



QSTI Setup Instructions

Certified Payments offers our QSTI as a streamlined service to allow faster payment acceptance at the counter. This interface is quick and simple to set up and start using.

Step 1 – Setting up the URL:

1. Please open the URL quicksti.certifiedpayments.net in your default web browser
2. Enter the bureau code that payments will be taken for. If the employee accepts payments for more than one bureau code, please check the Use Multi-Bureau Entry Screen Check Box, which will provide access to all assigned bureaus, and the Bureau Code field will no longer be required.
3. Enter the Teller ID (Username) of the employee taking the payment
4. Enter the Workstation ID (If applicable, not required for all bureaus)
5. Click Next to gain access to the payment screen.

A screenshot of the QSTI Setup web interface. At the top left is the Certified Payments logo. At the top right is a home icon and the phone number "1-866-539-2020". The main section is titled "TELLER INFORMATION" and contains four input fields: "Bureau Code", "Teller ID", and "Workstation ID", each with a text box. Below these is a checkbox labeled "Use Multi Bureau Entry Screen". A green "Next" button is positioned to the right of the checkbox. Below the input fields is a "LEGAL NOTICE" section with a paragraph of text. At the bottom of the page, there is a footer with the phone number "1-866-539-2020", a "Privacy Legal" link, and a small copyright notice: "Copyright © 2017. Licensed By Certified Payments, Inc."

Bureau Code – Certified Payments assigns a unique 7 digit numerical code to every account created within our system. This code can be found within the reporting website under the list of available reporting entities in the Report Wizard.

Teller ID – The Teller ID is the assigned username of the employee taking the payment. This is the same username used to log into the reporting website, www.certifiedpayments.net.



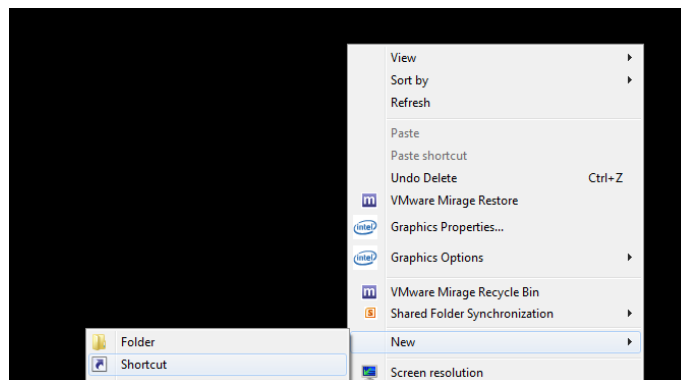
Step 2 – Creating a Desktop Shortcut

At the top of the web browser in the address bar, you will see the URL for the page you are currently viewing, which will be used to create a shortcut to your desktop for easy access to the payment page.

1. Select the entire URL address and copy that text (Control C)

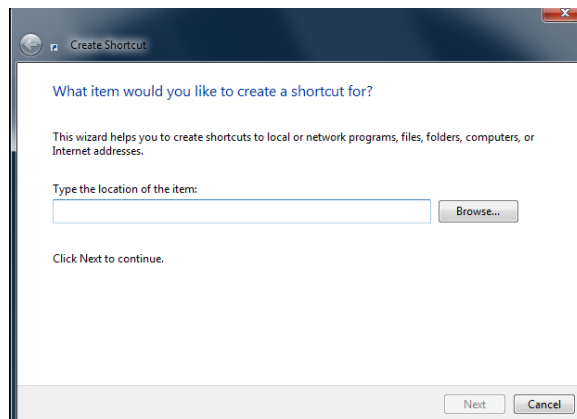


2. Minimize your web browser and right click on your desktop, expand on New, and then select Shortcut

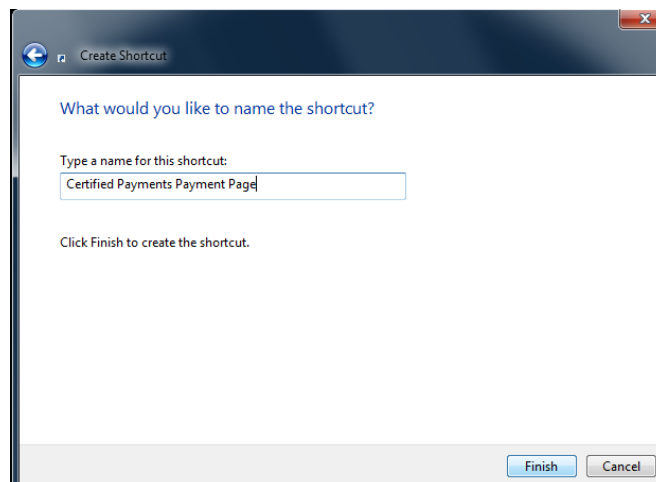




3. Paste the copied URL text (Control V) into the location field and click Next



4. Type your preferred name for the shortcut and click Finish





5. The shortcut will now show on your desktop. Double-clicking this icon will take you to the QSTI payment page and you can start taking payments immediately.

PAYMENT INFORMATION

This transaction is being processed by Certified Payments. If you would like more information about Certified Payments, visit the Certified Payments Website.

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Note: **Bold** fields are required.

Teller Id	dmeyer	Workstation ID	
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Manually Enter Card Number

Payment Amount

Account Number

Security Code

How to Find Your Security Code

Zip Code

Telephone

eMail Address (Optional)

☒ Send Emailed Receipt

Swipe card after filling in all fields.

Cancel

Next

LEGAL NOTICE

Certified Payments provides a service for consumers and businesses to make payments via their credit card for various types of services and taxes. By utilizing Certified Payments, you, the cardholder, are subject to the following terms and conditions. By submitting your payment through Certified Payments, you are agreeing to the terms and conditions listed in the Legal Notices link below. Please read all terms and conditions carefully.

[1-866-539-2020](tel:1-866-539-2020)

[Privacy](#) [Legal](#)

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Note: Each employee who accepts credit cards must do so under their assigned username. In the case of multiple employees taking payments on the same computer, please follow Steps 1 and 2 above to create a unique shortcut for each employee.



Technical Details:

This interface requires that JAVA Scripting be allowed to run in the default web browser of the computer and the use of a credit card scanner. These scanners can be purchased by contacting the following people.

Forrest Collett
National Sales Director
Phone: 214-284-9296
Email: Forrest.Collett@CertifiedPayments.net

Account Executive Team
Phone: 866-539-2020 Ext: 100-3350
Email: AccountExecutive@CertifiedPayments.net