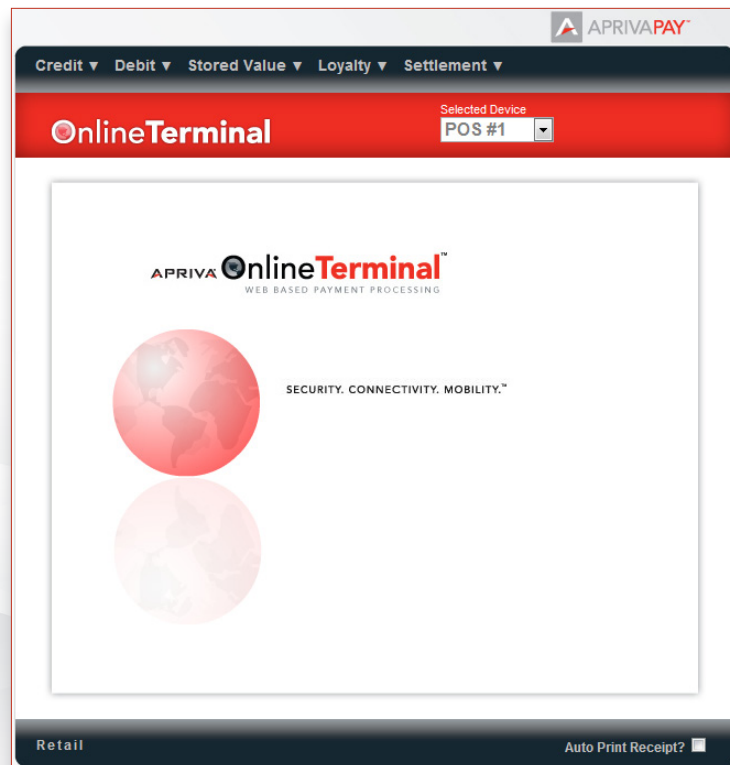




# APRIVA **PAY**™

## AprivaPay For Web Quick Reference Guide

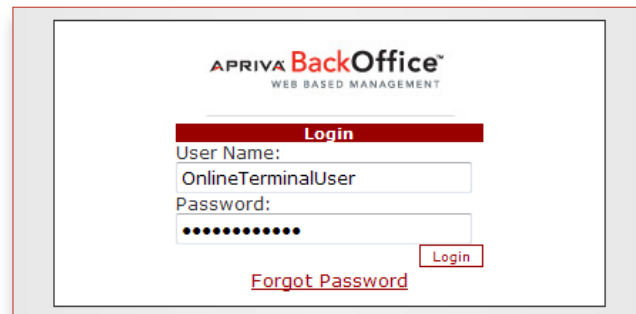


## Before You Begin

You will need to sign in to the Apriva BackOffice in order to use the AprivaPay for Web Online Terminal. If you do not know your BackOffice login credentials, please contact Apriva Customer Care at [1-866-277-4828](tel:1-866-277-4828).

## Login

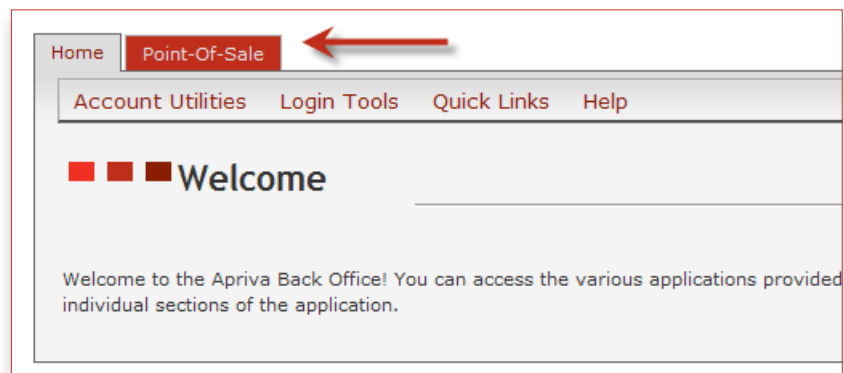
Direct your web browser to <https://backoffice.apriva.com> and login using your BackOffice credentials.



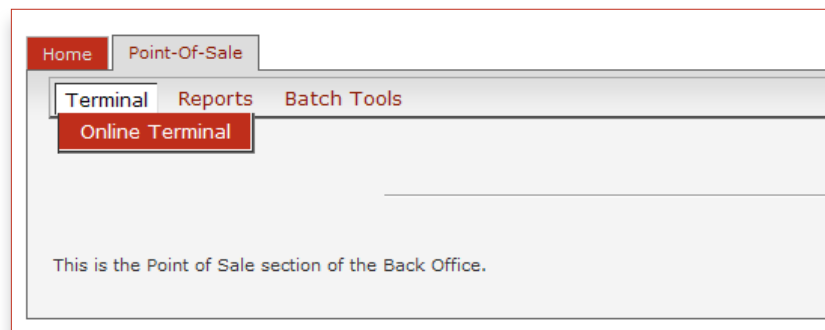
The screenshot shows the Apriva BackOffice login page. At the top, it says "APRIVA BackOffice™ WEB BASED MANAGEMENT". Below this is a "Login" section with a red header. There are two input fields: "User Name:" with the text "OnlineTerminalUser" and "Password:" with a masked password of ten dots. A "Login" button is to the right of the password field. Below the input fields is a "Forgot Password" link.

## Launch The Online Terminal

Once you're logged into the Backoffice, click the Point-Of-Sale tab.



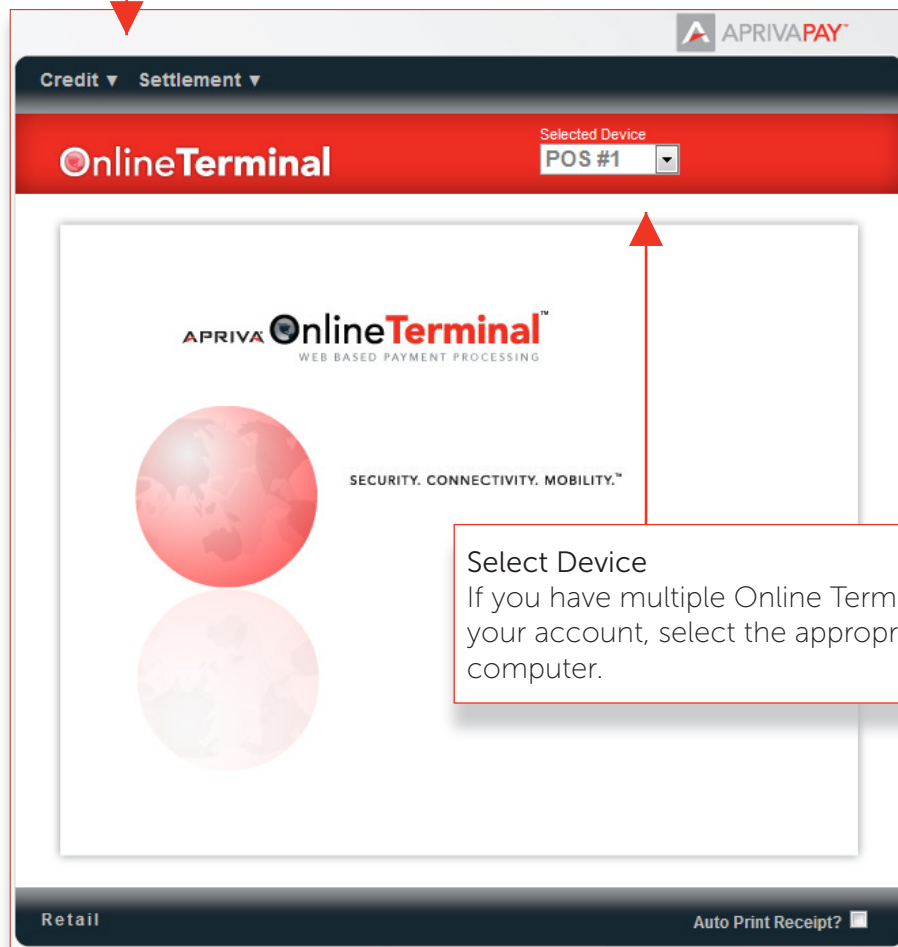
Select Online Terminal from the Terminal toolbar.



## Online Terminal Interface

### Transaction Menu

Use the transaction menus to select Online Terminal functions. Each function available on the Online Terminal is described in detail throughout the remainder of this document.



### Select Device

If you have multiple Online Terminals associated with your account, select the appropriate Device for your computer.

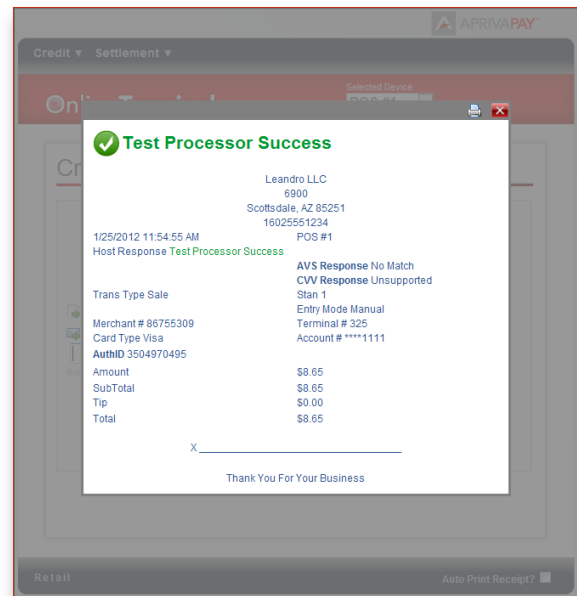
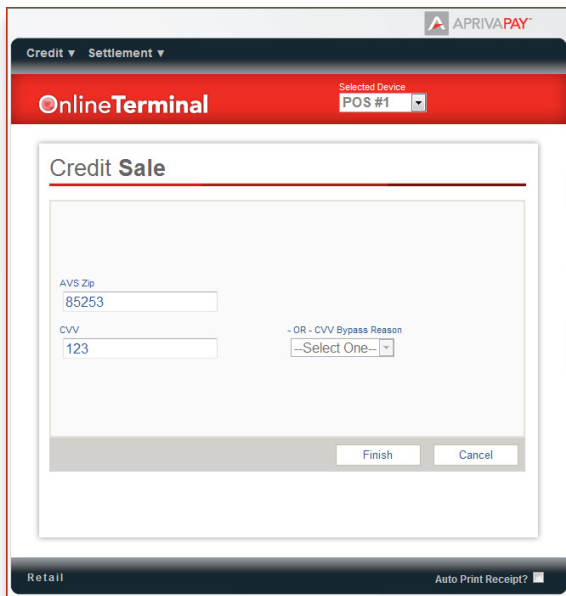
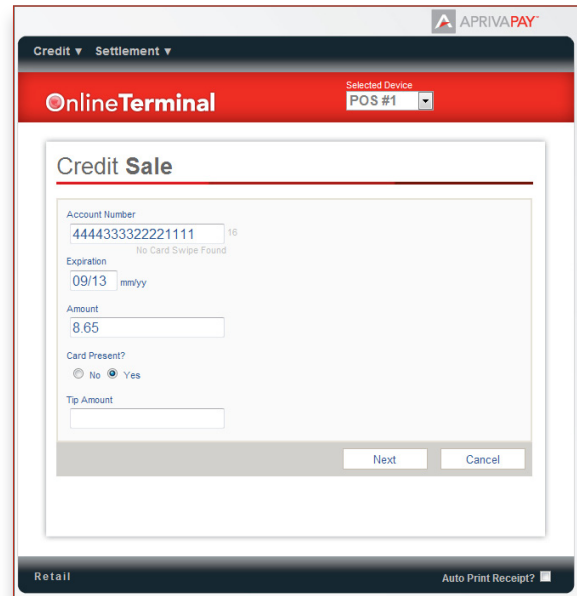
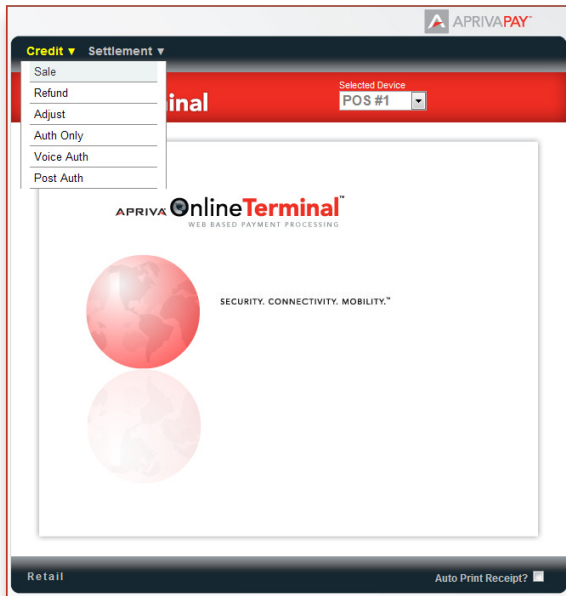
### Auto Print Receipt

Check this option if you would like the Online Terminal to automatically display your computer's print dialog options after each transaction.

## Credit Sale

Use the Sale function to obtain authorization for a credit card sale transaction.

1. On the Credit menu, click Sale.
2. Enter transaction information and then click Next.
3. Enter AVS Zip, CVV, and then click Finish.
4. To print customer receipt, click Print, and then click Close. You may then e-mail the receipt to your customer using the Email Receipt function.

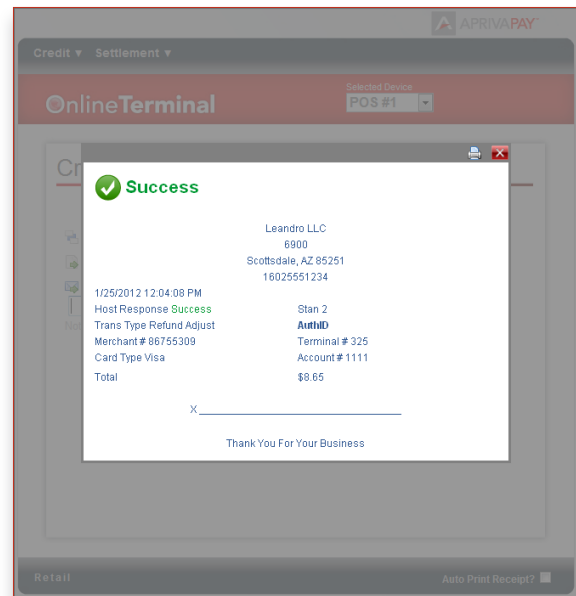
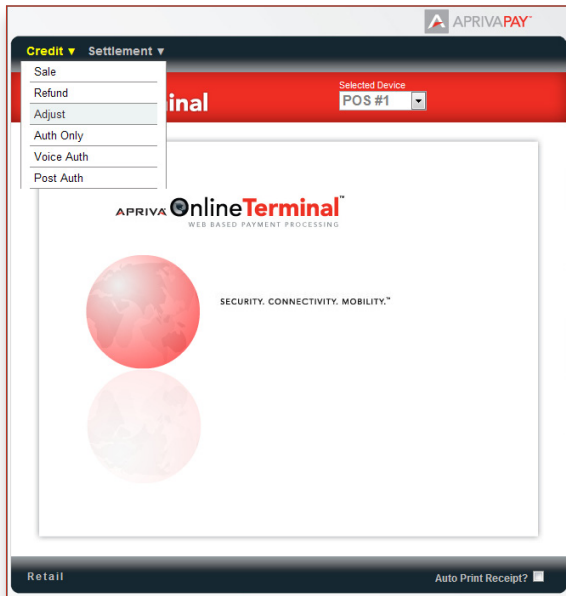




## Credit Adjust

Use the Adjust function to change the sale amount of a previously approved credit transaction.

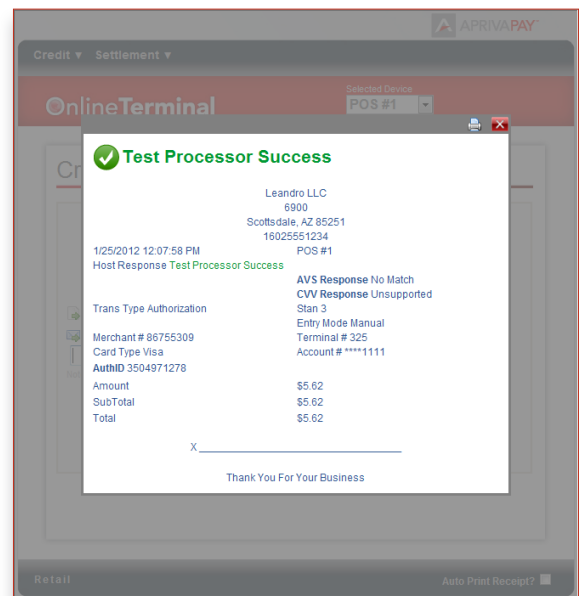
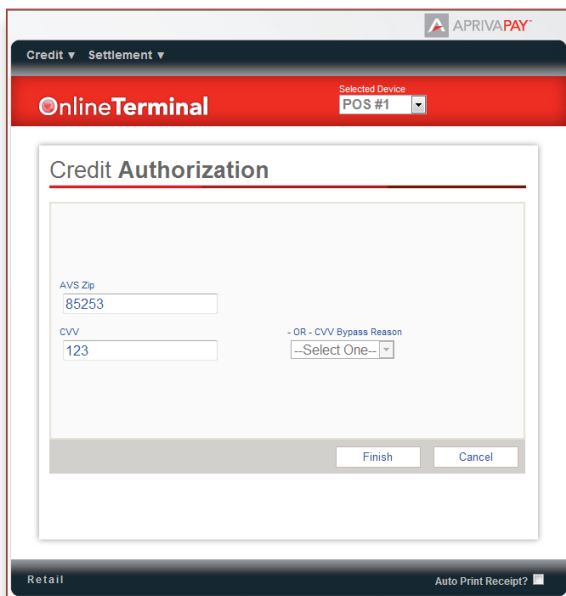
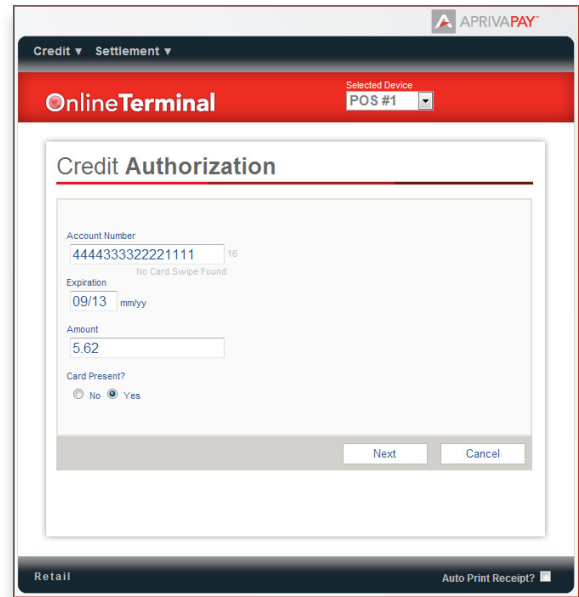
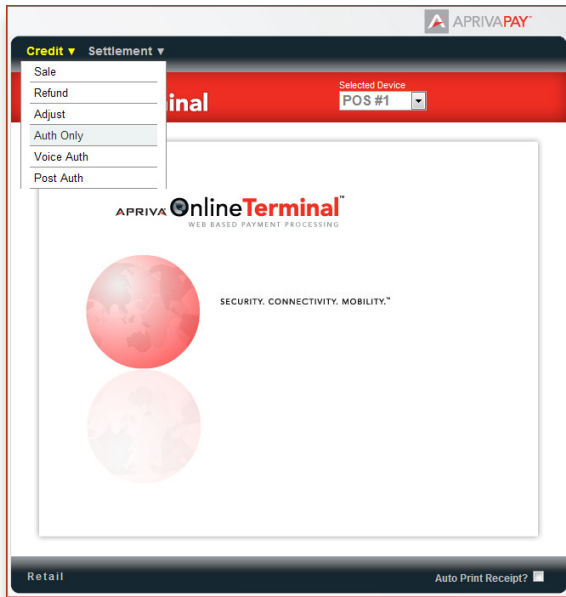
1. On the Credit menu, click Adjust.
2. Click the Adjust button for the appropriate transaction.
3. Enter the adjusted amount, and then click Update.
4. To print customer receipt, click Print, and then click Close. You may then e-mail the receipt to your customer using the Email Receipt function.



## Credit Authorization Only

Use the Authorization Only function to process a credit card authorization without storing the transaction in the batch.

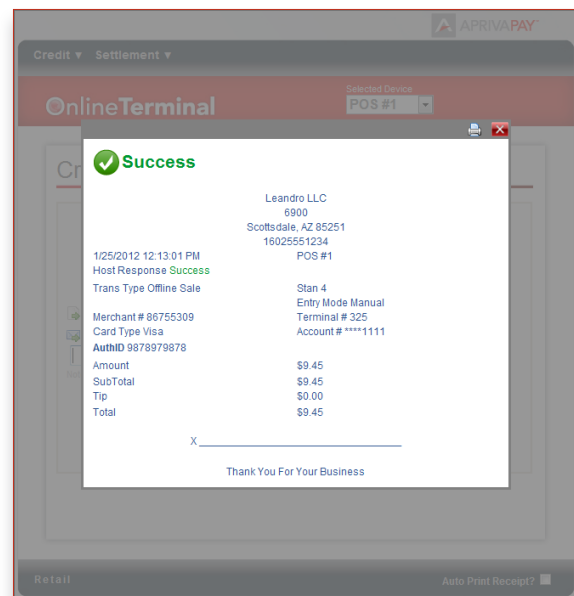
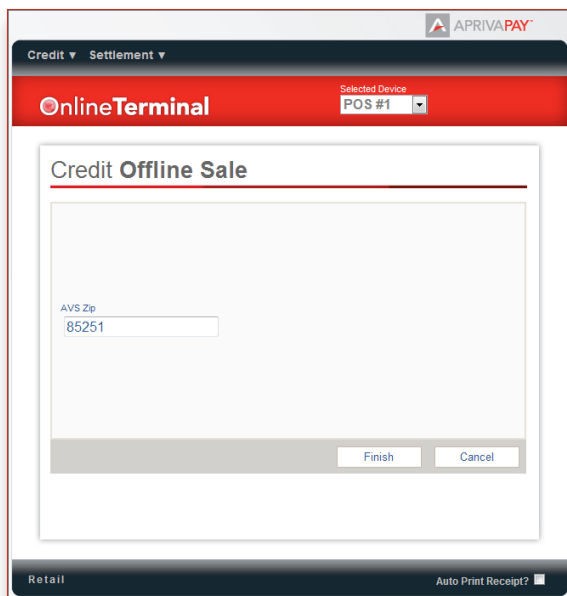
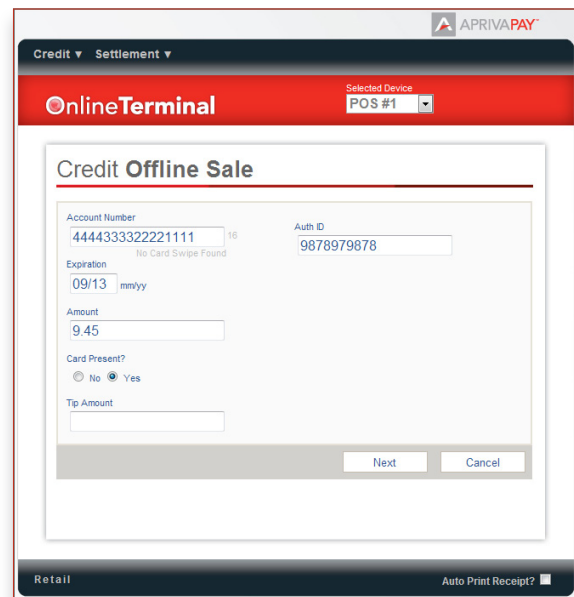
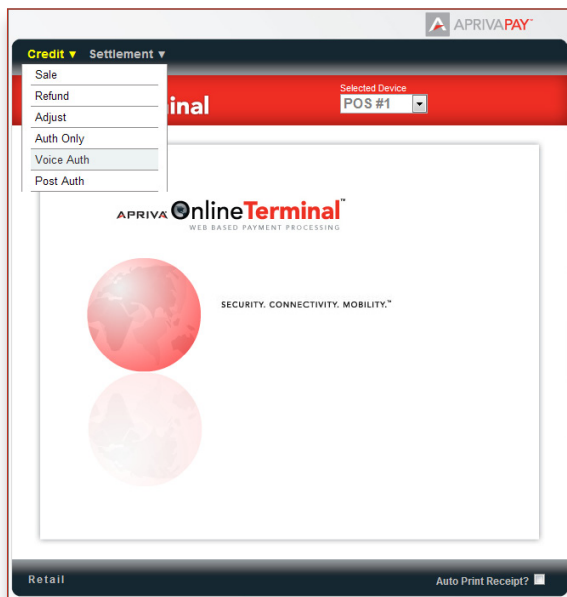
1. On the Credit menu, click Auth Only.
2. Enter the transaction information, and then click Next.
3. Enter AVS Zip, CVV, and then click Finish.
4. To print customer receipt, click Print, and then click Close. You may then e-mail the receipt to your customer using the Email Receipt function.



## Credit Voice Authorization

Use the Adjust function to change the sale amount of a previously approved credit transaction.

1. On the Credit menu, click Voice Auth.
2. Enter the transaction information and Authorization ID, and then click Next.
3. Enter AVS Zip, and then click Finish.
4. To print customer receipt, click Print, and then click Close. You may then e-mail the receipt to your customer using the Email Receipt function.

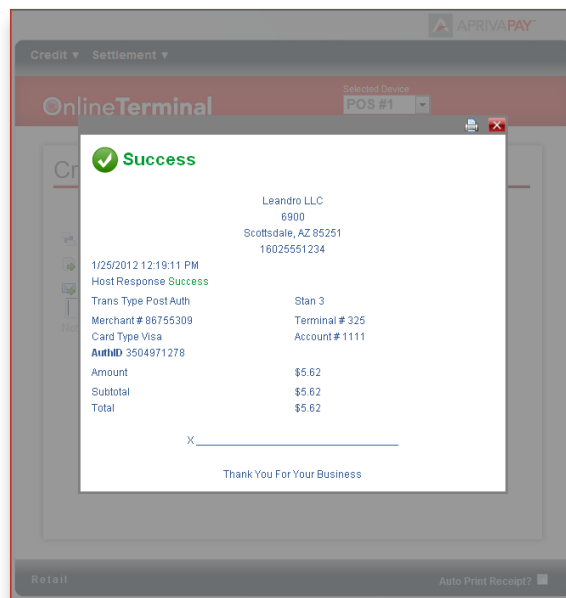




## Credit Post Authorization

Use the Post Authorization function to convert an Authorization Only transaction to a Post Authorization transaction added to the current batch.

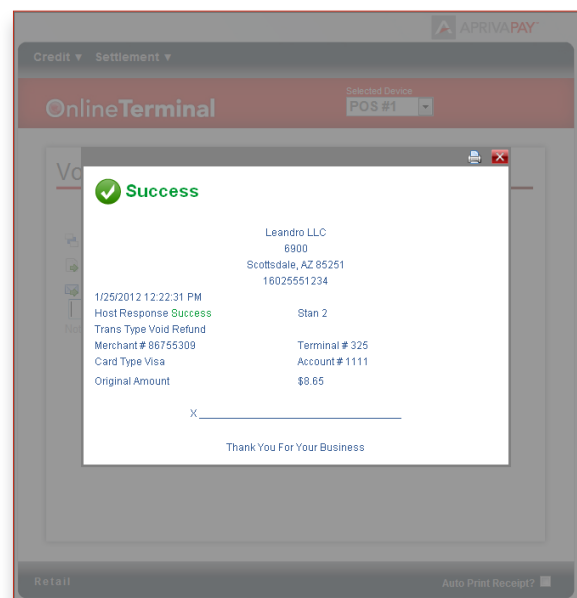
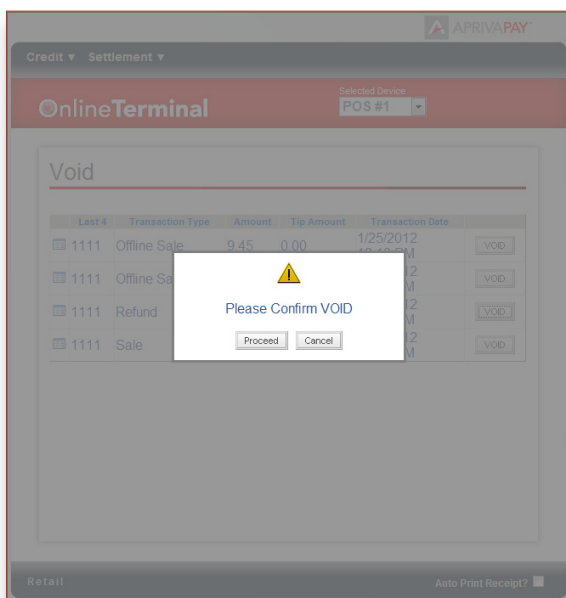
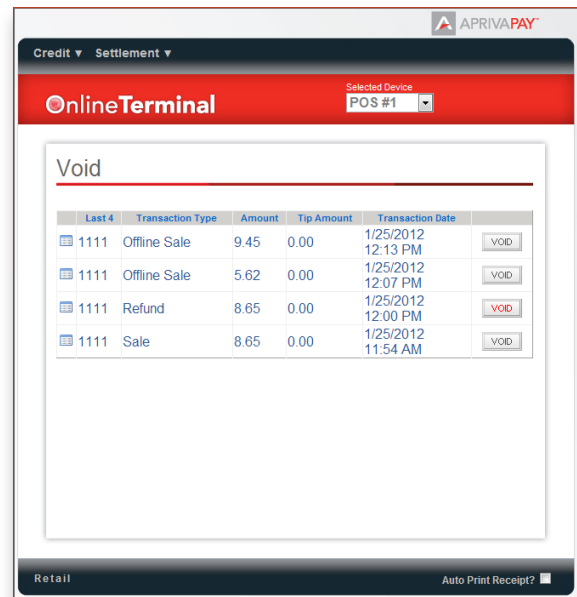
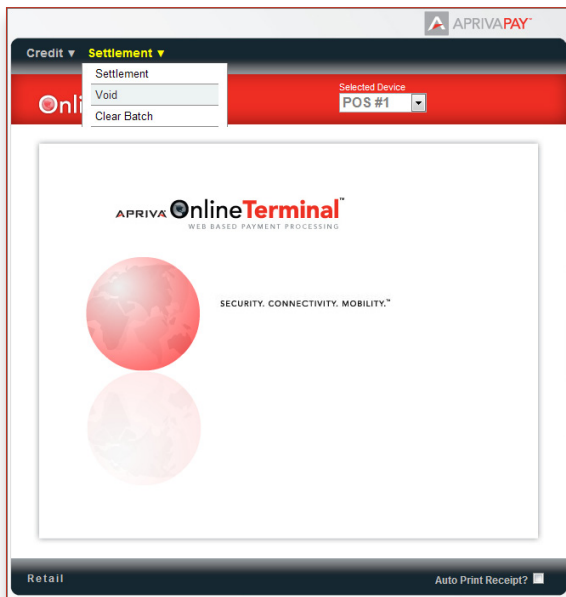
1. On the Credit menu, click Post Auth.
2. Click Add for the appropriate Authorization Only transaction.
3. To print customer receipt, click Print, and then click Close. You may then e-mail the receipt to your customer using the Email Receipt function.



## Void Transaction

Use the Void function to delete a credit card transaction approved within the same processing batch but not settled with the processor.

1. On the Settlement menu, click Void.
2. Click Void next to the transaction you want to Void.
3. Click Proceed to confirm deletion.
4. To print customer receipt, click Print, and then click Close. You may then e-mail the receipt to your customer using the Email Receipt function.



## Batch Settlement

Use the Settlement function to close an open batch for settlement of funds.

1. On the Settlement menu, click Settlement.
2. Click Process Batch.
3. Click Proceed to confirm settlement.
4. A Response Message from the processor is displayed when settlement completes.

