



The Payeezy Gateway empowers merchants to safely process transactions quickly and easily from anywhere that has Internet access.

Real-time Payment Manager, or RPM, is a secure online system that allows you to securely process a variety of bankcard transactions.

In this course we will discuss the capabilities Payeezy makes available to you as they relate to your retail operation.

We will log in to the RPM site and review some basic navigation and functionality. Let's get started.

Payeezy functionality includes detailed reporting, a transaction dashboard, virtual point-of-sale terminal, a user friendly transaction history search along with user administration.

This service allows you to obtain authorizations and utilize AVS or Address Verification as well as MOTO or 'Mail Order Telephone Order' capabilities.

Payeezy's Payment Pages provide valuable information related to iNet transactions as well as those posted through POS Tablet and Epicor's Mobile Payments application.

Payeezy uses tokenization technology that allows merchants to eliminate the need to store card data.

Tokenization replaces actual credit card numbers with randomly assigned 'tokens', keeping your data secure.

Payeezy Gateway also provides a means to manage recurring, or subscription-based, transactions.

The recurring billing functionality is managed directly in the Real-time Payment Manager interface.

Simply provide the customer's payment information, desired amount, number of payments and interval.



Payeezy will send you two emails to initiate the process of creating a Login and a Password.

You can then access the Payeezy Gateway through this URL:

<https://epicor.globalgateway4.firstdata.com>

Enter your assigned 'Login' and 'Password' and press the 'Login' button.

You will then be directed to the 'Home' page.

You can return to this screen at any time by clicking on the 'Epicor' logo in the upper left hand side of the window.

In the 'Account' section you will see your business location information displayed.

On the right side of the window are links to various set up 'Tasks'.

These functions will be described in more detail in the other Training on Demand courses within this Agenda.

The 'Recent Activity' section displays your 'Deposits by Currency' and the 'Number of transactions' over the last 7 days.

Further details for transactions that are older than 7 days can be accessed through the 'Transactions' and the 'Reports' tabs.

The tabs located in the upper right hand section of the 'Home' page allow you to navigate amongst additional functions.

Let's select the 'POS' tab to look at one of the more widely used features of Payeezy Gateway.

Posting a transaction here is fast and easy.

In the event that you need to manually create a void, a refund, or pre-authorize payment for an order, you can use this function to enter the required data.



This is also the tab used to manually key in transactions received by phone and/or mail commonly referred to 'MOTO' type transactions.

There are two tabs within the POS Tab: 'Credit' and 'Quick Key'.

Refer to the 'Payeezy Gateway Guide' in the Course Materials section of this class for detailed instructions on using both.

For the 'Single Input' method we will remain on the 'Credit Tab'.

If you are a multi-location user and have multiple terminals setup in Payeezy, you must make sure to choose the correct terminal.

'Terminal Types' will be covered in detail during the next course in this series.

You can select from 6 'Transaction Types' including Purchases [pause], Pre-Authorizations, Voids and Refunds.

Depending on your Payeezy terminal's setup you may be required to enter the Address Verification information and the Card Verification or CVV code.

A receipt will display on the screen.

If you have a printer connected to your terminal you may Print the receipt or you may Email the receipt to your customer.

After posting your transaction, you can view and maintain it by choosing the 'Transaction' tab.

Enter the appropriate Date or Date Range, and include any relevant criteria such as the Cardholder's Name [pause].

Now click 'Search' to locate and view the transactions.

Payeezy's 'Reports' tab allows you to generate and export several key reports.

Here you can view 'Activity', 'Declined' entries, 'Fraudulent' charges and 'Deposit Batches'.



These reports will not include any transactions posted through Eagle POS, only those processed directly through Payeezy.

The 'Payment Pages' tab is used for iNet, POS Tablet and Mobile Payment setup.

Be sure to watch the Training on Demand course titled 'Payment Page Setup for iNet' for more information on this topic.

The 'Administration' tab allows the Primary login to create new users and maintain existing users.

You can also reset passwords from this screen.

In this course we demonstrated basic navigation within the various sections and tabs found on the Payeezy 'Real-time Payment Manager' Home screen.

Locating, adding and modifying data is easy and intuitive and will be discussed in detail in this Training on Demand Agenda.

Experience all of the benefits available to you via the secure and simple to use Payeezy Gateway.