

Virtual Terminal Solution

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Table of Contents

Introduction	1
How to Process a Transaction	2
Storing and Reusing a Customer's Credit Card Number	5
Setting up Automatic Recurring Billing	9

Introduction

The virtual terminal is a web site designed to replace the physical credit card processing terminal you see in restaurants and stores. It allows the merchant to log onto a secure page and enter a customer's credit card information and process one or many transactions.

Profile Management

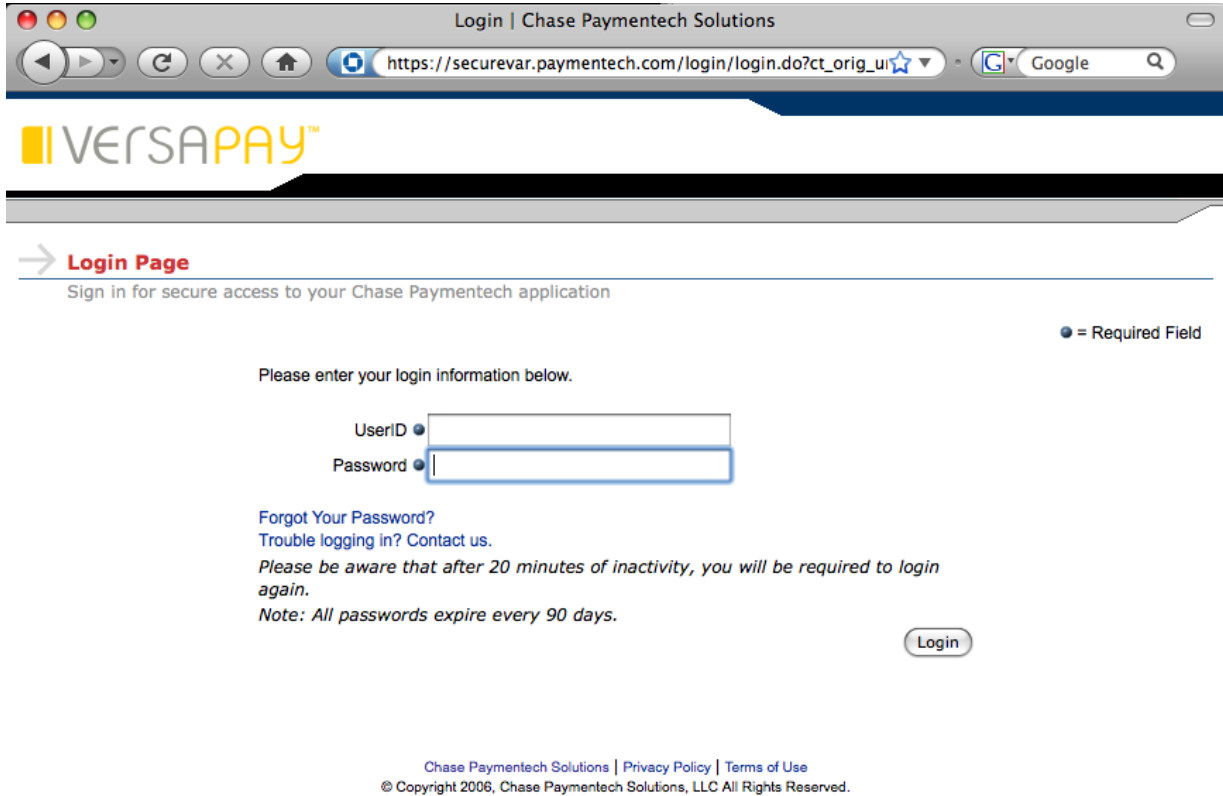
The virtual terminal can store your customers credit card information in a PCI certified data-center so that you do not have to worry about the risk of storing customer's personal information on your computers or in your office. Their information can be easily and quickly recalled at any time to facilitate future billings.

Recurring Billing

The virtual terminal can also automatically bill your customers on any schedule you choose to facilitate the payment of monthly or weekly recurring fees. The merchant can supply a number of different schedules including daily, weekly or monthly.

How to Process a Transaction

1. Log onto securevar.paymenttech.com with your username and password.



Login | Chase Paymentech Solutions

https://securevar.paymenttech.com/login/login.do?ct_orig_u... Google

VERSAPAY™

→ **Login Page**

Sign in for secure access to your Chase Paymentech application

● = Required Field

Please enter your login information below.

UserID ●

Password ●

[Forgot Your Password?](#)
[Trouble logging in? Contact us.](#)

Please be aware that after 20 minutes of inactivity, you will be required to login again.

Note: All passwords expire every 90 days.

Login

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2. Next, the merchant inputs the credit card information of the customer, the amount and the order number and presses Authorize & Capture

New Order - Authorize | Orbital Virtual Terminal | Paymentech

switch id | log out | help

Orbital VERSAPAY™

NEW ORDER | OPEN BATCH | REVIEW | FLEXCACHE | REPORTING | ADMIN | IMPORT FILE

Virtual Terminal | New Order | Auth

→ **New Order - Auth**

Fill out the form below and submit when complete

Merchant DBA: Sales Demo ID

Merchant ID: 700000001700 Terminal ID: 001 Industry Type: MO
Date/Time: 12/23/2008 15:53:17 EST Currency Code: USD

RECOMMENDED DATA | OPTIONAL DATA | PURCHASING CARD DATA II | PURCHASING CARD DATA III

Credit Card Types Accepted: JCB, MasterCard, Visa

Card Number: 4111 1111 1111 1111

Amount (###0.00): 100.00

Order ID #: 1234558

Street: []

City: []

State: []

Non US Address

Postal Code: [] - []

Order Description: []

Add to Profile Management

Search Profiles

Profile Auto Suggest: []

Expiration Date: 02 2013

Card Verification #: []

Customer Name: []

Customer Phone: []

● = Required Field
? = Help Available

Auth Auth and Capture Clear

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3. A receipt is displayed that can be emailed to the merchant and or the customer.

The screenshot shows a web browser window with the URL <https://securevar.paymenttech.com/manager/newOrderAuthA>. The page title is "New Order - Auth | Orbital Virtual Terminal | Paymenttech". The page features the Orbital logo and the VERSAPAY logo. A navigation bar includes links for "NEW ORDER", "OPEN BATCH", "REVIEW", "FLEXCACHE", "REPORTING", "ADMIN", and "IMPORT FILE". The main content area is titled "New Order - Auth" and includes a sub-header "View the response below".

Merchant DBA: Sales Demo ID

Merchant ID: 700000001700	Terminal ID: 001	Industry Type: MO
Date/Time: 12/23/2008 15:58:59 EST	Currency Code: USD	

APPROVAL

Approval Code	097966
Response Code	00 Approved
AVS Response Code	
Card Verification Number Reponse Code	

Credit Card Type	Visa	Expiration Date	2013/02
Card Number	XXXXXXXXXXXX1111	Card Verification #	
Amount	100.00		
Order ID #	1234558		
Street			
City			
State			
Postal Code			
Order Description			

Transaction Date: 12/23/2008 15:58:59 EST
Transaction Reference Number [TxRefNum]: 49515113F4BC3D941F12244AD03C9F3E4400539E

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Storing and Reusing a Customer's Credit Card Number

1. The merchant enters the customer's credit card information and checks the box "Add to Profile Management" and supplies the Customer's Name for future lookup. The merchant finishes by pressing Authorize and Capture

The screenshot shows a web browser window with the URL <https://securevar.paymentech.com/manager/newOrderAuthA>. The page title is "New Order - Authorize | Orbital Virtual Terminal | Paymentech". The interface includes the Orbital logo and the IVERSAPAY logo. A navigation bar contains links for "NEW ORDER", "OPEN BATCH", "REVIEW", "FLEXCACHE", "REPORTING", "ADMIN", and "IMPORT FILE".

The main heading is "New Order - Auth" with the instruction "Fill out the form below and submit when complete".

Merchant Information:

- Merchant DBA: Sales Demo ID
- Merchant ID: 700000001700
- Terminal ID: 001
- Industry Type: MO
- Date/Time: 12/23/2008 16:11:21 EST
- Currency Code: USD

Form Sections:

- RECOMMENDED DATA:** Credit Card Types Accepted (JCB, MasterCard, Visa), Card Number (4111 1111 1111 1111), Amount (100.00), Order ID # (3839), Street, City, State, Non US Address, Postal Code, Order Description, Add to Profile Management.
- OPTIONAL DATA:** Search Profiles, Reuse Last Profile, Profile Auto Suggest, Expiration Date (08 2010), Card Verification #.
- PURCHASING CARD DATA II:** Customer Phone.
- PURCHASING CARD DATA III:** Profile ID (604), Profile Customer Name (Ryan Wilson), Use Next Available Profile ID, Use Order Number as Profile ID, Use Order Description as Profile ID.

Buttons: Auth, Auth and Capture, Clear.

2. The transaction is processed and the merchant should click "Add Profile".

The screenshot shows a web browser window with the URL <https://securevar.paymentech.com/manager/newOrderAuthA>. The page title is "New Order - Auth | Orbital Virtual Terminal | Paymentech". The Orbital logo is on the left, and the VERSAPAY logo is on the right. A navigation bar contains links for "NEW ORDER", "OPEN BATCH", "REVIEW", "FLEXCACHE", "REPORTING", "ADMIN", and "IMPORT FILE". Below the navigation bar, the page content is titled "New Order - Auth" with a sub-header "View the response below".

Merchant DBA: Sales Demo ID

Merchant ID: 700000001700	Terminal ID: 001	Industry Type: MO
Date/Time: 12/23/2008 16:15:30 EST	Currency Code: USD	

APPROVAL

Profile Response Code	0 Profile Created [465333]		
Approval Code	098044		
Response Code	00 Approved		
AVS Response Code			
Card Verification Number Response Code			
Credit Card Type	Visa		
Card Number	XXXXXXXXXXXX1111	Expiration Date	2010/08
Amount	100.00	Card Verification #	
Order ID #	3839		
Street			
City			
State			
Postal Code			
Order Description			
Transaction Date	12/23/2008 16:15:30 EST		
Transaction Reference Number [TxRefNum]	495154F2BD215ABD9180F805F812B28D6A0353EC		

[Print Merchant Receipt](#)
[Print Customer Receipt](#)
[Print Both Receipts](#)

[Add Profile](#) [Close](#)

- The merchant may choose to store additional information on the customer if they wish and should finish with clicking add.

Admin - Profile Management | Orbital Virtual Terminal | Paymentech

https://securevar.paymentech.com/manager/newOrderAuthA

Orbital IVERSAPAY™

NEW ORDER | OPEN BATCH | REVIEW | FLEXCACHE | REPORTING | ADMIN | IMPORT FILE

Virtual Terminal | Admin | Profile Management

→ **Admin - Profile Management**

Fill out the form below and submit when complete

Merchant DBA: Sales Demo ID

Merchant ID: 700000001700 Terminal ID: 001 Industry Type: MO
Date/Time: 12/23/2008 16:18:15 EST Currency Code: USD

PROFILE CONFIGURATION | COMPLETED BILLINGS | SCHEDULED BILLINGS | CHANGE LOG

● = Required Field

Profile ID: Use Next Available Profile ID

Profile Status: Active

Customer Name: Ryan Wilson

Street:

City:

State:

Country Code:

Postal Code:

Email Address: Phone Number:

Order Description:

Use Profile ID as Order Number Use Profile ID as Order Description

Payment Method: Credit Card

Card Number: XXXX XXXX XXXX 1111 Expiration Date: 08 2010

Amount: ###0.00 100.00

Add Managed Billing - Recurring

Add Cancel

- A permanent profile has now been created and stored in the virtual terminal so that you can bill the customer again without needing to ask for their credit card. To bill the customer next time .To bill this customer the next time you can search for their profile by clicking search profile and providing any of the information you entered in step 3. Alternatively, you can just type the customers profile number (that you can arbitrarily assign to each profile, in this

example we've used the customers telephone number) into the Profile Auto Suggest field and click on the appropriate record.

New Order - Authorize | Orbital Virtual Terminal | Paymentech

https://securevar.paymentech.com/manager/newOrderAuthA

switch id | log out | help

Orbital **VERSAPAY™**

NEW ORDER | OPEN BATCH | REVIEW | FLEXCACHE | REPORTING | ADMIN | IMPORT FILE

Virtual Terminal | New Order | Auth

→ New Order - Auth

Fill out the form below and submit when complete

Merchant DBA: Sales Demo ID

Merchant ID: 700000001700	Terminal ID: 001	Industry Type: MO
Date/Time: 12/23/2008 16:23:18 EST	Currency Code: USD	

RECOMMENDED DATA | OPTIONAL DATA | PURCHASING CARD DATA I | PURCHASING CARD DATA II

Credit Card Types Accepted: American Express, Carte Blanche, Diner's Club

Search Profiles, Reuse Last Profile, Profile Auto Suggest: 604

6047162222 | XXXXXXXXXXXXX1111
6047162223 | XXXXXXXXXXXXX1111

Card Verification # ?

● = Required Field
? = Help Available

Card Number: XXXX XXXX XXXX 1111
Amount (###0.00): 1.12
Order ID #
Street
City
State
 Non US Address
Postal Code
Order Description
 Add to Profile Management

Customer Name: RYAN WILSON
Customer Phone

Auth Auth and Capture Clear

5. Once the profile is selected, their credit card information is automatically populated and all you have to supply is the amount and click Authorize and Capture.

Setting up Automatic Recurring Billing

1. The merchant supplies the customers credit card information, checks "Add to Profile Management" and checks "Add to Managed Billing - Recurring". The merchant may specify defaults that will automatically be applied, for example, if the merchant always bills monthly for membership these defaults can be specified in the Administration section of the Virtual Terminal. The merchant can also override these defaults and indicate when and for how long the customer should be automatically billed.

switch id | log out | help

Orbital **VERSAPAY™**

NEW ORDER | OPEN BATCH | REVIEW | FLEXCACHE | REPORTING | ADMIN | IMPORT FILE

Virtual Terminal | New Order | Auth

New Order - Auth

Fill out the form below and submit when complete

Merchant DBA: Sales Demo ID

Merchant ID: 700000001700 Terminal ID: 001 Industry Type: MO
Date/Time: 12/23/2008 16:33:36 EST Currency Code: USD

RECOMMENDED DATA | OPTIONAL DATA | PURCHASING CARD DATA II | PURCHASING CARD DATA III

Credit Card Types Accepted: JCB, MasterCard, Visa

Search Profiles, Reuse Last Profile, Profile Auto Suggest

• = Required Field
? = Help Available

Card Number: 4111 1111 1111 1111 Expiration Date: 03 2012

Amount (###0.00): 100.00 Card Verification #:

Order ID #: 3429873 Customer Phone:

Street: City: State:

Non US Address

Postal Code: Order Description:

Add to Profile Management

Profile ID: Profile Customer Name:

Use Next Available Profile ID
 Use Order Number as Profile ID
 Use Order Description as Profile ID

Add Managed Billing - Recurring

Override defaults

Weekly
 Monthly Recur every 2 week(s) on Monday
 Yearly

Range of Recurrence ?



Start: Dec 24 2008 No End Date
 End after: billings
 End by: Dec 24 2008

Order Number Generation ? Dynamic

Auth Auth and Capture Clear

2. The transaction is processed and displayed to the merchant. The merchant then clicks Add Profile and the recurring billing profile is created.

switch id | log out | help

 **CHASE** 

NEW ORDER | OPEN BATCH | REVIEW | FLEXCACHE | REPORTING | ADMIN | IMPORT FILE

Virtual Terminal | New Order | Auth

→ **New Order - Auth**
View the response below

Merchant DBA: Sales Demo ID		
Merchant ID: 700000001700	Terminal ID: 001	Industry Type: MO
Date/Time: 12/23/2008 16:38:16 EST	Currency Code: USD	

APPROVAL



Profile Response Code	0 Profile Created [465341]		
Approval Code	098126		
Response Code	00 Approved		
AWS Response Code			
Card Verification Number Reponse Code			
Credit Card Type	Visa		
Card Number	XXXXXXXXXXXX1111	Expiration Date	2012/03
Amount	100.00	Card Verification #	
Order ID #	3429873		
Street			
City			
State			
Postal Code			
Order Description			
Transaction Date	12/23/2008 16:38:16 EST		
Transaction Reference Number [TxRefNum]	49515A484C89920FC3376AED51685456889053D1		

[Print Merchant Receipt](#)
[Print Customer Receipt](#)
[Print Both Receipts](#)

[Add Profile](#) [Close](#)

3. The merchant then confirms that the billing profile is correct and clicks add. Now the customer will be automatically billed according to the schedule supplied.

switch id | log out | help

Virtual Terminal | Admin | Profile Management

NEW ORDER | OPEN BATCH | REVIEW | FLEXCACHE | REPORTING | ADMIN | IMPORT FILE

→ Admin - Profile Management

Fill out the form below and submit when complete

Merchant DBA: Sales Demo ID		
Merchant ID: 700000001700	Terminal ID: 001	Industry Type: MO
Date/Time: 12/23/2008 16:39:13 EST	Currency Code: USD	

PROFILE CONFIGURATION | COMPLETED BILLINGS | SCHEDULED BILLINGS | CHANGE LOG

● = Required Field

Profile ID Use Next Available Profile ID

Profile Status

Customer Name

Street

City

State

Country Code

Postal Code

Email Address Phone Number

Order Description

Use Profile ID as Order Number Use Profile ID as Order Description

Payment Method

Card Number ● Expiration Date ●

Amount ###0.00

Add Managed Billing - Recurring

Override defaults

Weekly
 Monthly
 Yearly

Recur every week(s) on

Range of Recurrence ?

Start:

No End Date
 End after: billings
 End by: