Secure Payment Systems
Rev 1.0a
PRIMETREX ONE ECHECK INSTRUCTIONS

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. Performing a Sale Transaction

    i   From the main menu press "**F1**" for check option and press "**F1**" for sale option

    ii   Press the "**F2**" key, for manual bank deposit (Paper) OR

    iii   Press the "**F1**" key if this is a check for electronic deposit (Electronic) (and the check will be handed back after the receipt is signed).

1. Social Security Number (if not prompted then the terminal will proceed to (2) below)

    a)   Enter the Social Security number and press "**OK**"

2. Check Number

    a)   Enter the check number and press "**OK**"

3. Phone number

    a)   Enter the phone number and press "**OK**"

4. Please Scan Check (Scan Check/Enter RTG#)

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

    i   If a bad read then try again until a good read is obtained. If unable to do so, cancel the transaction by pressing the red ("**CANCEL**") key at the bottom and rerun the transaction through steps 1 through 3 above. At (A) select"**F2**" key to run the transaction as paper and then manually enter the information. The terminal will display:

- Please scan check or enter routing number … when finished press "**OK**"

- Enter Account # … when finished press "**OK**"

5. Amount

    a)   Enter the amount of the sale and press "**OK**"

6. Enter/Swipe DL (if not prompted then the terminal will proceed to (8) below)

    b)   Swipe the magnetic strip license

    i   If a good swipe the terminal proceeds to (8) below

    (i)   If a bad swipe or no magnetic strip then:

    1.   Begin manual entry of the customer's driver's license number as exactly seen on the license. If letters are required, press the letter to be typed followed by the "**ALPHA**" key. When finished, press "**OK**" to see:

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

    b.   Enter the date of birth in **mmddyy** format and press "**OK**"

7. Terminal Begins Dialing Sequence (Dial Primary, Connecting, Receiving etc.)

    a)   If the terminal displays: "**OKAY NNNN**" the terminal will finish printing the authorization receipt, which the customer must sign to complete the transaction. The terminal will display (c) below

    b)   If the terminal displays: "**Scan back of check**", insert the check face down into the imager. Once read, the terminal will display (d) below

    c)   Is Receipt signed? **F1= Yes F2= No**. If "**F1**" selected, the terminal will display: "**<Enter for Cust Rcpt>**". But if "**F2**" is pressed at this point, the terminal will prompt to image the reverse (back) of the check or press "**CANCEL**" to accept the transaction as **Paper**. If paper transaction selected, the terminal will change the electronic transaction to paper and will print "**OKAY PAPER CHECK**" on the receipt.

B. Voiding an electronic transaction

1. From the main menu, press "**F1**" for Check and "**F2**" to Void

2. Enter the item number, press "**OK**" and then type in the amount to void and press "**OK**"

C. Miscellaneous Administrative Issues

1. Reprint Receipt (in case there was a printer or communication problem)

    a) From the check menu, press "**F4**" for Reprint and enter the Item Number found on the original copy or bypass by pressing "**OK**" to print the last transaction. If original copy not available, a Host Detail Report can be printed from the Balance Inquiry menu and the Item Number can be obtained from that report. Customer Service can also be reached at **(888) 313-7842** to ask for the Item Number of the transaction

2. If the terminal displays: "**Call Ctr – NN**" (where NN = a two digit number) immediately call the SPS voice authorization center for operator approval. Upon receiving approval:

    a) Force the authorization into the batch (similar to forcing a credit card transaction), by immediately rerunning the transaction just like the original transaction (do not delay as the customer needs to sign a printed receipt) by selecting "**F3**" for Force Auth from the check menu. When finished, the terminal will display the approval number, print the merchant receipt and go to step 6c

3. If the terminal displays an error response such as: "**Micr/Chk # Error**" or "**DL Error**", "**DOB Error**", "**Phone # Error**", or "**State Code Error**" rerun the transaction from the beginning. If the terminal responds with "**Rerun As Paper**" then rerun the transaction from the beginning and select "**F2**" at step 1a above.

D. SPS Batch Close

1. From the Check menu, press the Scroll Down Arrow key to go to the next screen. Press "**F2**" for Close and "**F1**" to confirm Batch Close

E. Printing a Batch Summary Report and Host Detail Report

1. From the Check menu, press the Scroll Down Arrow key to go to the next screen. Press "**F3**" for Reports, then "**F1**" for Batch Summary and type in the required date in **mmddyy** format (or press "**OK**" to print from the current, open batch)

2. From the Check menu, press the Scroll Down Arrow key to go to the next screen. Press "**F3**" for Reports, then "**F2**" for Host Detail Report and type in the required date in **mmddyy** format (or press "**ENTER**" to print from the current, open batch)

3. You may also enter the actual 9-digit Batch# and press "**ENTER**" to reprint a batch report

F. 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.

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

1. From the PayDay Expanded menu press "**F4**" to select "Scanner". Press "**F1**" key for Upload Images and press "**F3**" to confirm. To view images prior to upload, press the "**F2**" key. Press "**F1**" to skip this step.

H. To Set the Date and Time

1. Using the Scroll Keys, locate Setup on the menu and press the corresponding "F" key to select. Enter the Manager Password and press "**OK**". Using the Scroll Keys, locate Time/Date and press the corresponding "F" key to select. Press "**F3**" to select, and then "**F1**" or "**F2**" to toggle between the date and the time. Press "**F3**" for Edit and enter the correct information, and then press "**OK**". Press the "**F4**" key when done, and the "**F2**" key to save the changes. Press the "**CANCEL**" key to return to the main menu.

Note: Paper based transactions are not included in terminal reporting/batches