

QUICK PAY

Information Session

Release March 22, 2019



QUICK PAY

What is QuickPay?

QUICK PAY

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

QUICK PAY

Why QuickPay?

QUICK PAY

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

- ✓ Vehicle registrations
- ✓ Permits
- ✓ Licensing

QUICK PAY

QuickPay gives YOU the power to add preset payment types and amounts

QUICK PAY

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

QUICK PAY

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

QUICK PAY

- Expedite counter payments
 - *Pre-filled payment types and amounts to minimize data entry*
- Customized payment types
 - *Create drop downs for your main charges*

QUICK PAY

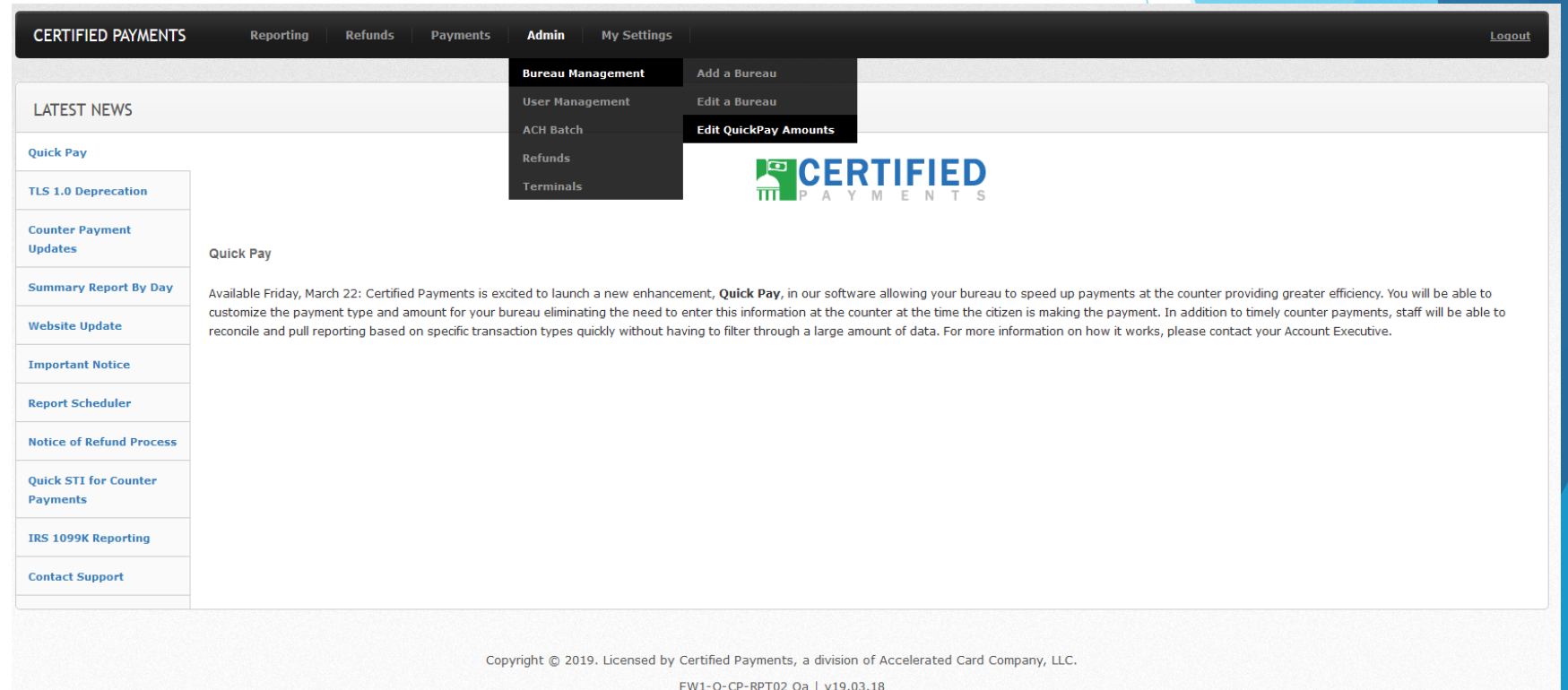
- **Expedite counter payments**
 - *Pre-filled payment types and amounts to minimize data entry*
- **Customized payment types**
 - *Create drop downs for your main charges*
- **Improve reporting**
 - *Sort by specific payment types for easy reporting*

QUICK PAY

Getting Started

QUICK PAY

- Log in to your **Certified Payments** reporting site
- Select
 - ✓ Admin
 - ✓ Bureau Management
 - ✓ Edit **QuickPay**



The screenshot displays the Certified Payments Admin dashboard. The top navigation bar includes 'Reporting', 'Refunds', 'Payments', 'Admin', and 'My Settings'. The 'Admin' menu is open, showing options like 'Bureau Management', 'User Management', 'ACH Batch', 'Refunds', and 'Terminals'. The 'Bureau Management' sub-menu is expanded, highlighting 'Edit QuickPay Amounts'. The main content area features a 'LATEST NEWS' section with a 'Quick Pay' article dated Friday, March 22, 2019. The article describes a new enhancement that allows users to speed up payments at the counter by customizing payment types and amounts, eliminating the need for manual data entry. The footer contains copyright information for 2019 and a version number: FW1-Q-CP-RPT02 Qa | v19.03.18.

QUICK PAY

- 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

QUICKPAY MANAGEMENT

Select a Bureau:

- \$0 CF TEST
- 610 \$0 CF Test
- 610 QA SURCHARGE TEST
- ACC 610 ACCOUNT ←
- ACC DEBIT ONLY TEST
- ACC NDF 610 Account

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QUICK PAY

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

QUICKPAY MANAGEMENT

Select a Bureau:
6100000 - ACC 610 ACCOUNT

Select a Payment Type:
Vehicle Registration
Licenses
Taxes

←

Cancel

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QUICK PAY

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

QUICKPAY MANAGEMENT

Select a Bureau
6100000 - A/C 610 ACCOUNT

Select a Payment Type:
Vehicle Registration

Label	Amount	List Order	Active	
Motor Cycle	\$ 15.00	0	<input checked="" type="checkbox"/>	Delete
Boat	\$ 29.00	1	<input checked="" type="checkbox"/>	Delete
Car	\$ 20.00	2	<input checked="" type="checkbox"/>	Delete
Bus	\$ 35.00	3	<input checked="" type="checkbox"/>	Delete
SUV	\$ 35.00	4	<input checked="" type="checkbox"/>	Delete

QUICK PAY

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

QUICKPAY MANAGEMENT

Select a Bureau:
6100000 - ACC 610 ACCOUNT

Select a Payment Type:
Vehicle Registration

Label	Amount	List Order	Active	
Motor Cycle	\$ 15.00	0	<input checked="" type="checkbox"/>	Delete
Boat	\$ 29.00	1	<input checked="" type="checkbox"/>	Delete
Car	\$ 20.00	2	<input checked="" type="checkbox"/>	Delete
Bus	\$ 35.00	3	<input checked="" type="checkbox"/>	Delete
SUV	\$ 35.00	4	<input checked="" type="checkbox"/>	Delete

QUICK PAY

- 'List Order' automatically starts at '0'

QUICKPAY MANAGEMENT

Select a Bureau:
6100000 - ACC 610 ACCOUNT

Select a Payment Type:
Vehicle Registration

Label	Amount	List Order	Active	
Motor Cycle	\$ 15.00	0	<input checked="" type="checkbox"/>	Delete
Boat	\$ 29.00	1	<input checked="" type="checkbox"/>	Delete
Car	\$ 20.00	2	<input checked="" type="checkbox"/>	Delete
Bus	\$ 35.00	3	<input checked="" type="checkbox"/>	Delete
SUV	\$ 35.00	4	<input checked="" type="checkbox"/>	Delete

QUICK PAY

- Make sure you select 'Active'

QUICKPAY MANAGEMENT

Select a Bureau:
6100000 - ACC 610 ACCOUNT

Select a Payment Type:
Vehicle Registration

Label	Amount	List Order	Active	
Motor Cycle	\$ 15.00	0	<input checked="" type="checkbox"/>	Delete
Boat	\$ 29.00	1	<input checked="" type="checkbox"/>	Delete
Car	\$ 20.00	2	<input checked="" type="checkbox"/>	Delete
Bus	\$ 35.00	3	<input checked="" type="checkbox"/>	Delete
SUV	\$ 35.00	4	<input checked="" type="checkbox"/>	Delete

QUICK PAY

Making a Payment

QUICK PAY - non 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

6100000 - ACC 610 ACCOUNT

Note: **Bold** fields are required.

Teller ID	<input type="text"/>	Workstation ID	<input type="text"/>
	<input type="button" value="Manually Enter Card Number"/>		
Payment Type (Optional)	<input type="text" value="Vehicle Registration"/>	←	
Payment Amount	<input type="text" value="20.00 - SUV"/>		
Quantity	<input type="text" value="1"/>		
Subtotal	<input type="text" value="20.00"/>		
Reference Number (Optional)	<input type="text"/>		
Street Address (Optional)	<input type="text"/>		
Zip Code (Optional)	<input type="text"/>		
Telephone (Optional)	<input type="text"/>		
Email Address (Optional)	<input type="text"/>	Receipt will be emailed to this address	

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

EMV ENTRY - PAYMENT INFORMATION

6100000 - ACC 610 ACCOUNT

Teller ID Workstation ID *(none)*

Bureau Code

Payment Type	Payment Amount	Reference #	Quantity	Subtotal
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>

Street Address (Optional)

Zip Code (Optional)

Telephone

Email Address

Receipt will be emailed to this address.

Note: **Fields** are required.

Did you notice...

- 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

EMV ENTRY - PAYMENT INFORMATION

6100000 - ACC 610 ACCOUNT

Teller ID Workstation ID *(none)*

Bureau Code

Payment Type	Payment Amount	Reference #	Quantity	Subtotal
<input type="text" value="Vehicle Registration"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>

Street Address (Optional)

Zip Code (Optional)

Telephone

Email Address

Receipt will be emailed to this address.

Note: **Bold** fields are required.

QUICK PAY

- 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

EMV ENTRY - PAYMENT INFORMATION

6100000 - ACC 610 ACCOUNT

Teller ID Workstation ID *(none)*

Bureau Code

Payment Type	Payment Amount	Reference #	Quantity	Subtotal
<input type="text" value="Vehicle Registration"/>	<input type="text" value=""/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>

Street Address (Optional)

Zip Code (Optional)

Telephone

Email Address

Receipt will be emailed to this address.

Note: **Bold** fields are required.

QUICK PAY

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

EMV ENTRY - PAYMENT INFORMATION

6100000 - ACC 610 ACCOUNT

Teller ID Workstation ID *(none)*

Bureau Code

Payment Type	Payment Amount	Reference #	Quantity	Subtotal
<input type="text" value="Vehicle Registration"/>	<input type="text" value="35.00 - Car"/>	<input type="text" value="Test"/>	<input type="text" value="1"/>	<input type="text" value="35.00"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>

Street Address (Optional)

Zip Code (Optional)

Telephone

Email Address

Receipt will be emailed to this address.

Note: **Bold** fields are required.

QUICK PAY

- 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

Back

Process

QUICK PAY

Questions?



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