SecurePayment

Standalone Payment Mode

July 2023

[Company Name]

www.example.com

Overview 2

Chapter 1 Terminal Activation

PayFacto uses a self-service terminal activation procedure designed to save time while also providing better security. The activation procedure applies only to counter-top and mobile PAX payment terminals using the Android operating system.

The activation procedure applies to:

- All new merchants activating their terminals for the first time
- Any existing merchants adding new payment terminals
- Any existing merchants receiving replacement terminals

Overview

After you configure the terminal's network connection(s) and power on the terminal, the activation procedure comprises of 2 parts:

- Activate the terminal with a One Time Passcode (OTP)
- Set the Administrator and Merchant passwords

NOTE: If you have multiple new payment terminals, you need to perform the activation procedure on each terminal individually.

Chapter 2 Activate Terminal

After configuring the terminal's network connection, you need to start the Secure Payment application to complete the remaining steps. Terminal activation requires that you input a One Time Passcode (OTP) that PayFacto sends to the email address or telephone number registered to your account.

IMPORTANT! To receive the OTP on your phone, your registered phone number must be able to receive text messages (SMS). If you cannot receive text messages, select the email option to get the OTP.

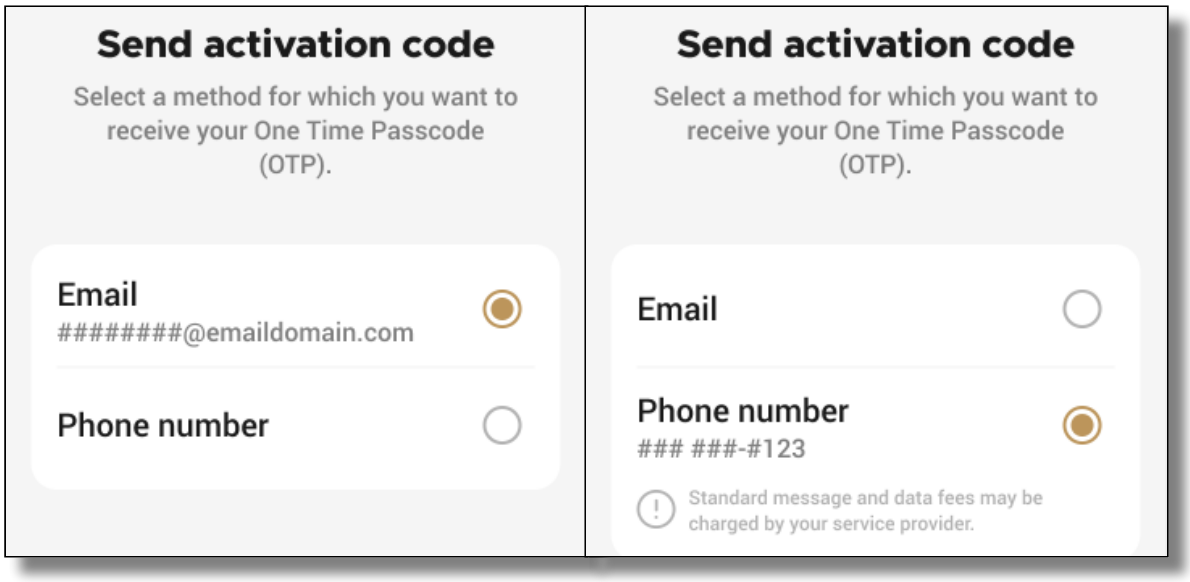
To activate the payment terminal:

1. Touch the **SECURE PAYMENT** icon on the main screen. The *Welcome to your payment terminal* screen appears.

NOTE: The terminal may need to download host and security parameters; this can take a few moments.

2. Touch anywhere on the screen to begin the activation process.

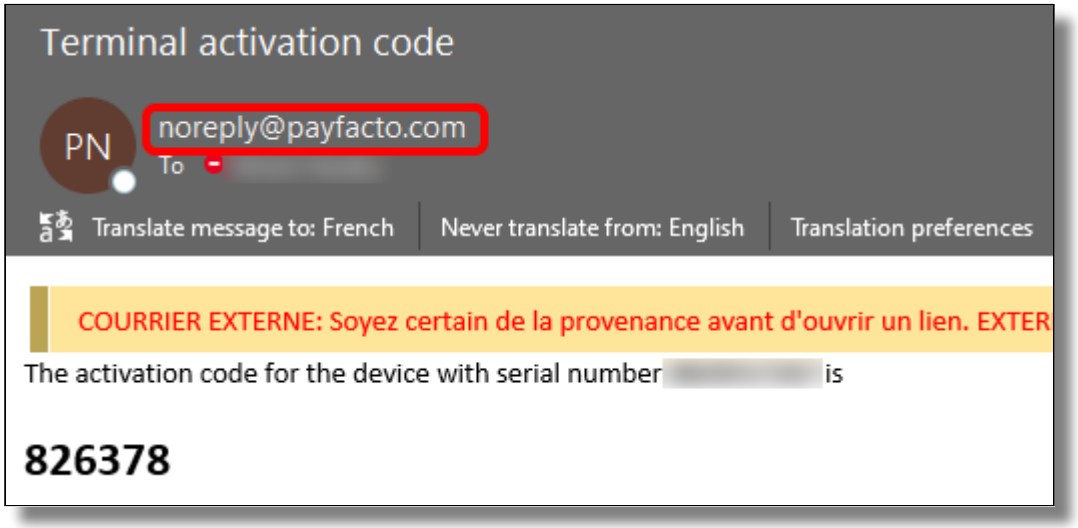
3. Touch the desired option to receive the OTP.
   Email **Phone Number**



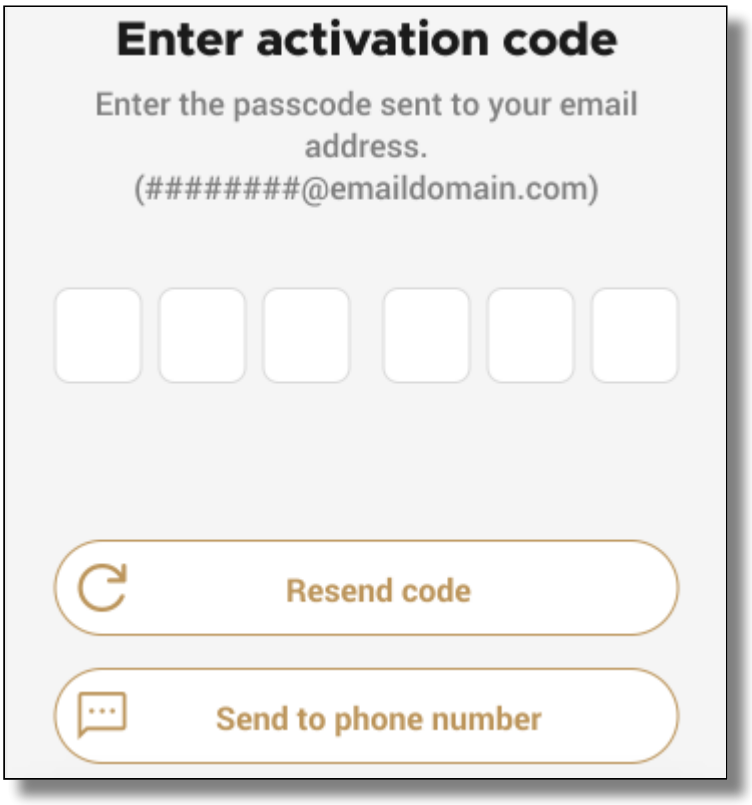
4. Touch the **Send Code** button.

> **IMPORTANT!** The OTP code is valid for **15 minutes** after you receive it. If you wait more than 15 minutes to enter the OTP, the terminal will display an error and you will have to request a new OTP.

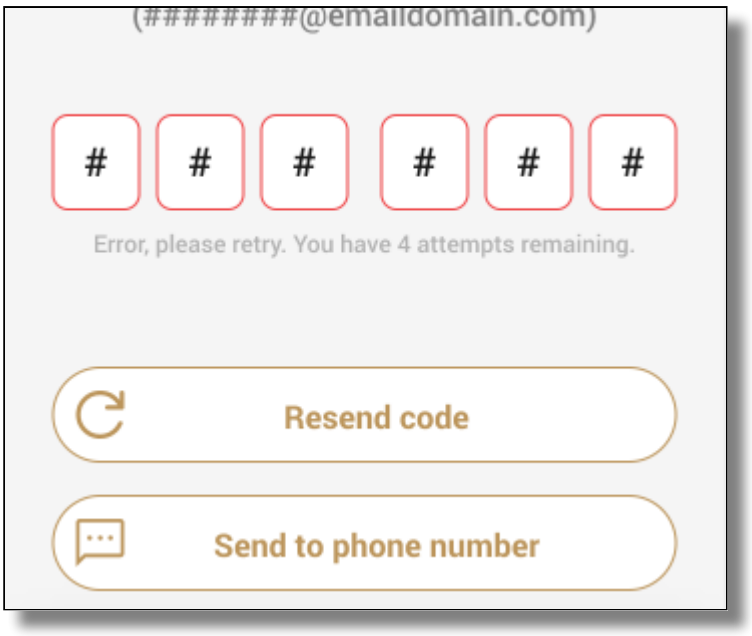
5. If you select **Email**, look for a message from **noreply@payfacto.com**.



6. After you receive the 6-digit activation code, use the on-screen keypad to enter the code on the terminal screen and touch the **Confirm & activate** button.



7. If you enter the code incorrectly, a red exclamation appears to indicate that the code is incorrect.



8. Re-enter the code, or touch **Resend Code** to obtain a new OTP.
9. After you enter the OTP correctly, the payment application displays the *Set Admin Password* screen to configure your terminal passwords.

Chapter 3 Set Passwords

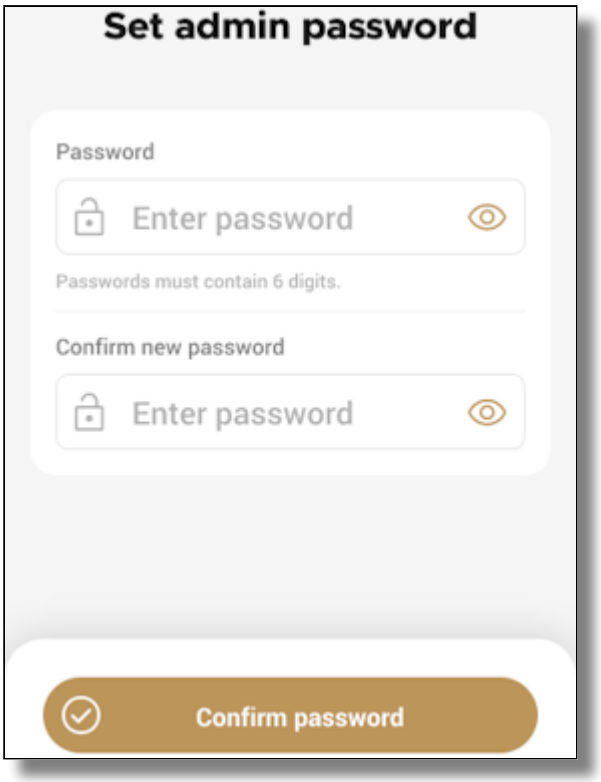
To prevent unauthorized individuals from changing the terminal's configuration, you need to set the Administrator and Merchant passwords. These passwords restrict access to certain functions on the terminal.

When setting your passwords, you must respect the following parameters:

- Passwords must be 6 characters long
- The Administrator and Merchant passwords cannot be the same (can't match)
- You cannot use the same digit 6 times consecutively (for example: 111111 or 777777)
- You cannot use 6 consecutive numbers, either ascending or descending (for example: 123456 or 987654)

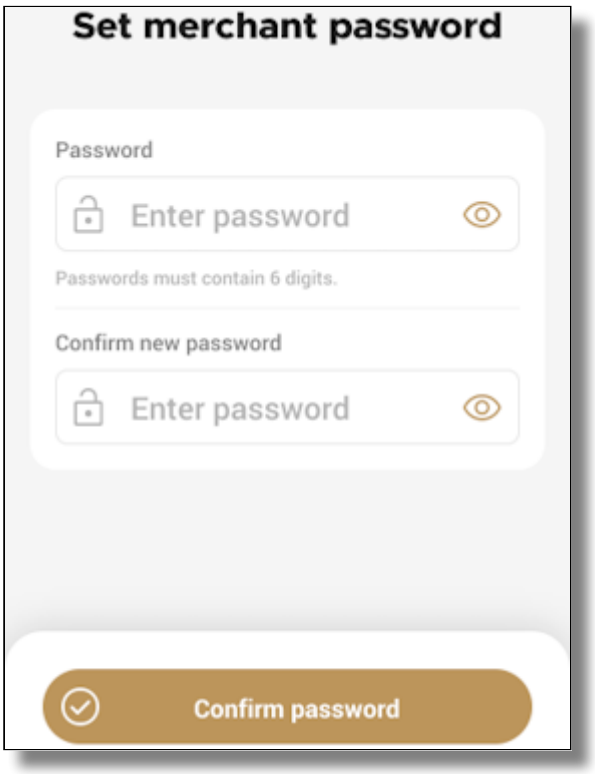
To set your Administrator and Merchant passwords:

1. On the *Set admin password* screen, use the on-screen keypad to enter a 6-digit password in the **Password** field.
2. Re-enter the password in the **Confirm new password** field.
3. Touch the **Confirm password** button.



4. On the *Set merchant password* screen, use the on-screen keypad to enter a 6-digit password in the **Password** field.
5. Re-enter the password in the **Confirm new password** field.

6. Touch the **Confirm password** button.



Your payment terminal is now activated and ready for use.

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