## QUICK PAY Information Session

Release March 22, 2019





#### What is QuickPay?



QuickPay is an optional enhancement for your current counter payments, designed to help cut down time and processing errors





## Why QuickPay?



# Do any of *YOUR* bureaus have set payment amounts? Such as those for:

- ✓ Vehicle registrations
- ✓ Permits
- ✓ Licensing



## QuickPay gives <u>YOU</u> the power to add preset payment types and amounts





## Let's take a look at some of the key features of QuickPay



- Expedite counter payments
  - Pre-filled payment types and amounts to minimize data entry



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- Customized payment types
  - Create drop downs for your main charges



- Expedite counter payments
  - Pre-filled payment types and amounts to minimize data entry
- Customized payment types
  - Create drop downs for your main charges
- Improve reporting
  - Sort by specific payment types for easy reporting





#### **Getting Started**



## Log in to your Certified Payments reporting site

QUICK PAY

- Select
  - ✓ Admin
  - ✓ Bureau Management

✓ Edit QuickPay

CERTIFIED PAYMENTS	Reporting Refunds Payments	Admin My Settings	Add a Bureau				<u>Logout</u>
LATEST NEWS		User Management	Edit a Bureau				
Quick Pay		Refunds					
TLS 1.0 Deprecation		Terminals					
Counter Payment Updates	Quick Pay						
Summary Report By Day	Available Friday, March 22: Certified Payments is excit	ed to launch a new enhance	ement, <b>Quick Pay</b> , in our softwa	are allowing your bureau to sp	eed up payments at the coun	ter providing greater efficiency.	You will be able to
Website Update	customize the payment type and amount for your bur reconcile and pull reporting based on specific transact	eau eliminating the need to ion types quickly without ha	enter this information at the co wing to filter through a large ar	ounter at the time the citizen is nount of data. For more inform	making the payment. In addi ation on how it works, please	tion to timely counter payments contact your Account Executive	s, staff will be able to a.
Important Notice							
Report Scheduler							
Notice of Refund Process							
Quick STI for Counter Payments							
IRS 1099K Reporting							
Contact Support							
	Convi	inht © 2019 Licensed by	Certified Payments a division	of Accelerated Card Company	N LLC		
	copyi	ight @ 2019. Econodd by	FW1-Q-CP-RPT02 Qa   v19.0	3.18	<i>,,,</i> ,		

- Select the bureau you want to add QuickPay to
- If you have more than one bureau, you can always come back and select another later

ect a	a Bureau.	
		•
	- \$0 CF TEST	
	- 610 \$0 CF Test	
	- 610 QA SURCHARGE TEST	
	- ACC 610 ACCOUNT	
	- ACC DEBIT ONLY TEST	
	- ACC NDF 610 Account	

 In the 'Payment Type' dropdown, choose the payment selector you would like to add QuickPay to

Select a Bureau:			
6100000 - ACC 610 ACCOUNT		•	
select a Payment Type:			
Vehicle Registration			
Licenses			
Taxes			Cano
	Copyright © 2019. Licensed by Certified Payme	ents, a division of Accelerated Card Company, LLC.	
	FW1-Q-CP-RPT	01 Qa   v19.03.07	

- Under each 'Label', add the descriptor for the payment type
- You can add up to 10 'Labels' per 'Payment Type'

QUICKPAY M NAGEMENT				
Select a Burea				
6100000 - A C 610 ACCOU	UNT	•		
Select a Payme : Type:				
Vehicle Regi ration	•			
Label	Amount	List Order	Active	
Motor Cycle	\$ 15.00	× 0	$\checkmark$	Delete
Label	Amount	List Order	Active	
Boat	\$ 29.00	1	$\checkmark$	Delete
Label	Amount	List Order	Active	
Car	\$ 20.00	2	$\checkmark$	Delete
Label	Amount	List Order	Active	
Bus	\$ 35.00	3	$\checkmark$	Delete
Label	Amount	List Order	Active	
SUV	\$ 35.00	4	$\checkmark$	Delete



#### • The 'Amount' box is where you fill in the pre-set price

QUICKPAY MANAGEMENT				
Select a Bureau:				
6100000 - ACC 610 ACCOUN	П	•		
Select a Payment Type:				
Vehicle Registration	•			
Label	Amount	List Order	Active	
Motor Cycle	\$ 15.00	× 0	$\checkmark$	Delete
Label	Amount	List Order	Active	
Boat	\$ 29.00	1	$\checkmark$	Delete
Label	Amount	List Order	Active	
Car	\$ 20.00	2	$\checkmark$	Delete
Label	Amount	List Order	Active	
Bus	\$ 35.00	3	$\checkmark$	Delete
Label	Amount	List Order	Active	
SUV	\$ 35.00	4	$\checkmark$	Delete



 'List Order' automatically starts at '0'

QUICKPAY MANAGEMENT				
Select a Bureau: 6100000 - ACC 610 ACCOUNT		<b>•</b>		
Select a Payment Type:				
Vehicle Registration	<b>▼</b>			
Label	Amount	List Order	Active	
Motor Cycle	\$ 15.00 ×	0	$\checkmark$	Delete
Label	Amount	List Order	Active	
Boat	\$ 29.00	1	$\checkmark$	Delete
Label	Amount	List Order	Active	
Car	\$ 20.00	2	$\checkmark$	Delete
Label	Amount	List Order	Active	
Bus	\$ 35.00	3	$\checkmark$	Delete
Label	Amount	List Order	Active	
SUV	\$ 35.00	4	$\checkmark$	Delete



 Make sure you select 'Active'

QUICKPAY MANAGEMENT				
Select a Bureau:				
Select a Payment Type:				
Vehicle Registration	•			
Label	Amount	List Order	Active	
Motor Cycle	\$ 15.00 ×	0	$\checkmark$	Delete
Label	Amount	List Order	Active	
Boat	\$ 29.00	1	$\checkmark$	Delete
Label	Amount	List Order	Active	
Car	\$ 20.00	2	$\checkmark$	Delete
Label	Amount	List Order	Active	
Bus	\$ 35.00	3	$\checkmark$	Delete
Label	Amount	List Order	Active	
SUV	\$ 35.00	4	$\checkmark$	Delete





## Making a Payment



## QUICK PAY - non EMV

- Go to your payment screen at <u>quicksti.certifiedpayments.net</u> and log in as normal
- From here, select the 'Payment Type' from the dropdown menu

CERTIFIED P A Y M E N T S

#### 6100000 - ACC 610 ACCOUNT

Note: Bold fields are required.

Teller ID   Workstation ID     Manually Enter Card Number     Payment Type (Optional)   Vehicle Registration I     Payment Amount   20.00 - SUV     Quantity   1     Subtotal   20.00     Subtotal   20.00     Subtotal   20.00     Subtotal   20.00     Subtotal   20.00     Street Address (Optional)   I     Telephone (Optional)   I     Telephone (Optional)   I     Email Address (Optional)   I
Manually Enter Card Number     Payment Type (Optional)   Vehicle Registration     Payment Amount   20.00 - SUV     Quantity   1   2     Subtotal   20.00     Street Address (Optional)
Payment Type (Optional)   Vehicle Registration     Payment Amount   20.00 - SUV     Quantity   1   2     Subtotal   20.00     Street Address (Optional)   20.00     Zip Code (Optional)   Image: Company of the second of th
Payment Amount20.00 - SUVQuantity1Subtotal20.00Subtotal20.00eference Number (Optional)Street Address (Optional)Zip Code (Optional)Telephone (Optional)Email Address (Optional)
Quantity1Subtotal20.00eference Number (Optional)Street Address (Optional)Zip Code (Optional)Telephone (Optional)Email Address (Optional)
Subtotal20.00eference Number (Optional)Street Address (Optional)Zip Code (Optional)Telephone (Optional)Email Address (Optional)
eference Number (Optional)   Street Address (Optional)   Zip Code (Optional)   Telephone (Optional)   Email Address (Optional)
Street Address (Optional)     Zip Code (Optional)     Telephone (Optional)     Email Address (Optional)
Zip Code (Optional) Telephone (Optional) Email Address (Optional)
Telephone (Optional) Email Address (Optional)
Email Address (Optional)

Swipe card after filling in all fields. (Reference Number is optional)



## QUICK PAY - EMV

- Go to your payment screen at quicksti.certifiedpayments.net and log in as normal
- From here, select the 'Payment Type' from the dropdown menu

	EMVENIF	KY - PAYME						
• Go to your payment screen at	6100000 - /	CC 610 A	CCOUNT					
<u>quicksti.certifiedpayments.net</u> and log in as normal		Teller ID <b>Bureau Code</b>	6100000 - ACC 610 ACCOUNT		Workstation ID	<u>(none)</u>		
• From here, select the	Payment Type	~	Payment Amount	Reference #		Quantity	Subtotal	
'Payment Type' from the	Street Ad	ldress (Optional)						
dropdown menu	Zip	Code (Optional) Telephone						
	Note: <b>Bold</b> fields an	Email Address e required.	Receipt will be emailed to this address.			Cancel		Next
	S							

## Did you notice...

#### **EMV ENTRY - PAYMENT INFORMATION**

6100000 - ACC 610 ACCOUNT

# There is now a box that says "Payment Type" that comes before "Payment Amount"

 This will be there whether you choose to use this new feature, or not

#### Teller ID Workstation ID (none) 6100000 - ACC 610 ACCOUNT Bureau Code **Payment Amount** Payment Type Reference # Quantity Subtotal 1 1 Vehicle Registration Street Address (Optional) Zip Code (Optional) Telephone Email Address Receipt will be emailed to this address Note: Bold fields are required. Cancel Next

- Select the pre-set selector with price that you had setup earlier
- Once you make your selection, another row will auto-populate. You may choose to add other payments if necessary

Teller ID		Workstation ID	(none)
Bureau Code	6100000 - ACC 610 A COUNT	<b>*</b>	
Payment Type	Payment Amount	Reference #	Quantity Subtotal
Vehicle Registration			1 🌲
	15.00 - Bicycle		
Street Address (Optional)	20.00 - SUV		
Zip Code (Optional)	29.00 - Boat 35.00 - Car		
Telephone	35.00 - Motor Cycle		
Email Address	35.00 - Bus 25.00 - Truck		
	Receipt will be emailed to this address.		

Next

Cancel

Note: Bold fields are required.

**EMV ENTRY - PAYMENT INFORMATION** 



- Enter your 'Reference #'
- Select the quantity of items being purchased up to 99
- Subtotal will auto-populate

Teller ID Bureau Code	6100000 - ACC 610 ACCOUNT		Workstation ID	<u>(n ne)</u>	
ayment Type	Payment Amount	Reference #		Quantity	Subtotal
Vehicle Registration	35.00 - Car 🔹	Test		1	35.00
ayment Type	Payment Amount	Reference #		Quantity	Subtotal
Street Address (Optional)					
Zip Code (Optional)					
Telephone					
Email Address					
	Receipt will be emailed to this address.				

**EMV ENTRY - PAYMENT INFORMATION** 

- You will swipe or enter the customer's card as normal
- A confirmation screen will appear and break down each payment that will be made.
- Click the green "Process" button to complete the transaction.

#### PAYMENT DETAILS BY BUREAU Please review the items below for their correctness. When you are ready to process the transaction, click the Process button at the bottom. Bureau: 6100000 - ACC 610 ACCOUNT Invoice Item Amount Quantity Conv. Fee Test Transaction: 12345 \$35.00 1 \$1.05 Test Transaction: 4569 \$29.00 1 \$0.87 Test Transaction: 1587 \$20.00 1 \$0.60 Total Amounts + All Fees: \$86.52 GENERAL PAYMENT INFORMATION Visa Card Number ....5965 Expiration Date 06/21 Name Telephone **Email Address** Cancel Process

### **Questions?**



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