Step 1
Login to Online POS Terminal

After you complete the Walkthrough, you will select Launch OPT to access the Login Screen.
Step 2

Enter Login Credentials

Enter your User Name and Password and select Secure Login.
Step 3

Sale Transaction

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

Card Sale

1. Amount *
2. Invoice Number *
3. Check Out

Additional Prompts:
- [Field]
- [Field]
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).
Steps

1 | Login to Online POS Terminal
2 | Enter Login Credentials
3 | Sale Transaction
4 | Customer Presents Card
5 | Card Entry
6 | Card Insert - Pause
7 | Confirm Amount
8 | Authorization
9 | Transaction Approved
10 | Receipt Process
11 | Receipt Example
12 | Sale Complete

Step 5

Card Entry

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

1. Login to Online POS Terminal
2. Enter Login Credentials
3. Sale Transaction
4. Customer Presents Card
5. Card Entry
6. Card Insert - Pause
7. Confirm Amount
8. Authorization
9. Transaction Approved
10. Receipt Process
11. Receipt Example
12. Sale Complete

Step 6

Card Insert - Pause

Leave chip card inserted until instructed to remove it.
Steps
1 | Login to Online POS Terminal
2 | Enter Login Credentials
3 | Sale Transaction
4 | Customer Presents Card
5 | Card Entry
6 | Card Insert - Pause
7 | Confirm Amount
8 | Authorization
9 | Transaction Approved
10 | Receipt Process
11 | Receipt Example
12 | Sale Complete

Step 7
Confirm Amount
Customer selects [F1] to confirm amount.
**Steps**

1. Login to Online POS Terminal
2. Enter Login Credentials
3. Sale Transaction
4. Customer Presents Card
5. Card Entry
6. Card Insert - Pause
7. Confirm Amount
8. Authorization
9. Transaction Approved
10. Receipt Process
11. Receipt Example
12. Sale Complete

**Step 8**

**Authorization**

Terminal authorizes transaction. Leave card inserted.
Steps
1 | Login to Online POS Terminal
2 | Enter Login Credentials
3 | Sale Transaction
4 | Customer Presents Card
5 | Card Entry
6 | Card Insert - Pause
7 | Confirm Amount
8 | Authorization
9 | Transaction Approved
10 | Receipt Process
11 | Receipt Example
12 | Sale Complete

Step 9
Transaction Approved
Customer instructed to remove card.
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

Transaction Complete

This Sale for $5.00 has been Approved
Step 11

Receipt Example

Term ID: 001

Sale - Approved

Date: 05/04/17
Time: 10:03:00
Card Type: American Express
Entry Method: Chip
Card #: X00XXXXX007674

Invoice #: 567890
Amount: $5.00

I agree to pay the above total amount according to the card issuer agreement (Merchant agreement if credit voucher)

Application Label: MasterCard
Account: 4000000001010
TID: 424555555555555
Step 12

Sale Complete

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