Secure Payment Systems
Rev 1.0
PRIMETREX IP ELECTRONIC RETAIL PAYDAY EXPRESS INSTRUCTIONS

FIRST: After filling out the Retail 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.

A. Performing a Sale Transaction

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

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

2. **Drivers License Number**

   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 as exactly 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 "**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)

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

3. **Phone number**

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

4. **First Item Check Number**

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

5. **First Item Check Amount**

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

6. **Insert Check**

   a) Slide the check through the imager If a bad read (red light) then try again until a good read is obtained.

7. **Second Item Check Number**

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

8. **Second Item Check Amount**

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

9. **Insert Check**

   a) Slide the check through the imager If a bad read (red light) then try again until a good read is obtained.

10. **Run another check? Confirm Yes or No**

    a) Press **"F1"** to run another check or **"F2"** to decline (If **"Yes"** selected at this prompt, Steps 7-10 are repeated. If **"No"** selected, the terminal will directly proceed to step 11)

11. **Confirm Details? Confirm Yes or No**

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

12. **Insert Payday Agreement**

    a) Slide the payday agreement through the imager or check reader

       i   If a bad read (red light) then try again until a good read is obtained. If incorrect payday agreement scanned then the terminal will prompt to reinsert it until the correct agreement is scanned. Running only the top copy sometimes has more success.

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

    a) The terminal displays: **"CHECKS PROCESSED"** and will finish printing the authorization receipt after which it will prompt for the customer copy

B. Miscellaneous Administrative Issues

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

        a) From the PayDay Express menu, press "**F2**" for Reprint Last to reprint the last transaction

C. SPS Batch Close

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

D. Printing a Batch Summary Report and Host Detail Report

    1. From the PayDay Express menu, press **"F4"** for Report, then "**F1**" for Batch Summary and enter the required date in **mmddyy** format (or press "**OK**" to print from the current, open batch)

    2. From the PayDay Express menu, press **"F4"** for Report,, then "**F2**" for Host Detail and enter the required date in **mmddyy** format (or press "**OK**" to print from the current, open batch)

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 case of failed automatic transmission – if using an imager)

    1. From the PayDay Express menu use the Scroll Keys to locate "Scanner" on the menu and press "**F1**" to select. Press "**F4**" key for Upload Images and press "**F2**" to confirm

G. 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.

Cable Requirements:

Supported imagers;
RDM EC5000 series	Cable Part Number: RFC-W0291
RDM EC6000 series	Cable Part Number: RFC-W0291

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.