Steps

Step 1

Login to Online POS Terminal

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

Tutorials ▶ Terminals ▶ Sale - Online Point-Of-Sale Terminal

Steps

Step 2

Enter Login Credentials

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

Steps

Step 3

Sale Transaction

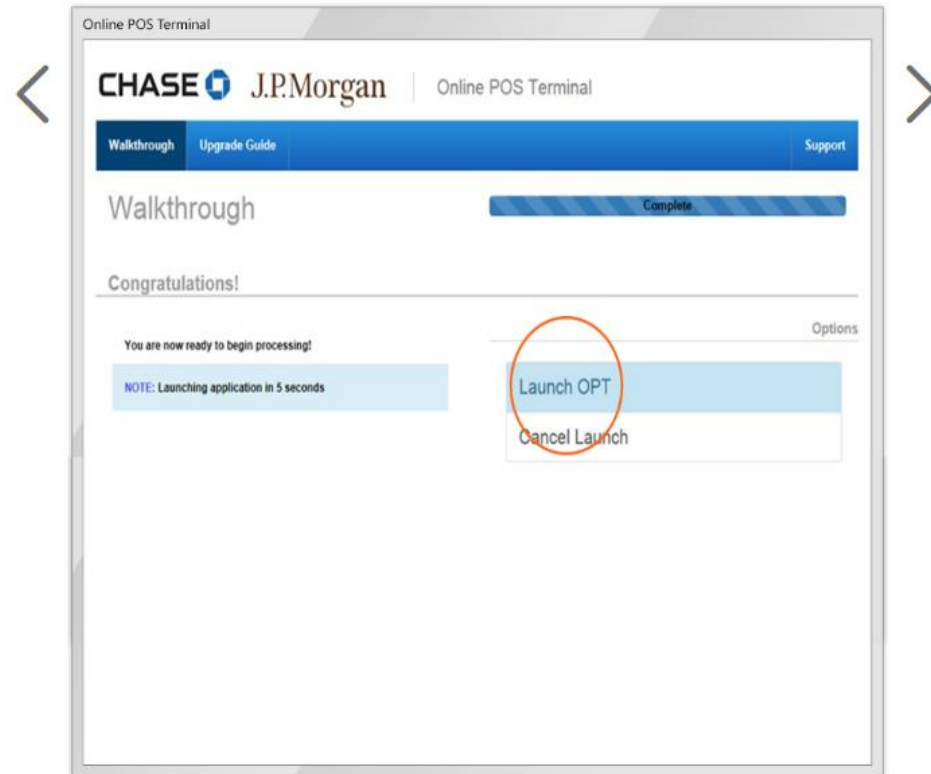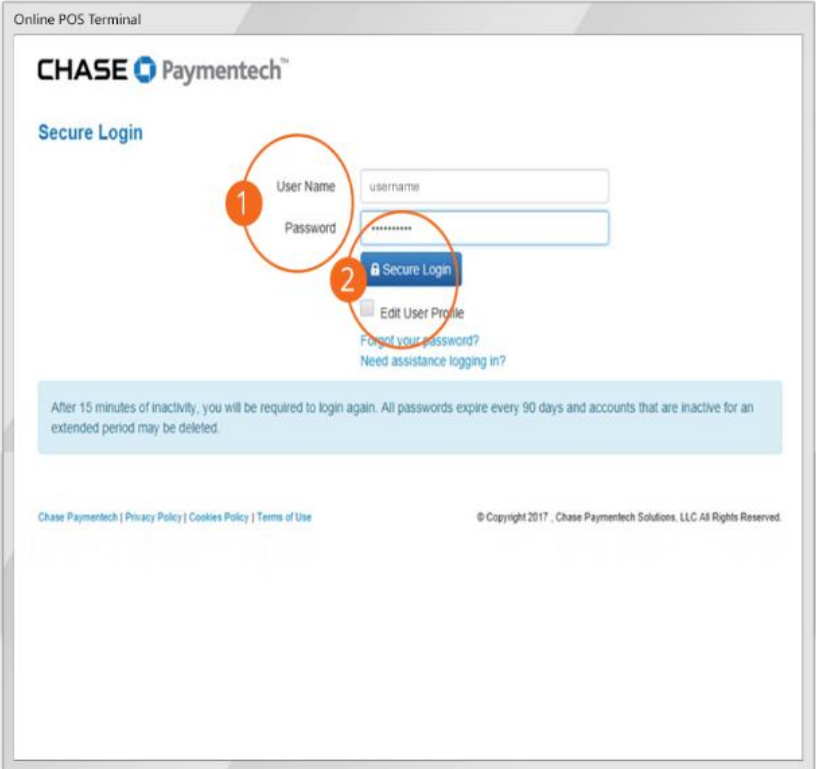Enter **Sale Amount** and **Invoice Number** (* required fields). Select **Checkout** to complete this step.

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 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

Step 6

Card Insert - Pause
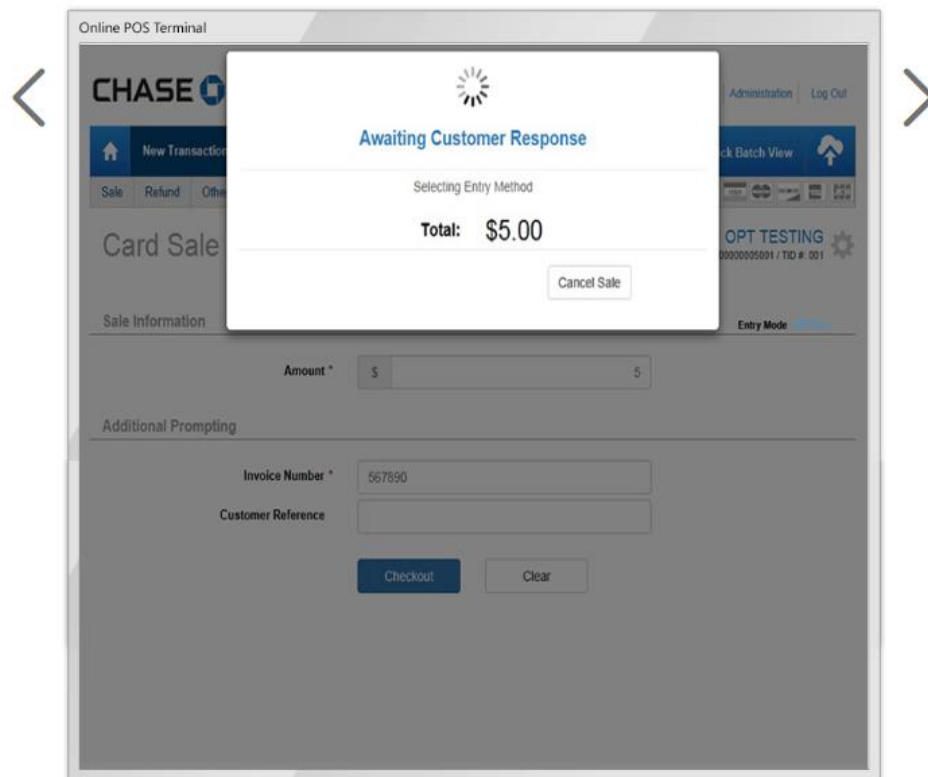
Leave chip card inserted until instructed to remove it.

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

Step 9

Transaction Approved

Customer instructed to remove card.

Steps

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

Steps

Step 11

Receipt Example

Online POS Terminal

Term ID: 001

Sale - Approved

Date: 05/04/17   Time: 10:03:00
Card Type: American Express
Entry Method: Chip
Card #: XXXXXXXXXXXX7674

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
AID: A0000000041010
TVR: 4240800000

![CHASE logo] ![J.P.Morgan logo]

CHASE J.P.Morgan
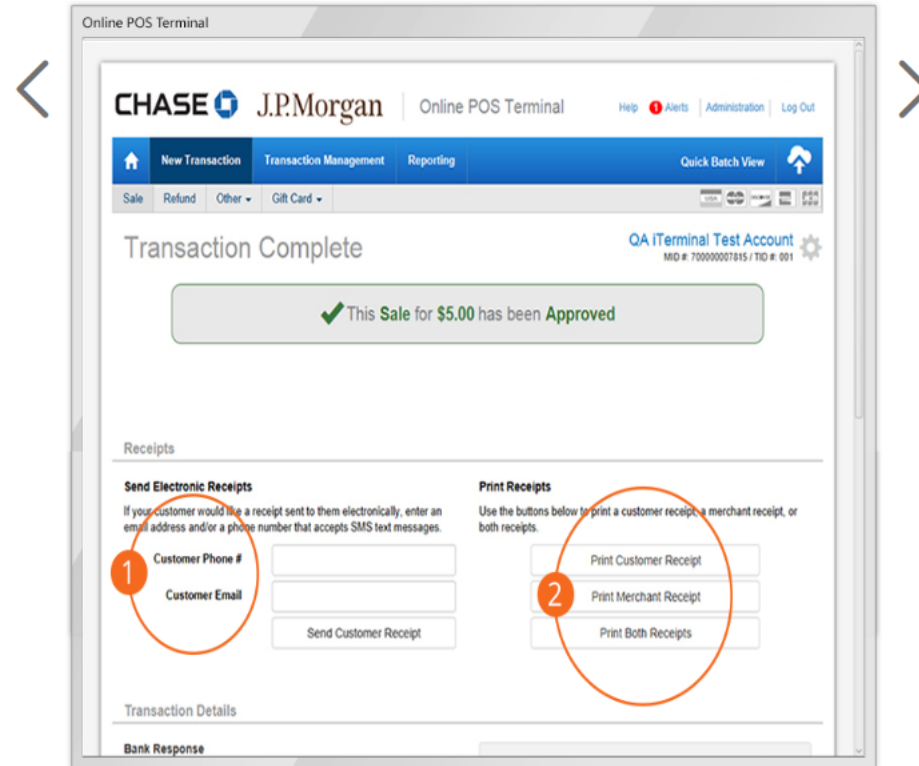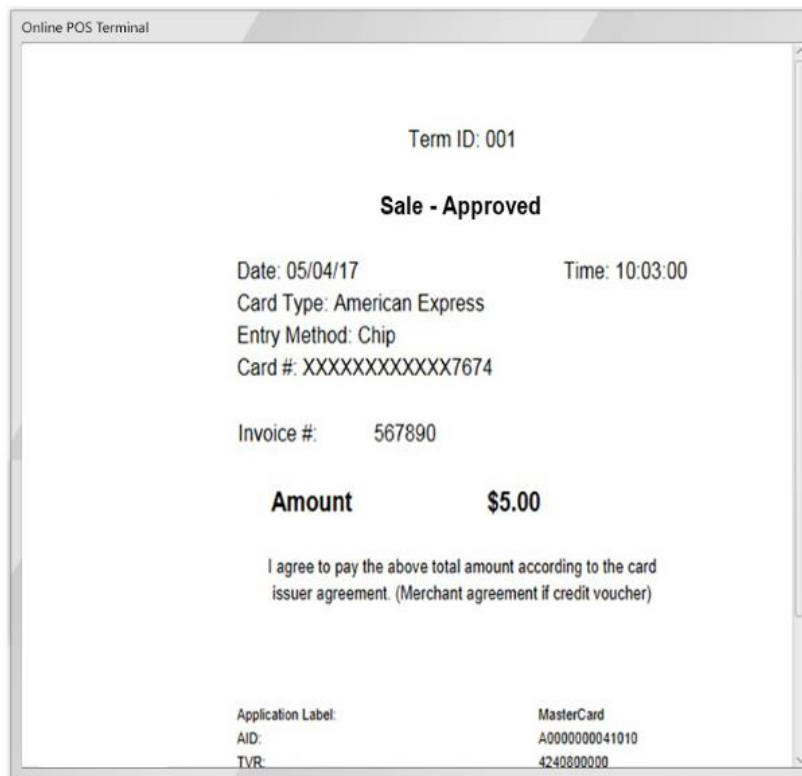
Tutorials ▸ Terminals ▸ Sale - Online Point-Of-Sale Terminal

Steps

1 | Login to Online POS Terminal
2 | Enter Login Credentials
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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.