

DCS Training Guide

payZone

...the new face in cash loading.

PayXone is a cash acceptance network for loading prepaid cards.

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Introduction

This PayXone training guide provides instructions for the store clerk. This guide introduces PayXone and presents detailed instructions on how to process a cash load.

Load Information

At participating DCS locations, the load fee is \$3.95 per load. Funds will take 30 minutes to post to the customer's account.

Load limits

- \$10 Minimum per transaction
- \$2500 Maximum per transaction
- \$5000 Maximum per day

Contact us

Email:	Support@PayXone.com
Phone:	(877) 810-6897
Hours:	Monday-Friday, 6 AM to 9 PM
	Saturday and Sunday, 9 AM to 6 PM

Accepted Cards

oniy]

6275 8234 5578 9010 mm 5575 PREFERENCE CUSTOMER



























































Instructions for installation of PayXone on DCS Software

POS CardServer

The POS CardServer is the software that should be installed and running on one computer at each location.



1. To run, double click the "crd" icon from that workstation.

CardServer

The system tray, where the CardServer icon is located, is found in the bottom right corner of the screen (by the clock).



1. Double click the CardServer icon from here.

CardServer Properties

Running
Version 7.2.0
2006 3:13:31 PM

1. From the "File" menu, click the "Properties" option.

Heritage Card Properties

The Heritage Card Properties screen allows the user to enter settings unique to a store location. These settings are required prior to performing transactions.

end Properties	×
VisaGiftCard CellCard CheckVeri	fication HeritageCar
HeritageCardSei	rver Properties
Provider:	529
User ID:	mystoreid
Password:	*****
Confirm Password:	****
ок	Cancel

- 1. To create a Heritage CardServer Property, click on the "Heritage Card" tab and enter your account information.
- 2. Click "OK" to save changes, or "Cancel" to return to the previous screen.

BPS for Windows

The Bill Payment Service for Windows icon allows the user to run the bill payment application that processes all Heritage/PayXone Card transactions.



- 1. Double click the "BPS for Windows" application.
- 2. Login using your DCS password.

Maintenance

The Maintenance screen allows the user to import the Heritage Card.



- 1. To import the Heritage Card, click "Maintenance" and then click "Import Heritage Card".
- 2. A status bar is displayed as product information is downloaded and the corresponding menu items are created.
- 3. The setup is complete once the import finishes.

Prepaid Debit Cards

The Prepaid Debit Cards screen allows the user to select the PayXone transaction from the list displayed.

🚯 Automated Teller System - Daily Worl	k - System Access				×
Lookup Help Exit	<u>Ireck</u> Customer	Transaction	Qty	Amount	
License - State Chicago DTC Stickers License - City Use Tax License Work Fax Miso: Services Horson Cutency Certificales	Please Select Operation and press ENTER to continue				
Outgoing/Expenses Incoming/Nec. Money Urder Services Room Cell Cards Phone Cards Celphoner Oriendi Valuta Prepad Products Cash Generic Personal Check Prepad Products Convert Local to Foreign Convert Local to Foreign Convert Foreign to Local	Search				
Plan Envelope Plan Envelope Prepaid Sales Tax Stanced Envelope	Bessipt On				
Circuit C. 40.45	C Reprint Last				_

1. Select the option labeled "Prepaid Debit Cards" from the Automated Teller System menu, and click "Enter".

Automated Tel	ler System - Dail	y Work - System Access		×
License - State Chicago OTC Stick	Exit Prepaid Debit	Irack Customer Cards	Transaction	Qty Amount
Licenze - City Licenze - City Licenze Work Fax Dicenze Work Fax Proreign Currency Certificates Outgoing/Expense Incoming-Mise Money Ordet Servi Queding/Expense Incoming-Mise Money Ordet Servi Queding/Expense Phone Cards Delphones Orland Valuta Prepaid Phoducts Cash Generic Pers Canvert Foreign to Book of Stamps-2C Plain Envelope Prepaid Sales Tax, Stamped Envelope	RayMone Cate I.C.E. Git I.C.E. Git (Unload I.C.E. Reloadable I.C.E. Reloadable	f) (Unicad)		

2. Select "PayXone Card" from the submenu's list of prepaid card options.

PayXone Card

The PayXone Card screen allows the user to select the desired service to be performed to the PayXone prepaid card.

	PayXone Card
How d	o you want to proceed?
<u>R</u> eLoad	Heritane Card
Get <u>B</u> alance	
Deactivate Card	
Cancel	KATHERINE HILL

1. Select the desired service to be performed by clicking one of the three buttons: "ReLoad", "Get Balance", or "Cancel".

Add New Payments

The Cardholder Information screen allows the user to obtain the cardholder's information that is needed to process PayXone cash load transactions.

	une cura (nenada)
Bill Information: -	
Account Number.	9999-8888-7777-6666
Expration Date	
	mm / 39
-Costoner Internatio	2015
First Nages	
Last Name:	
1 <u></u>	
ayment Informat	tion:
	Lype Activation/Load
A second s	Contractor and
6mount \$85.00	Fee should be baid by
Enoune \$85.00 Eee: \$2.20	CASHopki
Emoure \$155.00 Eee. \$2.20 Charge \$1.95	CASH only 1
Ener \$2.20 Ener \$1.35	CASH only I
enoure (\$5.00 Eee. (\$2.20 Charge \$1.95	CASH only I

- 1. Swipe the customer's prepaid card to collect the card information. The card information will auto-populate the "Account Number" and "Expiration Date" fields upon a successful swipe.
- 2. Enter the load amount and fee in the appropriate fields.
- 3. Click "OK".

Current Transaction Details

The Current Transaction Details screen allows the user to verify the current PayXone cash load transaction details.

nokup Help Exit	Irack Customer	Transaction	Qty Amount
License - State Chicago OTC Stickers License - Cay Jie Tax License Work Fax Mics Services Foreign Currency Cetificates DurlopicyEspenses	Please Select Operation and press ENTER to continue	PayMone Cand Amount Fee Charge 9399-8888-7777-6665	1 (85.00) (2.20) (1.95)
ncoming Mise. foney Didet Services Joorm Cell Cards Phone Cards Lelphones Jiland Valuta Prepaid Products Cash Greenic Personal Check. <u>Nacsif Deckit Cards</u> Convert Local to Foreign	Search		
Convert Foreign to Local Book of Stamps-20-\$3.00 Prepaid Sales Tax Stamped Envelope Stamped Envelope TEST LIABILITY	Beceipt On Exercise Fecerpt	Edt	Dejete
Done Cancel	ESC - Cancel	I	otat (\$89.15)

1. The screen will display the current PayXone transaction details. If the information is correct, click "Done" to complete the transaction. If the information is incorrect, click "Edit", to return to the previous screen.

Amount Due

The Amount Due screen displays the total amount due by the cardholder. In addition, it allows the user to enter the collected amount, which auto-populates the "Pay Out" or change amount.



1. The total amount due is displayed on the screen. Collect the cash from the cardholder and enter the cash amount collected in the field labeled "Collected". The change is calculated and automatically displayed in the "Pay Out" field. When the cash has been collected, click "OK". Click "Cancel" if the user has insufficient funds.

Transaction Complete

The Transaction Complete screen informs the user that the PayXone cash load transaction was successful. This page also displays the new PayXone prepaid card balance.

Connection to Prepaid Upload is successeful	l Card Java Server is successeful.	
	Bill Payment System	X
	Your Balance is \$85.00	
	OK	
00:31	Uploading Data	<u>B</u> etry <u>C</u> ancel

1. If the page states that the "Upload is Successful", the transaction is complete. The card is then loaded and the new balance is displayed on the screen.

PayXone

The PayXone screen allows the user to select the PayXone Card transaction option.

🊯 Bill Pay	ment Sy	stem - D	aily Work - S	ystem Access			
Lookup	<u>H</u> elp	E <u>x</u> it]		Transaction	Qty	Amount
Bill Paym Visa Gift Prepaid C Prepaid F PayXone BPS Con	ents Card Jard JN pany	L.		Please Select Operation and press ENTER to continue			
	Dava		Coursel	Receipt On Regrint Last Receipt	<u>E</u> dit		Dejete
	Pone		Cancel	ESC - Cancel		Fotal:	

1. Select the option labeled "PayXone" from the Bill Payment System transaction list and click "Enter".

PayXone Card

The PayXone Card screen allows the user to select the PayXone prepaid card.

🚯 Bill Payment System - Daily	Work - System Access		
Lookup <u>H</u> elp E <u>x</u> it		Transaction	Qty Amount
Bill Payments Rev Rev Xone	×		
Visa Gift Card Prepaid Card	d		
Prepaid PIN	45		
PayXone BPS Company			
		<u>E</u> dit	Dejete
Done		Te	otal:

1. Select "PayXone Card" from the submenu.

PayXone Card

The PayXone Card screen allows the user to select the desired service to be performed to the PayXone prepaid card.

	PayXone Card
How d	lo you want to proceed?
<u>R</u> eLoad	Heritane Card
Get <u>B</u> alance	
Deactivate Card	
Cancel	KATHERINE HILL

1. Select the desired service to be performed by clicking one of the three buttons: "ReLoad", "Get Balance", or "Cancel".

Add New Payments

The Cardholder Information screen allows the user to obtain the cardholder's information that is needed to process PayXone bill payment transactions.

PayX	one Card (Reload)				
Bill Information:					
Account <u>N</u> umber:	9999-8888-7777-6666				
Expiration Date:					
– Customer Informatio	mm / yy				
First Name:					
Last Name:					
, , , , , , , , , , , , , , , , , , ,					
Payment Informati	on :				
	Lype: Activation/Load				
Amount: \$85.00	The should be a still be				
Eee: \$2.20	CASH only !				
Charge \$1.95					
Use [Tab] To Move Between Fields					
036[100]					

- 1. Swipe the customer's prepaid card to collect the card information. The card information will auto-populate the "Account Number" and "Expiration Date" fields upon a successful swipe.
- 2. Enter the bill payment amount and fee in the appropriate fields.
- 3. Click "OK".

Current Transaction Details

The Current Transaction Details screen allows the user to verify the current PayXone bill payment transaction details.

🚯 Bill Payment System - Daily Work - Sy	stem Access			
Lookup <u>H</u> elp <mark>Ex</mark> it		Transaction	Qty	Amount
Bill Payments	Dia and Calman	PayXone Card	1	
Visa Gift Card	Please Select	Amount:		(85.00)
Prepaid Card	Operation and	Fee		(2.20)
Prepaid PIN	press	Charge		(1.95)
BPS Company		9999-8888-7777-6666		
	to continue			
	Receipt On			
	Reprint Last Receipt	Edit		Delete
Done Cancel	ESC - Cancel	To	tal:	(\$89.15)

1. The screen will display the current PayXone bill payment transaction details. If the information is correct, click "Done" to complete the transaction. If the information is incorrect, click "Edit", to return to the previous screen.

Amount Due

The Amount Due screen displays the total amount due by the cardholder. In addition, it allows the user to enter the collected amount, which auto-populates the "Pay Out" or change amount.

🚯 Automated Teller System (SYS)			×
		7/14/2006	10:22 AM
Amount Due: \$89.15	§	Collected 90.00	l:
	? @	Pay Out: \$0.85	
ESC - Cancel			<u>C</u> ancel

1. The total amount due is displayed on the screen. Collect the cash from the cardholder and enter the cash amount collected in the field labeled "Collected". The change is calculated and automatically displayed in the "Pay Out" field. When the cash has been collected, click "OK". Click "Cancel" if the user has insufficient funds.

Transaction Complete

The Transaction Complete screen informs the user that the PayXone bill payment transaction was successful. This page also displays the new PayXone prepaid card balance.



1. If the page states that the "Upload is Successful", the transaction is complete. The bill has been payed and the new balance is displayed on the screen.

PayXone Reports

The Bill Payment Service reports menu allows the user to view and print all necessary transaction data.

DCS - Bill I	Payment Syster	n - Yer. 7.2.1 Build 86 - 7/14/3	2006 3:18:50 PM	
Daily Work C	loseout Upload	Reports Maintenance Setup	Help	
		Today's Report History Report System Report		STOP
Daily	<u>C</u> loseout	Upload Log	Co <u>m</u> pany Setup	E <u>x</u> it
		Visa Gift Card Report Visa Gift Card Upload Log		
		Prepaid Cell Card Upload Log Heritage Card Upload Log		

1. Select the option labeled "System Report" from the Bill Payment Service reports menu and click "Enter".

🖨 Daily/History Reports			×
PayXone	Start Date	End Date	_
PayXone Card	8/11/2006 6:26:50 AM		
Prepaid Card	8/9/2006 9:12:03 AM	8/11/2006 6:2	6:57 AM
*\$5 IDT Clear Cents ** Card	8/4/2006 11:58:34 AM	8/4/2006 11:5	8:34 AM
Comm Dual \$40 ** Card	8/4/2006 11:57:21 AM	8/4/2006 11:5	7:21 AM
Comm Dual \$5 ** Card	8/4/2006 11:55:55 AM	8/4/2006 11:5	5:55 AM
GuadalupeCard\$10 ** Card	7/23/2006 8:10:54 PM	7/18/2006 4:4	7:19 PM
*IDT 50 Min \$5 ** Card	7/14/2006 7:35:22 PM	7/18/2006 4:0	1:02 PM
*La Fiesta \$5 ** Card	7/14/2006 7:26:37 PM	7/14/2006 7:3	3:08 PM 📃
Patriot Plus \$5 ** Card		_	
Prepaid PIN	Select Tellers		YPE OT REPORT
\$10 Beyond Wireless ** PIN	System Access	<u> </u>	• D <u>e</u> tails
\$5 Beyond Wireless ** PIN	🗹 Teller Teller		🗅 Summary
Demo \$2 Product ** PIN	🗖 Ann Smiley		E Show Ava
Half A Penny \$5 ** PIN	Floater Floater		- SHOW AVg
Phns 4 Al Opt \$5 ** PIN	Mary Howard		rder By
Telrite \$10 ** PIN	🗖 Paul Gagerman	(Name
USA \$5 ** PIN	🗖 John Doe	- I I /	C Data /Time
Visa Gift Card	·		Date/Time
Visa Gift Card	Select <u>A</u> ll	Show All	Z Brouiou
<u> </u>	· · ·		r Flevie <u>w</u>
Sele <u>c</u> t All	é	🗿 <u>P</u> rint	Presit

2. Select the "PayXone" transactions from the left side of the menu, the desired data range, employee(s), sort criteria and click "Print".

Transaction List - System Reports

The transaction list will display any activity associated with PayXone transactions for a given date range.

Transaction List Report (Details)									
7.1.0.74 Test Location	7.1.0.74 Test Location Tuesday, August 22, 20 2:23:34 F								
System Access									
To: 7/7/2006 9:17 AM									
Transaction Name	Amount	Fees	Charge	Comm	Qty	Comments	Date-Time	Info	
PayXone Card	100.00	0.00	1.50	2.00	1		05/19/06 13:26:03	56052	
	100.00	2.00	1.50	0.00	1		05/19/06 13:29:42	56054	
	12.00	2.00	1.50	0.00	1		05/20/06 15:06:05	55981	
	20.00	2.00	1.50	0.00	1		05/20/06 16:27:43	55984	
	0.00	0.00	0.00	0.00	1		05/20/06 16:28:58	Voided	

PayXone / Heritage Card Upload Log

The PayXone Upload Log will display all card "Reload" or "Get Balance" activity for a given date.

🎎 DCS - Bill Payment Syster	n - <mark>Ver. 7.2.1</mark> Build 86 - 7/14/200	06 3:18:50 PM	
Daily Work Closeout Upload	Reports Maintenance Setup He	elp	
	Today's Report History Report System Report		STOP
<u>Daily</u> <u>C</u> loseout	Upload Log	Co <u>m</u> pany Setup	E <u>x</u> it
	Visa Gift Card Report Visa Gift Card Upload Log		
	Prepaid Cell Card Upload Log Heritage Card Upload Log		

1. Select the option labeled "Heritage Card Upload Log" from the Bill Payment Service reports menu and click "Enter".

	⁹ Herit	age Car	d R	equests Log								×
		Date	∇	Action	Accou	nt 🛛	Ex	A	Reference #	Message	В	.Tel
Ν	1 06/07/	14 10:20	:29	Reload	****_****	**-6666	00/00	85	415761	800 - Invalid E	in 85	SYS
	06/08/	22 09:51	:13	Get Balance	****_****_**	**-1111	00/00	0	762603010000080333	800 - Invalid E	lin 0	SYS
Г		Positive		N 2 Noo	ativa					🖾 Print	N +	Evit
J.		osiuve	_		auve			_		EX Dur	40	

2. The Heritage Card Requests Log will display all PayXone card activity and the results of those requests.

Receipt Printing

Similar to the Automated Teller System and the Bill Payment Service, users now have the ability to print receipts for all PayXone transactions.

DCS - Bill Pa	ayment Systen	n - Ver. 7.2.1 Bu	ild 86 -	7/14/2006 3:18:50 PM	
Daily Work Clo	seout Upload	Reports Mainte	enance [Setup Help	
[Company Setup	
- 🐴 -			Z	Fee Maintenance	
	¥		Ē	System Settings 🔹 🕨	
Daily	<u>C</u> loseout	<u>U</u> pload	<u>Β</u> ε	Hardware Setup 🔸	E <u>x</u> it

1. Select the option labeled "Company Setup" from the Bill Payment Service reports menu and click "Enter".

<mark>湊</mark> Bill Payment Syste	em – Company Ma	aintenance	×
E Status : Active		Plea	se Select
■ Product : Bill Paym	nents	the	Company
■ Product : BPS Cor	прапу	a	nd press
Product : PayXone	e		ENTER
Product : Prepaid	Card		CIVICK
+ Product : Prepaid	PIN		to edit
	t Card		
▪ Status : Deactive			
			MOVE
			Lp Down Merge
<u> </u>			TRN
<u>A</u> dd <u>E</u> dit	NZA	Set Charge	<u>D</u> elete
Recei	ipt: 🎒 On	🞽 Off	<u>C</u> lose

2. Select the product labeled "PayXone" from the Bill Payment Service product list and click "Receipt: On".

Email: Support@PayXone.com Phone: (877) 810-6897 Hours: Monday-Friday, 6 AM to 9 PM Saturday and Sunday, 9 AM to 6 PM