IntelliPay™

**One Terminal Augusta EMV Reader
Installation & Use Guide**

Revision Date: May 2021

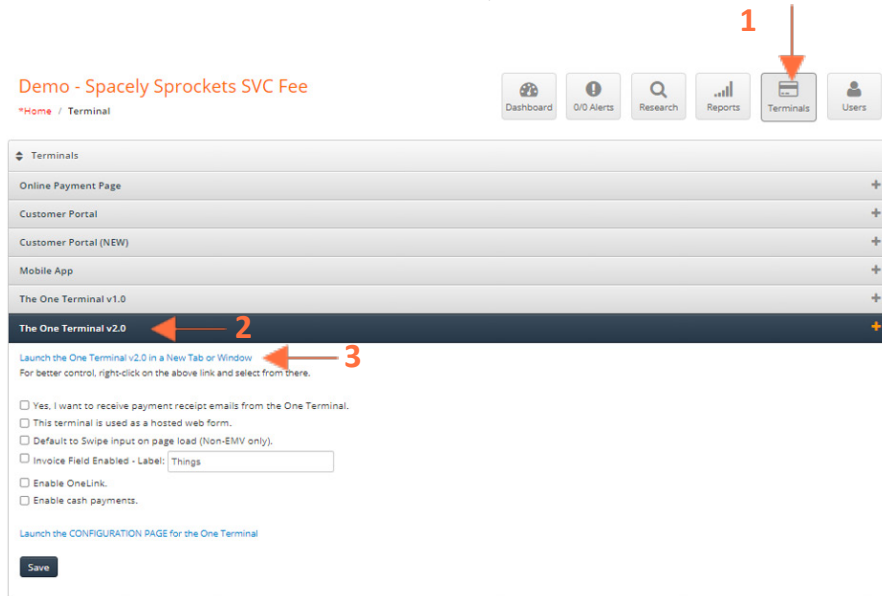# IntelliPay™

This document will walk through the functionality and technical operations of an Augusta EWV card reader.

IntelliPay™

Augusta EMV Reader - Detailed Installation Guide
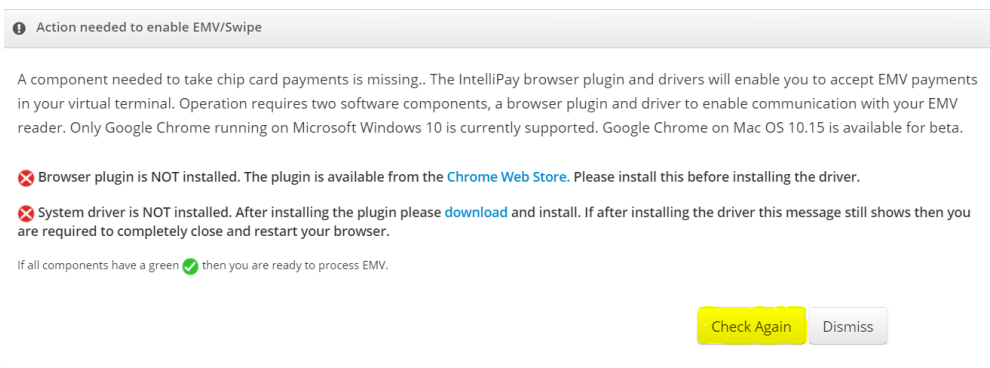
IntelliPay™

Please follow the instructions listed below to use your Augusta EMV card smart reader:

1. In IntelliPay, click the "Terminals" button , 1 in screenshot 1 below
2. Click the "The One Terminal V 2.0" bar, 2 below
3. Click the "Launch the One Terminal" link, 3 below

1

Screenshot 1

Demo - Spacely Sprockets SVC Fee
*Home / Terminal

| | Dashboard | 0/0 Alerts | Research | Reports | Terminals | Users |

⬍ Terminals

Online Payment Page	+
Customer Portal	+
Customer Portal (NEW)	+
Mobile App	+
The One Terminal v1.0	+
The One Terminal v2.0 ← **2**	+

Launch the One Terminal v2.0 in a New Tab or Window ← **3**
For better control, right-click on the above link and select from there.

☐ Yes, I want to receive payment receipt emails from the One Terminal.
☐ This terminal is used as a hosted web form.
☐ Default to Swipe input on page load (Non-EMV only).
☐ Invoice Field Enabled - Label: Things
☐ Enable OneLink.
☐ Enable cash payments.

Launch the CONFIGURATION PAGE for the One Terminal

[Save]

You should now be brought to a "Action Needed" screenshot 2 below. Follow the steps listed and hit the "Check Again" option (Highlighted in Yellow)

Screenshot 2

ℹ Action needed to enable EMV/Swipe

A component needed to take chip card payments is missing.. The IntelliPay browser plugin and drivers will enable you to accept EMV payments in your virtual terminal. Operation requires two software components, a browser plugin and driver to enable communication with your EMV reader. Only Google Chrome running on Microsoft Windows 10 is currently supported. Google Chrome on Mac OS 10.15 is available for beta.

❌ Browser plugin is NOT installed. The plugin is available from the Chrome Web Store. Please install this before installing the driver.

❌ System driver is NOT installed. After installing the plugin please download and install. If after installing the driver this message still shows then you are required to completely close and restart your browser.

If all components have a green ✅ then you are ready to process EMV.

[Check Again] [Dismiss]

This set of instructions is to assist with the "Action Needed" items
1. First click on the blue "Chrome Web Store" link

❌ Browser plugin is NOT installed. The plugin is available from the Chrome Web Store. Please install this before installing the driver.
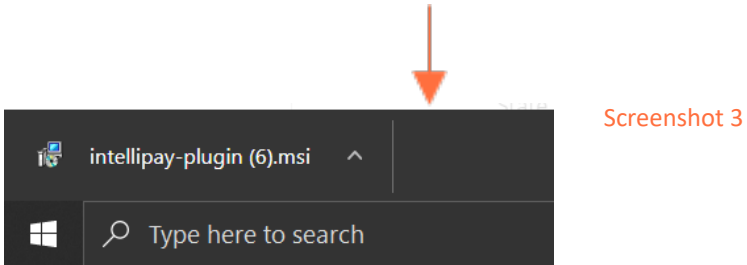
The select the "add to Chrome" option

IP IntelliPay Plugin
Offered by: intellipay.com

→ [Add to Chrome]

Refer back to the "Action Needed" page. If you select, "Check Again", you should now have one green check mark.

Questions? Call 855-872-6632 Option 2 or email support@intellipay.com

2. Now, click on the "download" link to install the plug-in (drivers).

❌ System driver is NOT installed. After installing the plugin please download and install. If after installing the driver this message still shows then you are required to completely close and restart your browser.

In the bottom left or middle of your screen, a download should have started.
Select the intellipay-plugin download and save/open/run the program and foll the installation steps.

Screenshot 3

Refer back to the "Action Needed" page. If you select, "Check Again", you should now have two green check marks. Proceed to plug in the Augusta/EMV Card Reader and select check again.

The page should now redirect to where you can take a payment. If it does not, please sign out of IntelliPay and close all open tabs. Then retry.

Using Your Augusta /EMV Reader

To start, you should see similar to the screenshot 4 on your screen:

Step 1 - Enter Customer and Payment Information then click Next

-- Please select one --	Payment Method: Credit/Debit Card
Customer Name: Required	AMERICAN EXPRESS VISA MasterCard DISCOVER
◉ Individual ○ Business	Visa
First Name	○ Key Card Info ○ Swipe Card ◉ EMV
Last Name	⊟ **Insert Card**
Country: USA	
Address 1	☐ Create Payment Schedule
Address 2	Payment Amount: Required
City	Service Fee: $0.00
State: Select a State	Total Amount: $0.00
Zip Code	☐ *I Accept the Service Fee and its Terms and Conditions
Email	Payment Date: 04/30/2021
Phone	Comments

Clear Form   Next

To start, you should see similar to the below page on your screen:
1. Enter in all required information, such as the Customer information and the payment amount.
2. Insert payment card into the EMV slot on the reader as shown below:

3. The screen will change to say "Reading Card". Once finished reading, the reader will produce a high pitched "beep" tone and begin to flash colors. You will see the message Successful EMV Read and Remove Card as shown in screenshot 5 below.

Successful EMV Read

Payment Method: Credit/Debit Card

MasterCard

○ Key Card Info   ○ Swipe Card   ● EMV

▭ Remove Card

4. Select the check box to accept Terms and Conditions, then select "Next"

☑ *I Accept the Service Fee and its Terms and Conditions

Payment Date: 04/30/2021

Comments: Test

Clear Form   Next

5. You will be brought to a "Confirm Payment Details" page. If all the information is correct, select "Submit". Otherwise, select "Previous" to go back and correct any issue

6. Once submitted, you will be brought to payment receipt page, see screenshot 7 below. Here you can print out copies of the receipt for the customer or for reconciliation records.

| Payment Receipt | Print | | Process New Payment | Close |

Screenshot 7

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Receipt for Dakota Svc Fee Demo

- **Test Test**
- Customer ID::
- Test
- Test, UT 84020
- Phone: 8558726632
- Email: Test@intellipay.com
- Comment: Test

- **Information Provided**
  Customer Name: Test

- Payment Status: **Approved**
- Payment Result: Approved
- Payment Date: 04/30/2021
- Authorization Code: 867622
- Auth Date: 04/30/2021 11:12:19 MST
- Reference: C27324784P38210821
- Payment Amount: $0.02 USD
- Service Fee: $1.50
- Total Amount: $1.52
- CN: Test
- On card: 4...1111

Signature: _____

- Thank you. Your payment has been received.

You have successfully processed a transaction.