

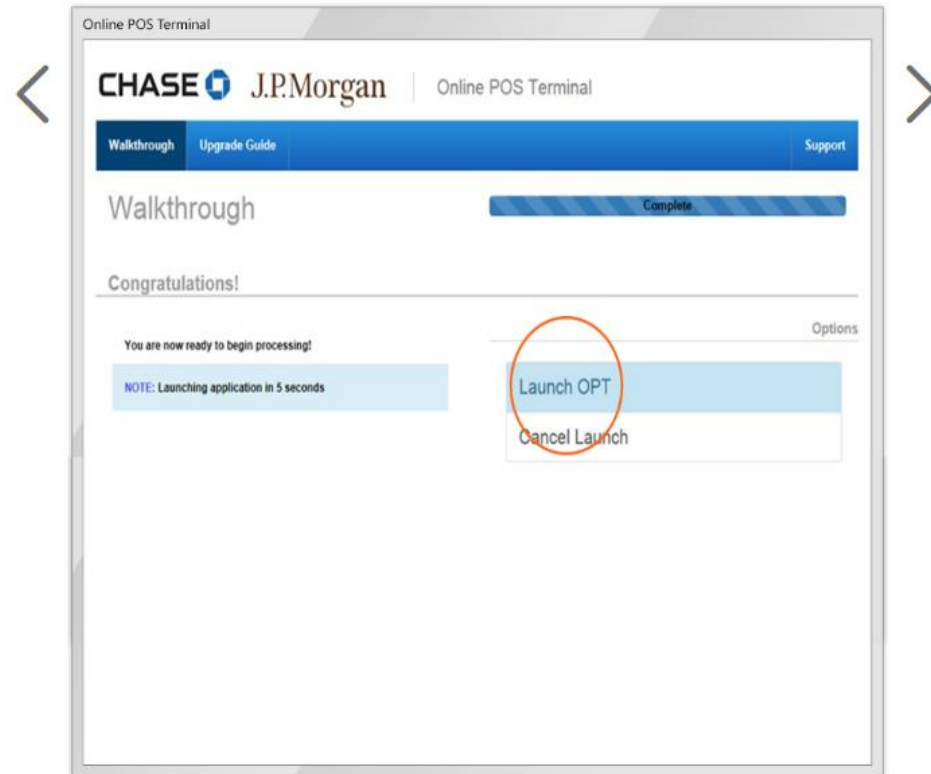
Steps

- 1 | Login to Online POS Terminal
- 2 | Enter Login Credentials
- 3 | Sale Transaction
- 4 | Customer Presents Card
- 5 | Card Entry
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- 7 | Confirm Amount
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Step 1

Login to Online POS Terminal

After you complete the Walkthrough, you will select **Launch OPT** to access the Login Screen.



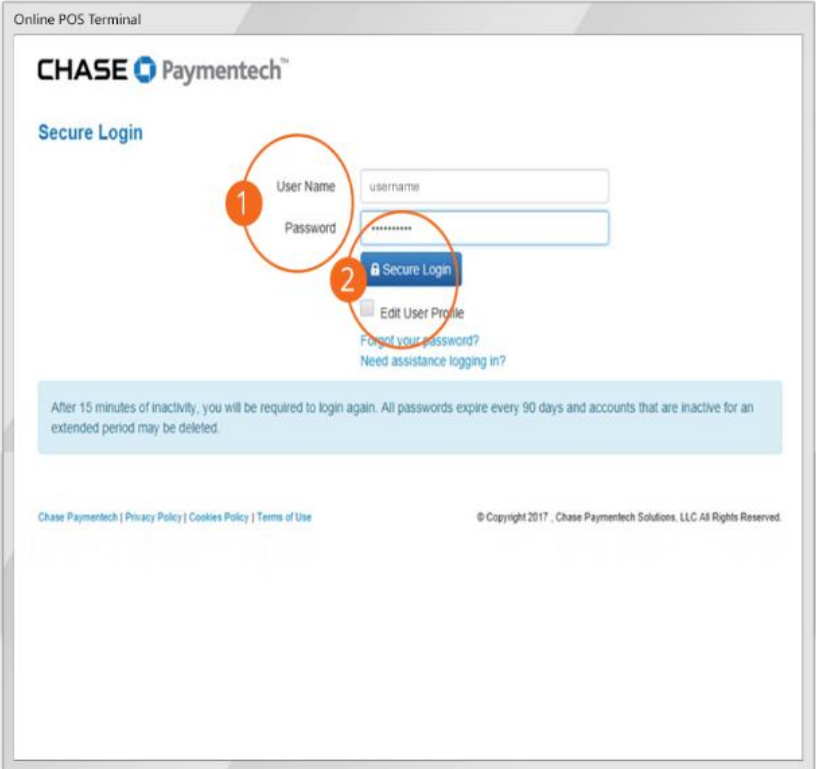
Steps

- 1 | Login to Online POS Terminal
- 2 | **Enter Login Credentials**
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Step 2

Enter Login Credentials

Enter your **User Name** and **Password** and select **Secure Login**.



Online POS Terminal

CHASE  Paymentech™

Secure Login

1 User Name

Password

2

Edit User Profile

[Forgot your password?](#)

[Need assistance logging in?](#)

After 15 minutes of inactivity, you will be required to login again. All passwords expire every 90 days and accounts that are inactive for an extended period may be deleted.

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Steps

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Step 3

Sale Transaction

Enter **Sale Amount** and **Invoice Number** (* required fields). Select **Checkout** to complete this step.

The screenshot displays the 'Online POS Terminal' interface for a 'Card Sale' transaction. The top navigation bar includes 'CHASE J.P.Morgan', 'Online POS Terminal', and links for 'Help', 'Alerts', 'Administration', and 'Log Out'. Below the navigation bar, there are tabs for 'New Transaction', 'Transaction Management', and 'Reporting', along with a 'Quick Batch View' button. The main content area is titled 'Card Sale' and includes 'OPT TESTING' and 'MID #: 70000005201 / TID #: 001'. The 'Sale Information' section shows 'Sale Information' and 'Entry Mode: PP320+'. The 'Additional Prompting' section contains two input fields: 'Amount *' with a value of '5.00' and 'Invoice Number *' with a value of '567890'. Below these fields are two buttons: 'Checkout' and 'Clear'. Three orange circles with numbers 1, 2, and 3 are overlaid on the interface, highlighting the 'Amount *' field, the 'Invoice Number *' field, and the 'Checkout' button respectively.

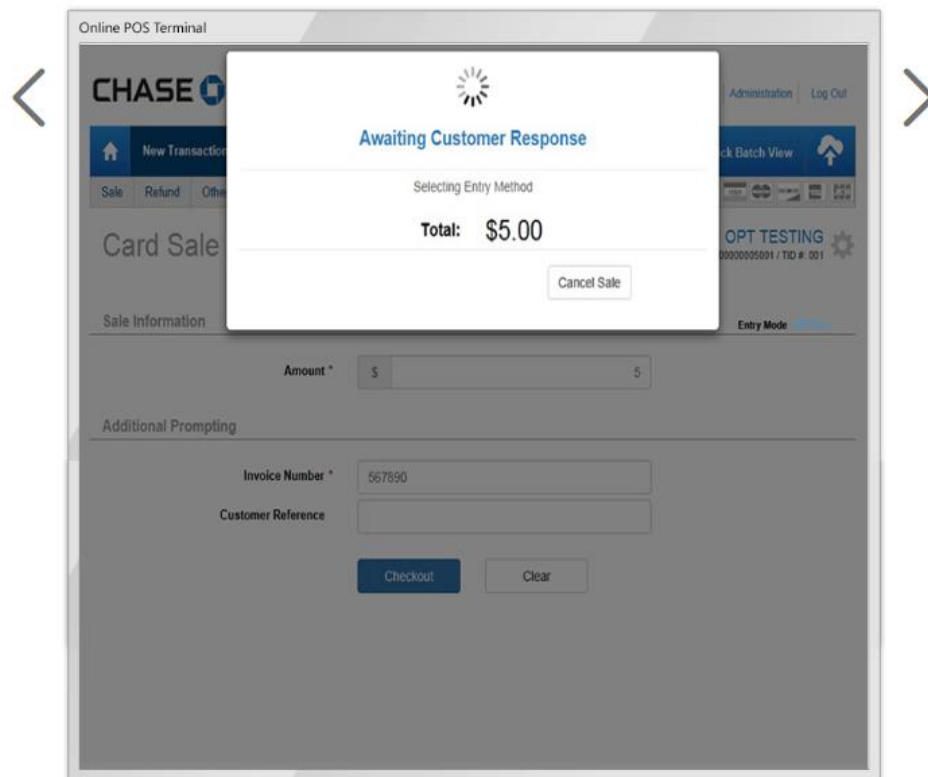
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Step 4

Customer Presents Card

If using the PIN pad, instruct the customer to present their card for payment (insert chip card, swipe, or tap contactless card or mobile wallet).



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Step 5

Card Entry

The customer can insert (chip), swipe, or tap their card.

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Step 6

Card Insert - Pause

Leave chip card inserted until instructed to remove it.

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Step 7

Confirm Amount

Customer selects **[F1]** to confirm amount.

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Step 8

Authorization

Terminal authorizes transaction. Leave card inserted

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Step 9

Transaction Approved

Customer instructed to remove card.

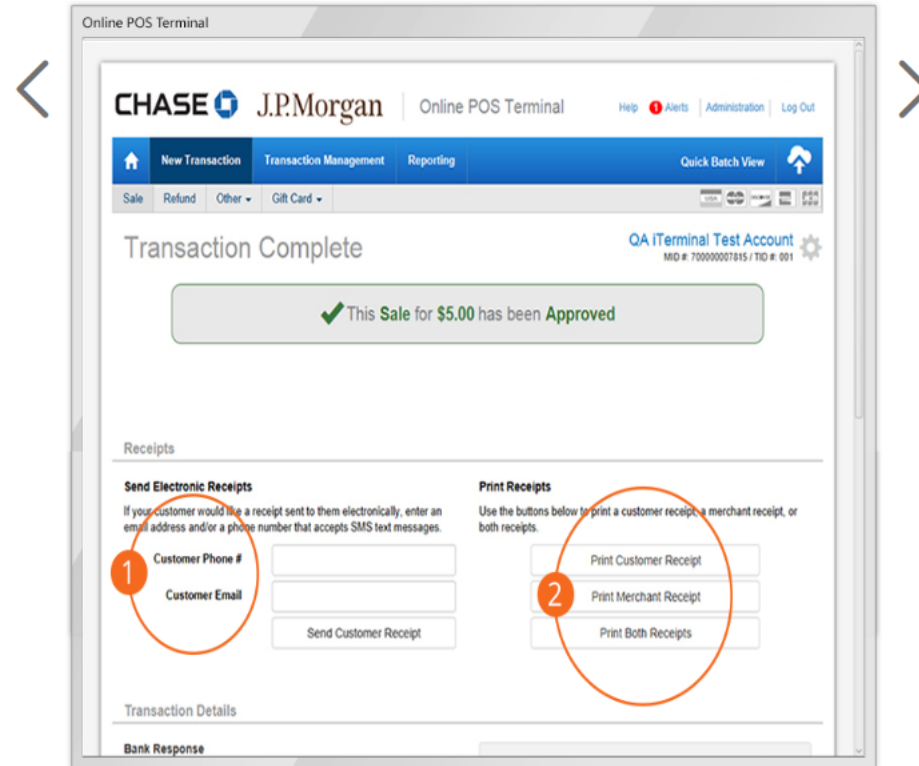
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Step 10

Receipt Process

1. Enter Customer Phone # or Email to send the receipt electronically.
2. Print Receipt by selecting:
 - Print Customer Receipt
 - Print Merchant Receipt
 - Print Both Receipts

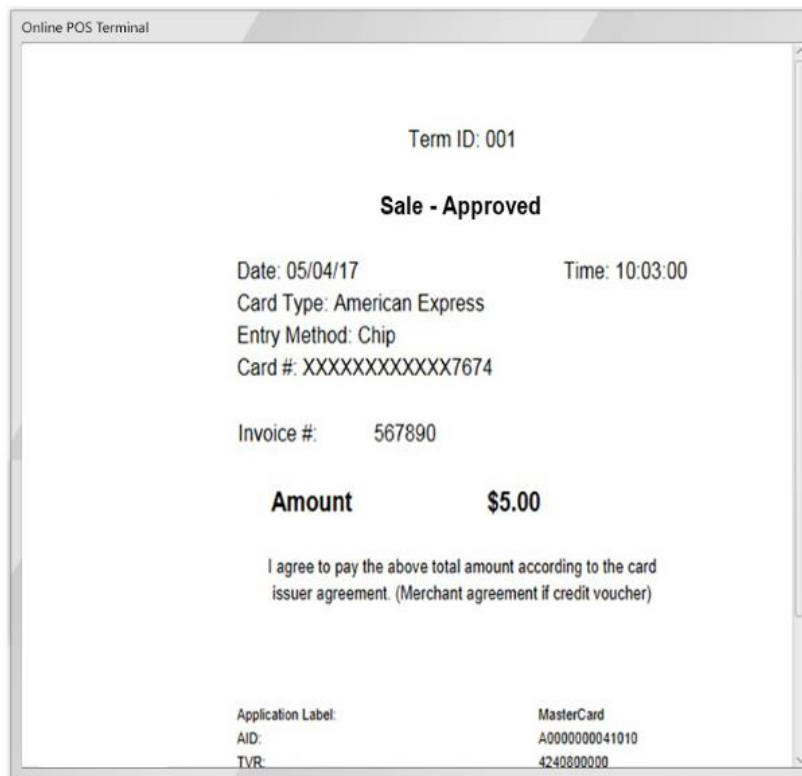


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Step 11

Receipt Example



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Step 12

Sale Complete

Select **New Transaction** to return to the **Main Menu**. The sale transaction is complete.

