

Manually keying credit cards with PaymentMate®


PaymentMate® computer software gives a merchant the ability to receive credit card authorizations from First Data™ quickly and easily, without having to use a magnetic card reading device. If you receive payments from your customers over the phone, you can easily manually key the credit transaction

How PaymentMate works

PaymentMate runs on any computer with a Microsoft® Windows® 2000, Windows XP, or Windows Vista operating system. You may manually key credit card transactions with PaymentMate, or you may process credit or debit cards using a magnetic card reader device (such as a MagTek® MICRImage™ or an FD-10C PIN pad) . This document explains how to use PaymentMate to manually key credit cards.


Manually keying a credit card

If you take a customer's credit card number over the phone, or if you cannot swipe a card because its magnetic stripe is damaged, you may manually key a credit transaction this way:

- 1 Right-click the **PaymentMate** icon  next to the date and time in the Windows **Notification Area**, and click **Manual Key Credit** on the shortcut menu.



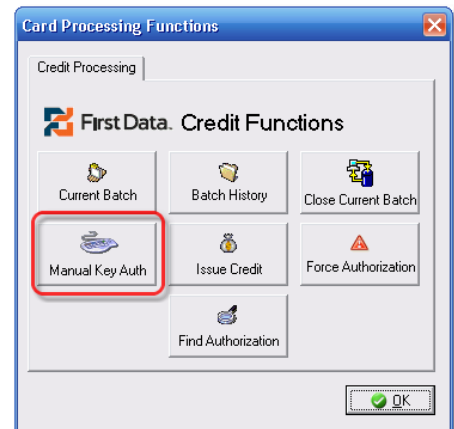
or

- 2 Double-click the **PaymentMate** icon  to unhide the software and then:

- Click the **FDMS Credit** button. 



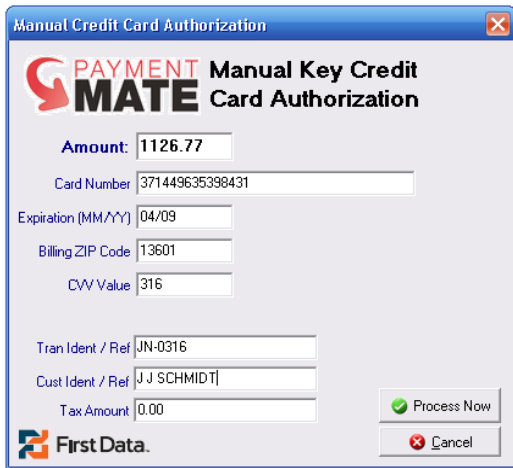
- On the Card Processing Functions dialog box, click **Manual Key Authorization**. 



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In the Manual Credit Card Authorization dialog box that pops up:

- Type the amount in the **Amount** box.
- Type the card number in the **Card Number** box.
- Type the expiration date in the **Expiration** box.



- If available, type the customer's Zip code in the **Billing Zip Code** box.
- If available, type the card verification value shown on the back of most credit cards in the **C.V.V.** box.

NOTE: It is *not* required to provide the card verification value and Zip code, however doing so might result in lower charges for the transaction.

- If desired, enter optional info in the **Trans Ident/Ref** and **Cust Ident/Ref** boxes.

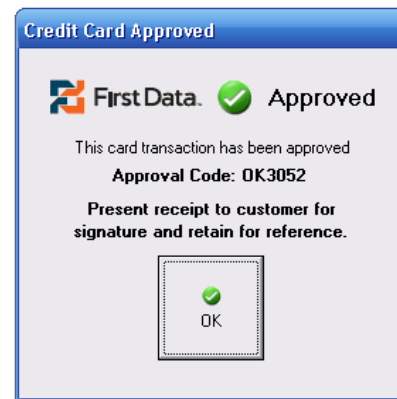
NOTE: The information you type in these two boxes is not sent to First Data. It is saved in the batch for you to review later.

- Click **Process Now**  to submit, or **Cancel** to NOT submit the transaction to First Data.

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In just a few seconds, PaymentMate indicates whether First Data authorized the transaction. Follow the instructions of the pop-up message:

- If the message states, “Approved; this card has been approved,” then First Data authorized the transaction. Take the receipt from your printer that PaymentMate printed, give it to your customer to sign, and *keep the signed receipt* for your records.



- If the message states, “Declined; this card transaction was not processed,” then First Data did NOT authorize the transaction. Try swiping the card again, or request a different form of payment from the customer.

For more information about processing credit, debit, and other payment cards with PaymentMate, contact your First Data representative. Or, call Tempus Technologies, Inc. toll free at 800.225.8979, ext. 3. This document and other documents are available at TempusPayment.com.

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www.tempuspayment.com/support_documentation.aspx

pm_cards.pdf (rev. 8/20/09)