



Installing and Registering PaymentMate® Windows Edition

Installing PaymentMate® Windows Edition usually requires the assistance of a helpdesk technician of Tempus Technologies, Inc. However, you may follow these instructions to install and register the application yourself on a Microsoft® Windows® computer.

Before Installing PaymentMate Windows Edition

Preparations should be made prior to installing PaymentMate Windows Edition. Be sure to complete these pre-installation steps:

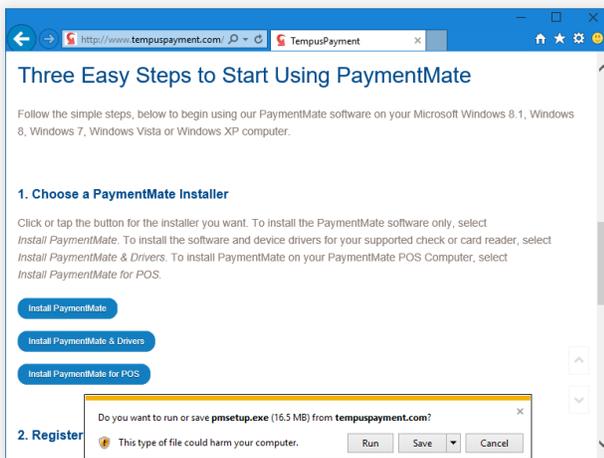
- 1 Meet with a sales representative.** The representative will discuss your needs and recommend the products and services that best meet your needs. After discussing this with you, the representative will submit an online referral to Tempus Technologies.
- 2 Complete a technical prequalification.** After receiving the referral, a representative of Tempus Technologies will call you to speak about the computer accessories you will need. This will ensure the sales representative orders the correct accessories for you.
- 3 Sign and return a User Agreement.** The Tempus Technologies representative will fax, mail or send as an email attachment the *Application User Agreement*. You should sign and return this document to prevent any unnecessary delays.
- 4 Receive your account numbers and computer accessories.** You will receive an email, a letter or a fax with your account numbers—a Merchant ID, a Terminal ID and possibly a Data Wire ID. You will also receive a shipment with the computer accessories ordered for you. If you have any questions about these, you may contact your sales representative.
- 5 Obtain the website address to download the application and the activation codes.** When you receive the account numbers and computer accessories, call the Tempus Technologies helpdesk at 800.225.8979. A helpdesk technician will give you the website address where you can download a PaymentMate Windows Edition installer. The technician will also give you activation codes to register the application after you install it. If you need technical assistance, you may schedule a date and time for a helpdesk technician to assist you by phone or by a remote connection to your computer.

NOTE: The helpdesk technician will give you three numbers you may use to register your application—the location ID, Zip Code and activation code for the computer on which you will install it.

Downloading and Installing PaymentMate Windows Edition

You may install the PaymentMate application on a computer or laptop having an operating system currently supported by Microsoft, including Windows 10, Windows 8 and Windows 7. To download and install the application, call Tempus Technologies at 800.225.8979. A helpdesk technician will give you the website address of the download webpage. Then follow these instructions:

- 1 On the computer on which you want to install PaymentMate, open Internet Explorer® or another web browser, and browse to the website address provided by the helpdesk technician.



- 2 On the PaymentMate download page under the words, "Pick a PaymentMate Installer," select the link for the installer you want. Select, "Install PaymentMate".
- 3 If a message pops up asking, "Do you want to run or save...?" then select *Run*.

- 4 If a **User Account Control** message displays, asking, "Do you want to allow the following program to make changes to this computer? Program name: PaymentMate. Publisher: Tempus Technologies, Inc. File origin: Hard drive on this computer," then select *Yes*.
- 5 Your web browser downloads and launches the PaymentMate installer. When the **Welcome** page displays, select *Next*.
- 6 The **Important Information** page displays information you should read. Read the information and select *Next*.
- 7 The **License Agreement** page displays the user agreement, which you should read. If you agree to the terms and conditions, select the *I Agree to these Terms and Conditions* check box, and select *Next*.
- 8 Select *Install* to begin installing the PaymentMate application, or Microsoft SQL Server, or the device drivers you chose.
- 9 The **Installation Completed** page indicates you successfully completed the installation. To start the application, select the *Start PaymentMate Now* check box. Select *Finish* to close the installer. When the application starts, you will be prompted to enter the codes to register it.

Registering the Application

You must register the application before you may use it. Registration requires the three codes given to you by the helpdesk technician—the location ID, Zip Code and activation code for the computer on which you install the application. To register, follow these steps:

- 1 When the application launches, it requests the registration codes.



- 2 Use the **Registration Information** dialog box to register your application, with the information given to you by the helpdesk technician:

- Type the location ID number for the location assigned to the computer or laptop in the *Retailnet ID* box.
- Type the Zip Code for the location assigned to the computer or laptop in the *Zip Code* box.
- Type the activation code assigned to the computer or laptop in the *Activation Code* box.

- To configure the application to use your proxy server, select *Proxy* and enter the information given to you by your network administrator.



- 3 PaymentMate registers successfully and opens. If you need to change the default settings or set up the application to use a check scanner or PIN pad, select *Configure*, make the changes you want, and select *OK*.

NOTE: For assistance with activating or configuring the application, call the Tempus Technologies helpdesk at 800.225.8979.

*For more information, contact
Tempus Technologies at 800.225.8979, ext. 2
or visit www.TempusPayment.com.*