

Secure Payment Systems
PRIMETREX ONE ELECTRONIC PAYDAY EXPRESS INSTRUCTIONS

Rev 1.0

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.

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. Please Enter or Swipe Drivers 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 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
 - a) Enter the consumer's telephone number (Area Code first) and press "**OK**"
4. First Item Check #
 - a) Enter the check number of the first check and press "**OK**"
5. Amount – Check #1
 - a) Enter the amount of the first check and press "**OK**"
6. Insert Check
 - a) Slide the check into the imager, face up, with the bank numbers against the far right side
7. Second Item Check #
 - a) Enter the check number of the second check and press "**OK**"
8. Amount – Check #2
 - a) Enter the amount of the sale for the second check and press "**OK**"
9. Insert Second Check
 - a) Slide the check into the imager, face up, with the bank numbers against the far right side
10. Another check?
 - 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 totals
 - a) Confirm that all details are correct and press "**OK**"
12. Insert Payday Agreement Form
 - a) Slide the PayDay Agreement into the imager, face up, with the bank numbers against the far right side
 - i Separating and running only the top or bottom copy sometimes has better 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

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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 PayDay Express menu, press "**F3**" for Batch Close and "**F1**" 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.

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.