Virtual terminal – Pinpad integration manual

LOGIN:

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

How to enable virtual terminal and Pinpad integration while onboarding a merchant

Onboarding a merchant

Refer user manual to know how to onboard a merchant. In Step 5 of the user manual under the Modules & Privileges tab check the CloudPOS tab.

Creating a TPN

Step 1: Click Merchants.



<u>Step 2:</u> Enter the Merchant name in the search bar and select the Merchant from the left side of the screen.

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Step 3: Click Add Device button.



<u>Step 4:</u> Select CloudPOS from the "Select Manufacturer" dropdown. Fill out the rest of the merchant details as on the VAR SHEET and click the Save button.

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Now a TPN will be created.

Enabling Spin Cloud

Step 1: Click S.T.E.A.M.

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<u>Step 4</u>: Enter the created TPN in the search bar and select the TPN on the left side of the screen. Click the Edit Parameter button.

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<u>Step 5</u>: Click Integration section.

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Step 6: Select Spin.

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<u>Step 8</u>: Now the TPN will be connected to the CloudPOS and you will see the below screen.

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How to use pinpad for virtual terminal for a sale

Go to <u>www.ipospays.com</u>

Type your username & password to login.



Step 1: Select the Favourites icon on the POS device.



<u>Step 2</u>: Click Upgrade App button.

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<u>Step 3</u>: Enter your current TPN password.



<u>Step 4</u>: Enter the newly created CloudPOS enabled TPN.



Step 5: Click No.





<u>Step 6</u>: You will see the above screen.



<u>Step 8</u>: Login in and click CloudPOS.



<u>Step 9</u>: Click Card Payments and select Pinpad.

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<u>Step 10</u>: Enter the amount and select Process.



<u>Step 10</u>: The sale will appear on POS and follow the standard transaction procedure



