Secure Payment Systems
OMNI / Vx ELECTRONIC PAYDAY EXPANDED INSTRUCTIONS

FIRST: After filling out the Payday Agreement form with the consumer, call Customer Service to obtain the Voice Authorization. Voice Authorization MUST be received prior to running the transactions through the terminal.
Please run the transaction through the terminal before the consumer leaves, to avoid possible processing difficulties.

State Codes

41	Alabama
42	Alaska
43	Arizona
45	Arkansas
46	California
47	Colorado
48	Connecticut
91	Wash DC
77	Delaware
49	Florida
50	Georgia
51	Hawaii
52	Idaho
53	Illinois
54	Indiana
56	Iowa
57	Kansas
58	Kentucky
59	Louisiana
60	Maine
61	Maryland
62	Massachusetts
63	Michigan
64	Minnesota
65	Mississippi
67	Missouri
68	Montana
69	Nebraska
70	Nevada
71	New Hamp
66	New Jersey
72	New Mexico
55	New York
73	N Carolina
74	N Dakota
75	Ohio
76	Oklahoma
78	Oregon
44	Pennsylvania
79	Rhode Island
80	S Carolina
81	S Dakota
82	Tennessee
83	Texas
84	Utah
85	Vermont
86	Virginia
87	Washington
88	W Virginia
89	Wisconsin
90	Wyoming
92	Amer Samoa
93	Military ID
94	Guam
95	Puerto Rico
96	Virgin Islands
28	Alberta
29	Brit Columbia
30	Manitoba
31	New Bruns
32	Newfoundland
33	NW Terr
34	Nova Scotia
35	Ontario
36	Pr Edward Isl.
37	Quebec
38	Saskatchewan
39	Yukon Terr

A. Forcing a PayDay Expanded Transaction

1. **From the PayDay Expanded menu press "F1" for the SALE option**

2. **Enter or Swipe Driver's License**

   a) Swipe the magnetic strip license. If a good swipe the terminal proceeds to (3) below

   (i) If a bad swipe or no magnetic strip then begin manual entry of the customer's driver's license number exactly as seen on the license. If letters are required, press the key with the letter to be typed followed by the "**ALPHA**" key. When finished, press "**ENTER**" to see:

      a. State Code – Enter the two digit state code and press "**ENTER**" (the state code table is located to the left of this page)

      b. Enter the date of birth in **mmddyyyy** format and press "**ENTER**"

3. **Enter Social Security # and Press Enter**

   a) Enter the consumer's Social Security number and press "**ENTER**"

4. **Enter Phone # with Area Code and Press Enter**

   a) Enter the consumer's telephone number (Area Code first) and press "**ENTER**"

5. **Select Program**

   a) Press "**F2**" to select the 90-Day program, "**F3**" to select the 6-Month program, or "**F4**" to select the 12-Month program (if available).

   (i) If the 90-Day programs was selected, press "**F2**" for 30 days (Down Payment check + 1 payment), "**F3**" for 60 days (Down Payment check + 2 payments), or "**F4**" for 90 days (Down Payment check + 3 payments).

6. **Enter Total Purchase Amt and Press Enter**

   a) Enter the total amount of the purchase and press "**ENTER**"

7. **Enter Down Payment Chk # and Press Enter**

   a) Enter the check number of the Down Payment check and press "**ENTER**"

8. **Enter Amount of Down Payment Check**

   a) Enter the amount of the Down Payment check and press "**ENTER**"

9. **Please Scan Check**

   a) Slide the check into the imager, face up, with the bank numbers against the far right side. Press "**ENTER**" when "Store Image Success" is displayed to continue.

10. **Confirm Totals**

   a) Confirm that all details are correct and press "**ENTER**"

11. **Insert PayDay Express Agreement**

   a) Slide the payday agreement into the imager, face up, with the "9750" against the far right side

   i Detaching and running only the top or bottom copy sometimes has better success

12. **Terminal Begins Connection Sequence** (Dial Primary, Connecting, Receiving etc.)

   a) The authorization receipt will be printed, after which the terminal will prompt to print the customer copy

B. Batch Close

1. From the PayDay Expanded menu, press "**F2**" for Batch Close and "**F3**" to confirm Batch Close.

C. Voiding a Transaction (before the Batch is settled)

1. From the PayDay Expanded menu, press the purple key beneath "MORE" to scroll down
2. Press "**F1**" for Void
3. Enter the Item# of the transaction to be voided, and press "**ENTER**"

   The Item# can be found on the original receipt or by calling Customer Service

D. Printing a Batch Summary Report and Host Detail Report

1. From the PayDay Expanded menu, press "**F3**" for Reports, then "**F2**" for Batch Summary. Enter the required date in **mmddyy** format (press "**ENTER**" to print from the current, open batch, or enter the Batch# for a specific batch)
2. From the PayDay Expanded menu, press "**F3**" for Reports, then "**F3**" for Host Detail. Enter the required date in **mmddyy** format (press "**ENTER**" to print from the current, open batch, or enter the Batch# for a specific batch)
3. From the PayDay Expanded menu, press "**F3**" for Reports, then "**F4**" to reprint a receipt. Enter the Item# of the desired transaction and press "**ENTER**". Select the program of the item to be printed to continue.
   a) Reprinted receipts may print zeros in the place of some data, if that data for the Item# requested has been cleared from the terminal. If this occurs, please contact Customer Service to obtain the needed information.

E. Automatic Image transmission - The terminal automatically causes images to be transmitted at the time specified by the auto upload. Please call the SPS Customer Service line if image uploads are unsuccessful.

F. Manual Image Transmission (in the case of failed automatic transmission)

1. From the PayDay Expanded menu press "**F4**" to select "Scanner"
2. Press "**F1**" for Upload Images and press "**F3**" to confirm

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PLEASE NOTE: Payday transactions are generally representative of significantly higher than normal risk, and while the billing % rate may be high, it does not compensate nor account for approving every consumer attempting to use this service. As a result, you should expect that a number of transactions may be declined, determined individually on a case by case basis surrounding each consumer that shops in your establishment. In many cases we may be utilizing a credit report to augment other of our internal databases to ensure that your customer has the capacity to repay the transactions that are contemplated, and is not seriously in debt and past due as a result of a host of other business entities or tax authorities.