specified during Implementation planning (this file is required to complete onboarding).

The AutoPay Migration Export file will be sent to the client one-time after the autopay tokens are migrated. The file will be provided within 72 hours of the Autopay Migration file being received.

5.0 Naming Conventions: AutoPay Migration

Paya requires the following naming convention for the AutoPay Migration File:

* MechantDBANameAppIDYYYYMMDD.csv

yyyy = year, mm = month, dd= day, - Date the file is transmitted

* Language: English (United States)
* Code page: 1252 (ANSI – Latin I)
* Text qualifier “” for values as this is to avoid problems if the name contains a comma

Paya requires the file to be a UTF-8 format, which is a standard .csv format.

6.0 Record Layout: AutoPay Migration

Paya requires a standard record layout for the AutoPay Migration File

* The file should contain one header record, multiple detail records, followed by one trailer record. Detail records will include 1 record for each current token that needs to be migrated.
* The file should be a CSV file with comma delineation.

### 6.1 Header Record

### DETAIL\_RECORDID, MID, PAYMENTMETHODTYPE, CARDHOLDER\_ACCOUNT\_NUMBER, ACCOUNTHOLDER\_NAME, EXPIRATION\_MONTH, EXPIRATION\_YEAR, ACH\_ROUTING\_NUMBER, ACH\_ACCOUNT\_NUMBER, ACH\_ACCOUNT\_TYPE, BILLING\_ADDRESS\_LINE1, BILLING\_ADDRESS\_CITY, BILLING\_ADDRESS\_STATE, BILLING\_ADDRESS\_ZIPCODE, BILLING\_PHONE, FOREIGN\_TOKEN\_ID, PAYORID

### 6.2 Detail Record

 One record will be sent for each AutoPay token to be migrated.

### 6.3 Trailer Record

File trailer record consists of “FT”, the number of detail records in the file and the date of transmission in YYYYMMDD format. The trailer record indicates that the file received is complete.

7.0 Data Element Specification: Detail Record

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Data Element** | **Data Type** | **Max Length** | **Required** | **Definition and Format** |
| DETAIL\_RECORDID | A | 1 | Required | “D”=detail record |
| MID | AN | 50 | Required |  Merchant Identification Number This will be provided by Paya to the client once the application for processing is approved  |
| PAYMENTMETHODTYPE | A | 3 | Required | “CC”=Credit Card“ACH”=EFT/Check |
| CARDHOLDER\_ACCOUNT\_NUMBER | N | 16 | Required for CC | For CC, Account number For ACH, zeroes |
| ACCOUNTHOLDER\_NAME | AN | 50 | Required | For CC, name on the credit cardFor ACH, name on the account |
| EXPIRATION\_MONTH | N | 2 | Required for CC | Expiration Month of Credit Card |
| EXPIRATION\_YEAR | N | 4 | Required for CC | Expiration Year of Credit CardExpiration date must be a future date |
| ACH\_ROUTING\_NUMBER | N | 128 | Required for ACH | Bank Routing number for ACHZeroes for CC |
| ACH\_ACCOUNT\_NUMBER | N | 19 | Required for ACH | Bank Account number for ACHZeroes for CCLength can be 4-19 with leading zeroes |
| ACH\_ACCOUNT\_TYPE | AN | 3 | Required for ACH | Type of Bank Account“SAV”=Savings“DDA”=CheckingIf this is not tracked, then default to “DDA”For CC, send spaces |
| BILLING\_ADDRESS\_LINE1 | AN | 32 | Optional | Credit Card Billing Address Line 1 |
| BILLING\_ADDRESS\_CITY | A | 36 | Optional | Credit Card Billing Address City |
| BILLING\_ADDRESS\_STATE | A | 2 | Optional | Credit Card Billing Address State standard abbreviation |
| BILLING\_ADDRESS\_ZIPCODE | N | 5 | Optional | Credit Card Billing Address Postal Code |
| BILLING\_PHONE | N | 9 | Optional | Credit Card Billing Phone numberNumeric format with no dashes |
| FOREIGN\_TOKEN\_ID | AN | 36 | Required | Token or current Vault ID Field can be used to correlate Account Vaults in Paya Connect to data in client’s current software. When running a transaction with a stored account vault, this value can be used in place of the account\_vault\_id  |
| PAYORID | AN | 36 | Required | Unique source identifier to match the new Connect Token to the account in the Client’s software |

8.0 Data Element Specification: Trailer Record

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Data Element** | **Data Type** | **Max Length** | **Required** | **Definition and Format** |
| RECORD\_TYPE | AN | 2 | Required | “FT” |
| NUMBER\_DETAIL\_TRANSACTIONS | INT | 10 | Required | Number of detail payment transaction records in the file formatted with leading zeroes |
| FILE\_TRANSMISSION\_DATE | N | 8 | Required | Date fIle sentYYYYMMDD |

9.0 Failure Notifications

### 9.1 Late/Empty/Incorrect File Notification

Paya will send an alert notification if the file expected for the Autopay Migration File is not received, empty or formatted incorrectly.

Email Notification:

To: Client

CC: Incident Management, Merchant Onboarding

From: noreply@paya.com

Subject: AutoPay Migration File

Body: The AutoPay Migration File was either not received, is empty or has invalid data. Please contact your Client Management Representative for immediate resolution.

10.0 Naming Conventions: AutoPay Migration Export

Paya will create and delivery a standard file format for the Autopay Migration Tokens. Paya requires the following naming convention for the AutoPay Migration Export File:

* MIDMigratedTokensYYYYMMDD.csv
* yyyy = year, mm = month, dd= day, - Date the file is transmitted
* Language: English (United States)
* Code page: 1252 (ANSI – Latin I)
* Text qualifier “” for values as this is to avoid problems if the name contains a comma

Paya requires the file to be a UTF-8 format, which is a standard .csv format.

11.0 Record Layout: AutoPay Migration Export

Paya requires a standard record layout for the AutoPay Migration Export File.

* The file should contain one header record, multiple detail records, followed by one trailer record. Detail records will include 1 record for each token requested to be migrated
* The file should be a CSV file with comma delineation.

### 11.1 Header Record

### DETAIL\_RECORDID, FOREIGN\_TOKEN\_ID, PAYORID, PAYA\_CONNECT\_VAULTID, EXPIRATION\_MONTH, EXPIRATION\_YEAR, LAST4\_ACCOUNT\_NUMBER

### 11.2 Detail Record

 One record will be sent for each AutoPay token.

### 11.3 Trailer Record

File trailer record consists of “FT”, the number of detail records in the file and the date of transmission in YYYYMMDD format. The trailer record indicates that the file received is complete.

12.0 Data Element Specification: Detail Record

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Data Element** | **Data Type** | **Max Length** | **Required** | **Definition and Format** |
| DETAIL\_RECORDID | A | 1 | Required  | “D”=Detail Record |
| FOREIGN\_TOKEN\_ID | AN | 36 | Required | Token or current Vault ID of autopay information. Field can be used to correlate Account Vaults in Paya Connect to data in client’s current software. When running a transaction with a stored account vault, field can be used in place of account\_vault\_id  |
| PAYORID | AN | 36 | Required | Unique source identifier to match the new Connect token to the account in the client’s software |
| PAYA\_CONNECT\_VAULTID | AN | 36 | Required | GUID formatGenerated by Paya Connect |
| EXPIRATION\_MONTH | N | 2 | Required | Expiration Month of Credit CardZeroes for ACH |
| EXPIRATION\_YEAR | N | 4 | Required | Expiration Year of Credit CardExpiration date must be a future dateZeroes for ACH |
| LAST4\_ACCOUNT\_NUMBER | N | 128 | Required | For CC, last 4 of CC Account NumberFor ACH, last 4 of ACH Account Number |

13.0 Data Element Specification: Trailer Record

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Data Element** | **Data Type** | **Max Length** | **Required** | **Definition and Format** |
| RECORD\_TYPE | AN | 2 | Required | “FT” |
| NUMBER\_DETAIL\_TRANSACTIONS | INT | 10 | Required | Number of detail payment transaction records in the file formatted with leading zeroes |
| FILE\_TRANSMISSION\_DATE | N | 8 | Required | Date fIle sentYYYYMMDD |