

iPOSPays User Manual

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LOGIN:

Go to <u>www.ipospays.com</u> Type your username & password to login

ADD MERCHANT

Step 1: Click merchant





Step 2: Click the action list item button and choose Add Merchant

Step 3: Fill out the same merchant details as on the VAR SHEET.

! The merchant's email will be used as a username and will receive an activation email.

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	ISO Agent Reference (Optional)	ISO Merchant	(Optional)		
	Fields marked with an asterisk (*) are required.				
					Add Store

ISO Agent reference & ISO Merchant: These references will be shared on monthly invoices, which will be helpful for your (ISO) internal records.

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Modules & Privileges

Step 4: After completing the merchant details, click on the Modules and Privileges button,

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	Fields marked with an asterisk (*) are required.				
					🕀 Add Store

Step 5: Enable the Modules & Privileges based on the merchant's requirement.

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				> 🗹 CloudPOS	
	Fields marked with an asterisk (*) are required.			> 🗹 My Customer	
				> 🗹 Troubleshoot	
				> 🗹 Pinpad	

STEAM: Allows merchant to view/edit TPNS parameters. CloudPOS: Allows merchant to accept virtual (online) payments My Customer: Merchants can view/add their customers and invoices.



Step 6: After completing the Modules & Privileges, click on the Add store

ADD STORE

Step 7: Merchant details are automatically pulled from the previous screen.

When the merchant address and the store address are not same, disable the "same as merchant address" option and fill out the store details

This email address is for the store manager. Use the user management section to set up access for the store manager.

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🚯 Settings	Zip Code *	City	State	
🚍 Troubleshooting 🗸 🗸	01009	City Bondsville	MA	
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Step 8: Choose MCC from the dropdown

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Step 9: After completing the store details, click on the add device.

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	Zip Code *	City	State	
Batches	01009	Bondsville	MA	
🖂 My Tickets				
Settings	Email *	Phone Number *		
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Invoices				
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	Fields marked with an asterisk (*) are required.			
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POSpays Payment Gateway Services



ADD DEVICE

Step 10: Choose the Manufacturer, Device Model & Processor from the dropdown.

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Assign Template:

Template will not be available for first-time merchant creation. Saved templates can be chosen from the dropdown.

You can save device parameters as a template @ step 21

TPNS will be generated automatically

Default label is an option for providing meaningful representation for TPNS

Ex: 3rd billing counter POS Device

Profile Section:

iPOSPays support dual MIDs on the same device. Each MID can be given a convenient profile name - "With Fee" or "Without Fee". ISO can create one MID under traditional processing and another using Cash Discounting parameters with the processor.

If a transaction is performed with "Cash discounting Fee"/"Custom Fee" then MID under "With Fee" section is used to process. If the merchant chose to absorb the fee then the transaction is processed using MID under "Without Fee" profile.

It is ok to have only one profile or one MID. If you configure only "With Fee" profile but merchant decided to absorb the Fee then MID associate with "With Fee" profile will be used.

On the other hand if you configure only "Without Fee" but perform a transaction with Fee added, then the transaction will be declined.

<u>Thumb rule</u>

Configure MID under "Without Fee" for traditional processing merchants Configure MID under "With Fee" for cash discounting merchants If there is a second MID set up for traditional then configure that under "Without Fee" profile



Step 11: Choose the profile and fill out the details.

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Invoices	with fee			
	with fee			
	without fee			

! Use VAR SHEET information, If there are any errors or incorrect information, the finish button will not work.

EDIT DEVICE PARAMETER

Step 12: After completing the device details, merchant creation is successful.

The last created TPNS available in the merchant section.

Step 13: Click on the last created merchant under the merchant section.

Click on the TPN number under the device section and choose the edit parameter option.

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Step14: Receipt Section:

POS Device receipt settings.

!It is mandatory to select at least one customer copy option

Step 15: Click on Tips & Taxes:

Choose yes under the tip.

It allows merchants do to tip adjust from the portal.

Tip suggestion on Paper: Tips choices will print on consumers' receipts.

Tip suggestion on POS: Consumers can choose and pay tips through the POS Device.

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Step 16: Click on the Tax:

Maximum two tax label is available.

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Step 17: Click on the Transaction

- Tx Type (Transaction Type) Select the required transaction types, card entry modes & card types
- AVS, Signature Line, Cash Back, Pin Prompt, PinBypass Debit: Enable based on VAR SHEET

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Step 18: Select Settlement

Manual Settlement:

Merchant must do the settlement activity from a POS device.

Automatic Settlement:

Choose the mode of automatic settlement & time.

If POS initiated: Choose the print receipt choice.





Step 19: Select Fee

Consumer choice: Consumers can choose whether to pay with cash or card Select consumer choice & enter the percentage of the fee.

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Step 20: Click the Value Add

Merchant Onboarding Manual

- Customer Survey: Merchants can collect feedback from customers by enabling this feature.
- Tag the Tx This allows merchants to identify the transaction.
 Ex: In a restaurant, Merchant can enter the order id, table no, waiter id etc...,

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Step 21: Select Integration

Select the type of Integration (Spin or Pinpad)

Spin Local – Enter cash register's register id & Port

Spin Cloud – Parameters will be assigned through Cloud

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Pinpad: Select Pinpad

Choose the Slave device model.

Note: Same TPN Number should be entered on both Slave & Master devices. Master Device parameters will be assigned to the Slave device automatically.

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Step22: Click Save as Template, it allows you (ISO) to save the above settings and apply the The same template for several merchants – refers to step no 10

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