



Mercury Payment Systems®

# **Mercury Virtual Terminal 1.6.0.1**

## **Quick Reference Guide**

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## Introduction

Mercury VirtualTerminal™ is an improved version of Mercury's Back Office Program. Mercury VirtualTerminal is an easy-to-operate, PCI-compliant solution for internet-based credit, EBT and gift card processing.

No installation or set up is required. There are four ways to access Mercury VirtualTerminal:

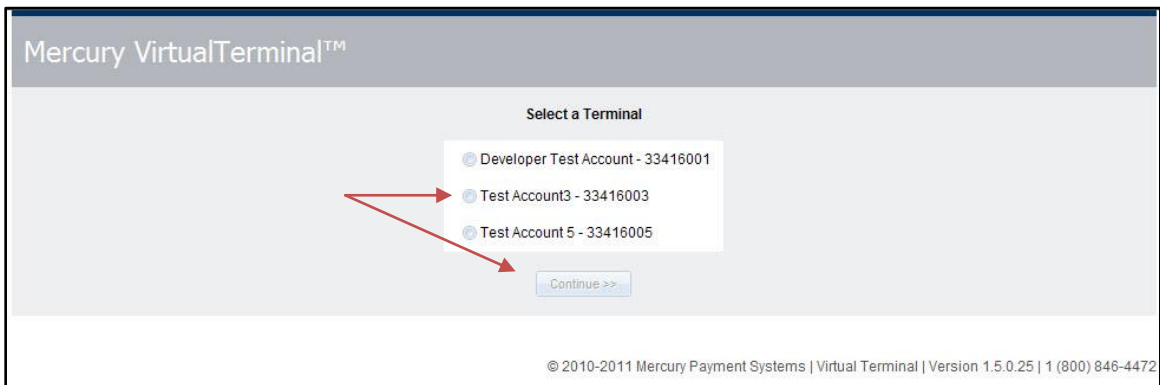
1. Through your web browser at <https://vt.mercurypay.com/>
2. Through the MercuryView® portal at <https://portal.mercurypay.com>
3. Through your mobile browser at <https://vt.mercurypay.com>
4. Through the iPhone app, which can be downloaded from the iTunes store at <http://store.apple.com> (A separate document contains download, set up and use instructions for the iPhone app.)

## Accessing Mercury VirtualTerminal via your Web Browser:

Enter <https://vt.mercurypay.com/> into the browser address bar. You will be directed to the VirtualTerminal login page. Enter your User Name and Password, review the License Agreement, and click Login.



From the available list, select the Terminal you wish to process from, and click Continue.



## Accessing Mercury VirtualTerminal via the MercuryView Portal:

Login to the MercuryView portal at <https://portal.mercurypay.com>

Welcome to MercuryView®  
Mercury's online portal

Enter your **User ID** and **Password**, and click **OK**.

User ID

Password

[Forgot Password?](#) [Contact Mercury](#)

Once logged in, select the “Virtual Terminal” from the top menu.

HOME | LIVE CHAT | CONTACT | HELP | PASSWORD | LOG OUT

NO NEW MESSAGES

REPORTS | SAVED REPORTS | TOOLS | **VIRTUAL TERMINAL** | ACCOUNT SETTINGS

Developers Log In Here

**Protect your business** from card data theft with Mercury's new **PCI Partner Program**.

Get discounted services, reimbursements up to \$40,000, and comprehensive PCI support.

Click on **VIRTUAL TERMINAL** in the top menu.

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Select the terminal on which you would like to process transactions.

Click on the **Select** button next to the terminal on which you would like to process transactions.

TerminalId	DBA Name	Terminal Name	DBA City	DBA Address
<input type="button" value="Select"/>	11	Bon Appetit (Test Account)	sk	Greenwood Village 20 Main Street
<input type="button" value="Select"/>	33416005	Bon Appetit (Test Account)	Test Account 5	Greenwood Village 20 Main Street
<input type="button" value="Select"/>	888888888888	Bon Appetit (Test Account)	test sk (prod)	Greenwood Village 20 Main Street

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Re-enter your portal login credentials and start using Mercury VirtualTerminal.

Mercury VirtualTerminal™

For your added security, we require you to re-enter your MercuryView® credentials.

User Name

Password

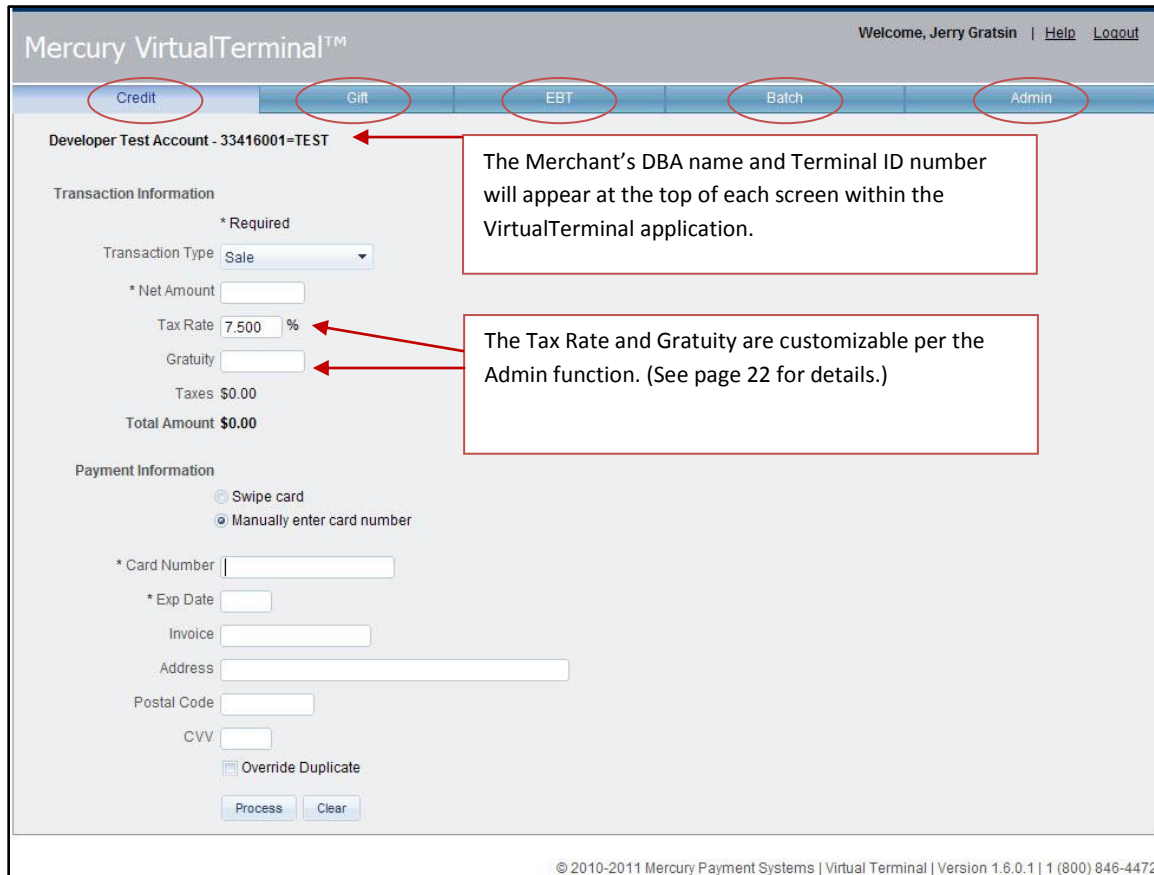
Enter your **User Name** and **Password**, review the **License Agreement** and click **Login**.

Mercury VirtualTerminal services through this site are provided by Mercury Payment Systems. Please read the [Mercury VirtualTerminal™ License Agreement](#) ("Agreement") carefully. By selecting the "Login" button, you are agreeing to the terms of the Agreement. If you do not agree, please do not log in or use these services.

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## Mercury VirtualTerminal: Home Page

There are five components to VirtualTerminal: Credit, Gift, EBT, Batch and Admin\*.



Mercury VirtualTerminal™

Welcome, Jerry Gratsin | [Help](#) | [Logout](#)

[Credit](#) | [Gift](#) | [EBT](#) | [Batch](#) | [Admin](#)

Developer Test Account - 33416001-TEST

Transaction Information

\* Required

Transaction Type:

\* Net Amount:

Tax Rate:  %

Gratuity:

Taxes: \$0.00

Total Amount: **\$0.00**

Payment Information

Swipe card

Manually enter card number

\* Card Number:

\* Exp Date:

Invoice:

Address:

Postal Code:

CVV:

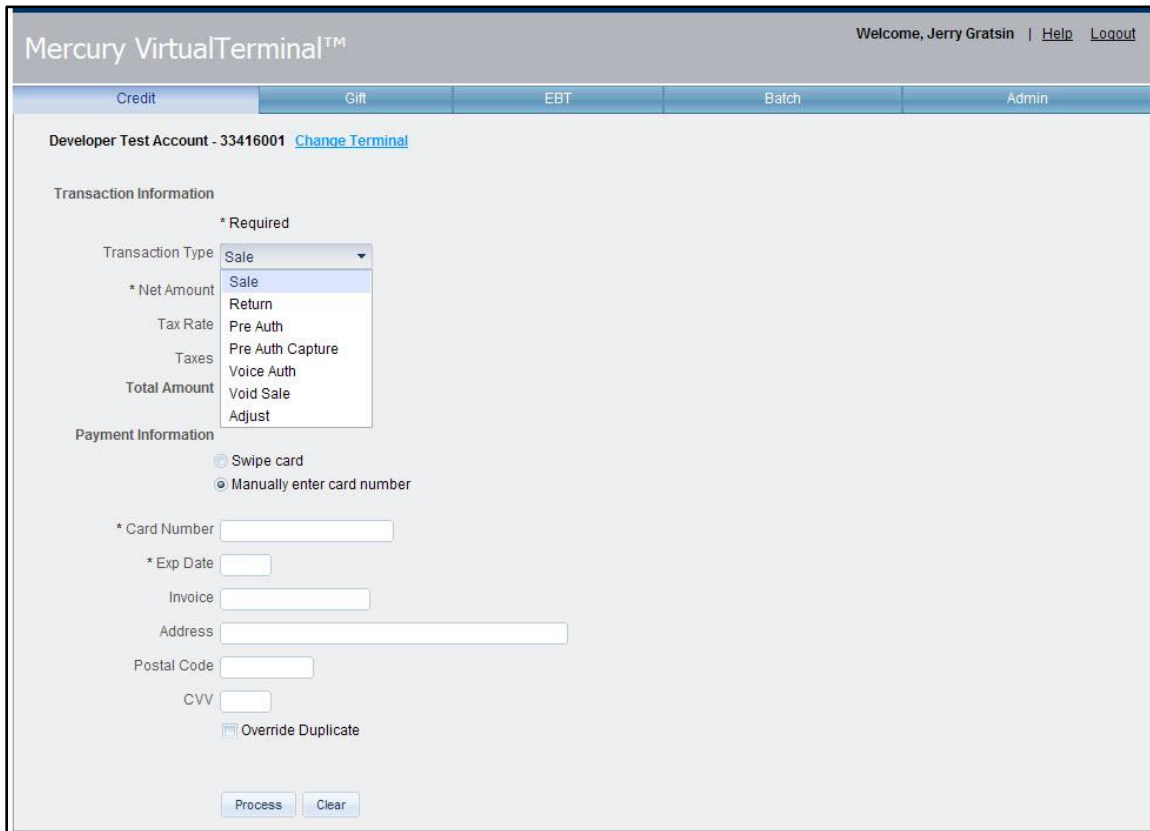
Override Duplicate

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**\*Note:** The Admin functionality is only available to Merchant Owners and Co-owners.

### Mercury VirtualTerminal: Credit Processing

From the Credit tab, select the appropriate transaction type from the drop-down menu. Transaction types include Sale, Return, Pre Auth, Pre Auth Capture, Voice Auth, Void Sale, and Adjust.



The screenshot displays the Mercury VirtualTerminal interface. At the top, the title "Mercury VirtualTerminal™" is on the left, and "Welcome, Jerry Gratsin | [Help](#) [Logout](#)" is on the right. Below the title bar is a navigation menu with tabs for "Credit", "Gift", "EBT", "Batch", and "Admin". The "Credit" tab is selected. The main content area shows "Developer Test Account - 33416001" with a "Change Terminal" link. Under "Transaction Information", there is a "\* Required" section with a "Transaction Type" dropdown menu. The dropdown is open, showing options: "Sale", "Return", "Pre Auth", "Pre Auth Capture", "Voice Auth", "Void Sale", and "Adjust". Other fields include "\* Net Amount", "Tax Rate", "Taxes", and "Total Amount". Under "Payment Information", there are radio buttons for "Swipe card" and "Manually enter card number" (which is selected). Below are input fields for "\* Card Number", "\* Exp Date", "Invoice", "Address", "Postal Code", and "CVV". There is also an "Override Duplicate" checkbox. At the bottom are "Process" and "Clear" buttons.



**Sale**

Runs a standard sale transaction authorized for a single total amount.

Mercury VirtualTerminal™
Welcome, Jerry Gratsin | [Help](#) [Logout](#)

Credit
Gift
EBT
Batch
Admin

Developer Test Account - 33416001=TEST

Transaction Information

\* Required

Transaction Type Sale

\* Net Amount

Tax Rate 7.500 %

Gratuity

Taxes \$0.00

Total Amount **\$0.00**

Payment Information

Swipe card

Manually enter card number

\* Card Number

\* Exp Date

Invoice

Address

Postal Code

CVV

Override Duplicate

1. Key in the amount of the sale in the **Net Amount** field.
2. Configuring the **Tax Rate** is optional and is established by the merchant through the admin setting (see page 22). Tax will be calculated automatically to your sale based upon your set tax rate.
3. If you have enabled the Gratuity field in your Admin settings, the **Gratuity** field will appear. Enter a gratuity amount, if applicable.
4. The total of Net Amount, Gratuity and Taxes will appear in the **Total Amount** field.
5. In the **Payment Information** field, select either **Swipe card** or **Manually enter card number**. Then swipe the card or key the card number in the **Card Number** field.
6. Enter the **Expiration Date**. If you swipe in the card data, the **Card Number** and **Exp Date** fields will populate automatically and appear with the card numbers masked.
7. Use the optional 16 character numeric **Invoice** field if you would like to create a unique invoice number. (The system will assign an invoice number of date and time if this field is left blank.)
8. The optional **Address** and **Postal Code** fields are used to comply with Address Verification System (AVS) requirements on manual transactions. The address field uses the numeric street number only, e.g. you may only wish to enter "123" for "123 Main St."
9. The optional **CVV** field is for manual transactions where this additional card security information is required. (The Address, Postal Code & CVV fields are disabled when running swiped credit transactions, but may impact processing rates if not used for manual transactions.)

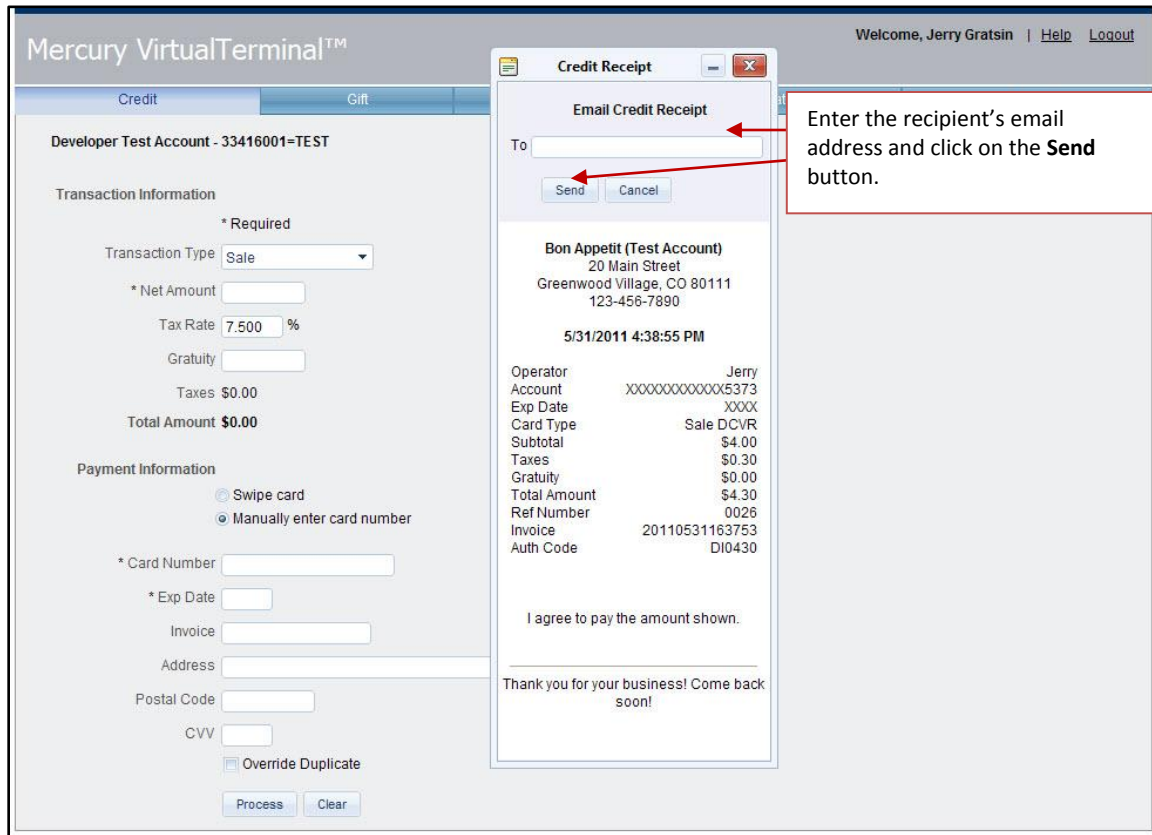
Upon completion of an approved transaction, a receipt image will appear in the window. You may print and/or email the receipt. To print the receipt, select the **Print** button. To email the receipt, select the **Email** button.

The screenshot displays the Mercury VirtualTerminal interface. The main window shows transaction details for a 'Developer Test Account - 33416001=TEST'. A modal window titled 'Credit Receipt' is open, showing a receipt for 'Bon Appetit (Test Account)'. The receipt includes the following information:

- Merchant: Bon Appetit (Test Account), 20 Main Street, Greenwood Village, CO 80111, 123-456-7890
- Date/Time: 5/31/2011 4:37:59 PM
- Operator: Jerry
- Account: XXXXXXXXXXXXX5373
- Exp Date: XXXX
- Card Type: Sale DCVR
- Subtotal: \$4.00
- Taxes: \$0.30
- Gratuity: \$0.00
- Total Amount: \$4.30
- Ref Number: 0026
- Invoice: 20110531163753
- Auth Code: DI0430

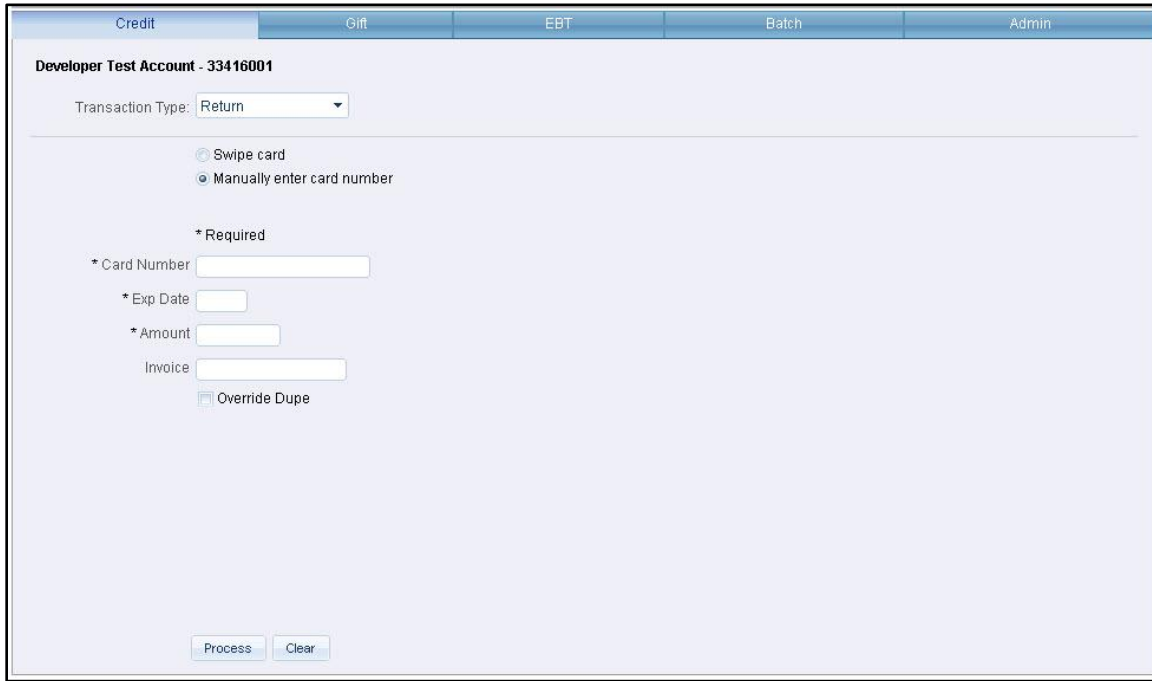
Below the receipt details, there is a checkbox for 'I agree to pay the amount shown.' and a message: 'Thank you for your business! Come back soon!'. At the bottom of the receipt window are three buttons: 'Email', 'Print', and 'Close'. A red box with arrows points to the 'Email' and 'Print' buttons, containing the text: 'To print the receipt, select the Print button. To email the receipt, select the Email button.'

After selecting the email button, an email receipt window will appear. Type the recipient's email address in the To field and click on the Send button. (You may add up to two email addresses separated by a semi colon.) Please refer to the Admin Settings instructions on page 21 in order to customize the From, CC and Subject fields within the email receipt.



### Return

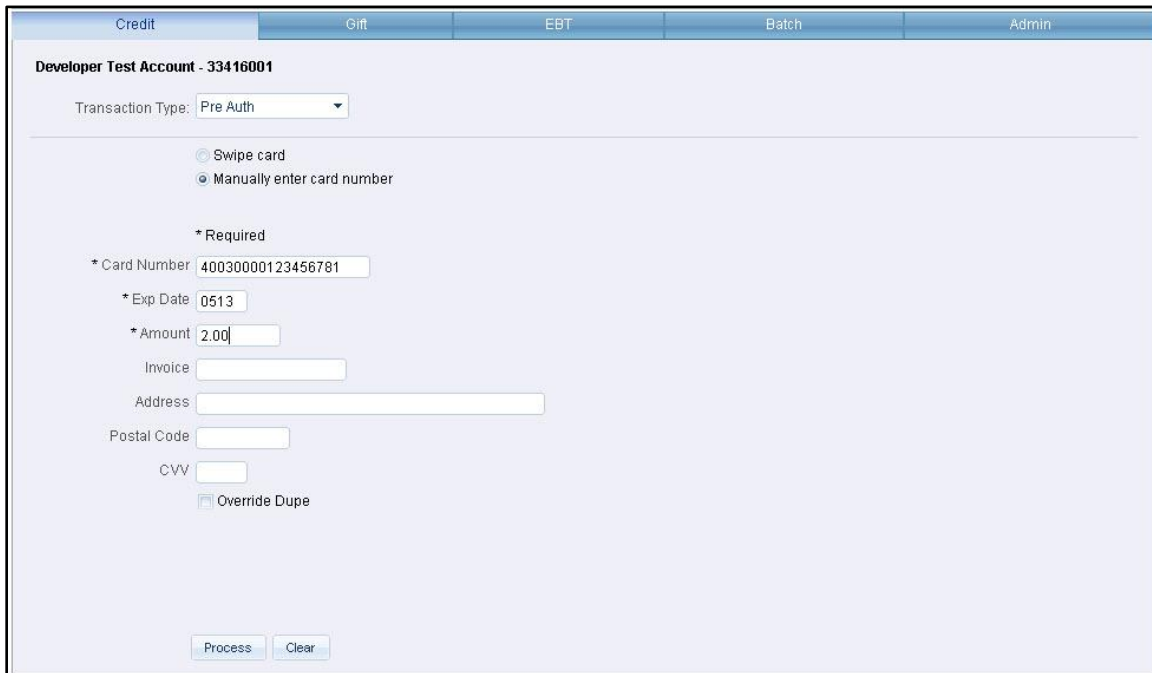
Runs a return (or “credits back to the card”) on a credit card from a previously closed batch. This transaction type follows the same procedures as a standard sale.



The screenshot shows a software interface for processing a transaction. At the top, there are navigation tabs: Credit, Gift, EBT, Batch, and Admin. The 'Credit' tab is selected. Below the tabs, the account name 'Developer Test Account - 33416001' is displayed. The 'Transaction Type' is set to 'Return'. There are two radio button options: 'Swipe card' and 'Manually enter card number', with the latter selected. A section labeled '\* Required' contains several input fields: '\* Card Number', '\* Exp Date', '\* Amount', and 'Invoice'. There is also a checkbox for 'Override Dupe'. At the bottom, there are 'Process' and 'Clear' buttons.

### Pre Auth

Runs a pre-authorization which returns a 6 digit approval code authorizing the funds on that specified card to be held. A Pre Auth requires a follow up Pre Auth Capture in order to complete this transaction.



The screenshot shows a software interface for processing a transaction. At the top, there are navigation tabs: Credit, Gift, EBT, Batch, and Admin. The 'Credit' tab is selected. Below the tabs, the account name 'Developer Test Account - 33416001' is displayed. The 'Transaction Type' is set to 'Pre Auth'. There are two radio button options: 'Swipe card' and 'Manually enter card number', with the latter selected. A section labeled '\* Required' contains several input fields: '\* Card Number' (with value 40030000123456781), '\* Exp Date' (with value 0513), '\* Amount' (with value 2.00), 'Invoice', 'Address', 'Postal Code', and 'CVV'. There is also a checkbox for 'Override Dupe'. At the bottom, there are 'Process' and 'Clear' buttons.

Credit Gift EBT Batch Admin

Developer Test Account - 33416001

Transaction Type: Pre Auth

Swipe card  
 Manually enter card number

\* Required

\* Card Number

\* Exp Date

\* Amount

Invoice

Address

Postal Code

CVV

Override Dupe

Process Clear

**Credit Receipt**

**Bon Appetit (Test Account)**  
20 Main Street  
Greenwood Village, CO 80111  
123-456-7890

**1/10/2011 9:28:12 AM**

Operator	Jerry
Account	XXXXXXXXXXXX6781
Exp Date	XXXX
Card Type	PreAuth M/C
Amount	\$2.00
Ref Number	20110110092811
Invoice	20110110092811
Auth Code	000037

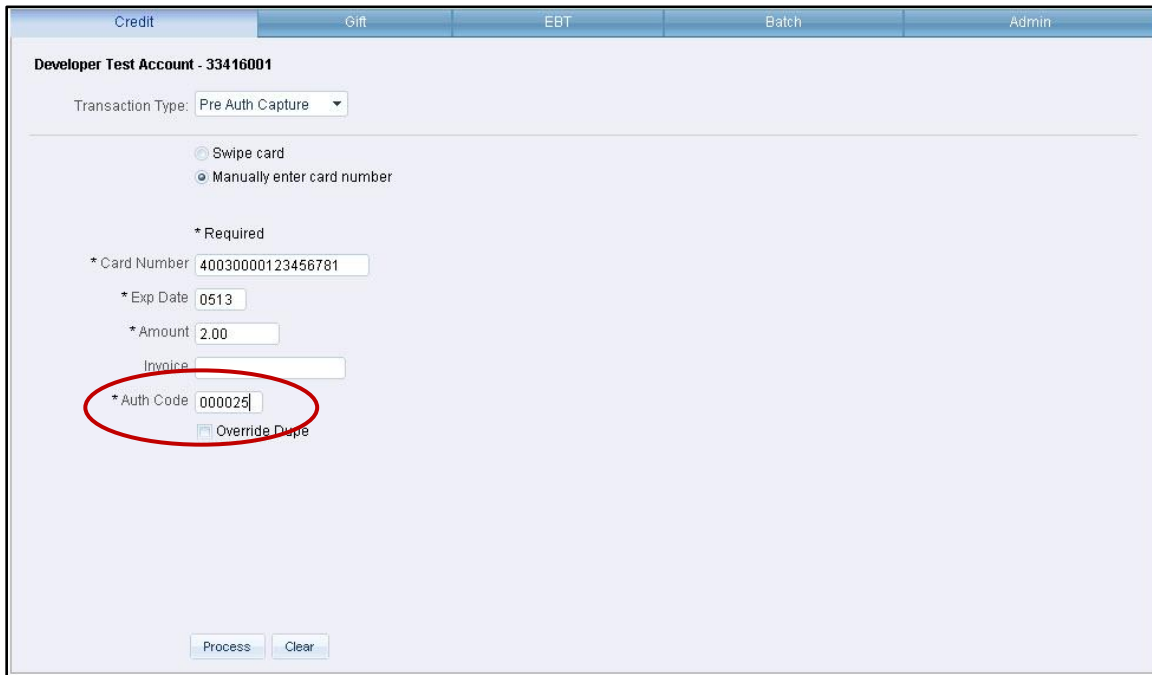
I agree to pay the amount shown.

Thank you for your business! Come back soon!

Email Print Close

### Pre Auth Capture

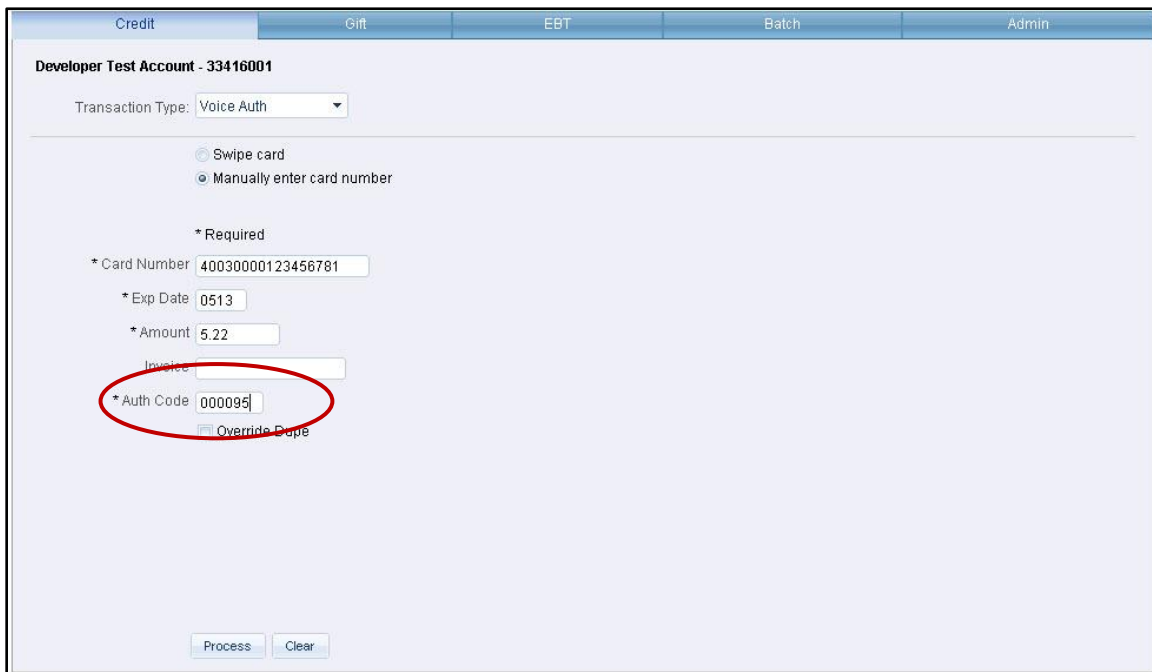
This transaction type captures the funds that were preauthorized by a Pre Auth usually in connection with the addition of a gratuity amount. This transaction type must use the 6 digit auth code you received upon running the Pre Auth.



The screenshot shows a web interface for a "Developer Test Account - 33416001". The "Transaction Type" is set to "Pre Auth Capture". There are two radio buttons: "Swipe card" (unselected) and "Manually enter card number" (selected). Below this, there are several required fields: "\* Card Number" (40030000123456781), "\* Exp Date" (0513), "\* Amount" (2.00), and "Invoice" (empty). The "\* Auth Code" field contains "000025" and is circled in red. There is also an "Override Dups" checkbox which is unchecked. At the bottom, there are "Process" and "Clear" buttons.

### Voice Auth

Runs a credit transaction, capturing funds you secured from a previously completed telephone Voice Authorization to Visa/MasterCard/Discover or American Express. To run a Voice Auth, you must key in the 6 digit voice approval code received from the authorizing card company.



The screenshot shows a web interface for a "Developer Test Account - 33416001". The "Transaction Type" is set to "Voice Auth". There are two radio buttons: "Swipe card" (unselected) and "Manually enter card number" (selected). Below this, there are several required fields: "\* Card Number" (40030000123456781), "\* Exp Date" (0513), "\* Amount" (5.22), and "Invoice" (empty). The "\* Auth Code" field contains "000095" and is circled in red. There is also an "Override Dups" checkbox which is unchecked. At the bottom, there are "Process" and "Clear" buttons.

### Void Sale

VOIDS a transaction that was processed in the *current* batch. To process a Void Sale you will need the 4 digit reference number of the transaction you would like to void. This reference number can be found on the receipt or on Mercury's MercuryView portal.

The screenshot shows the Mercury Payment System interface for processing a transaction. At the top, there are tabs for 'Credit', 'Gift', 'EBT', 'Batch', and 'Admin'. Below the tabs, the account is identified as 'Developer Test Account - 33416001'. The 'Transaction Type' is set to 'Void Sale'. There are two radio buttons: 'Swipe card' (unselected) and 'Manually enter card number' (selected). Under the heading '\* Required', there are several input fields: '\* Card Number' (40030000123456781), '\* Exp Date' (0513), '\* Amount' (1.25), and '\* Ref Number' (0077). The '\* Ref Number' field is circled in red. There is also an 'Invoice' field and an 'Override Dupe' checkbox. At the bottom, there are 'Process' and 'Clear' buttons.

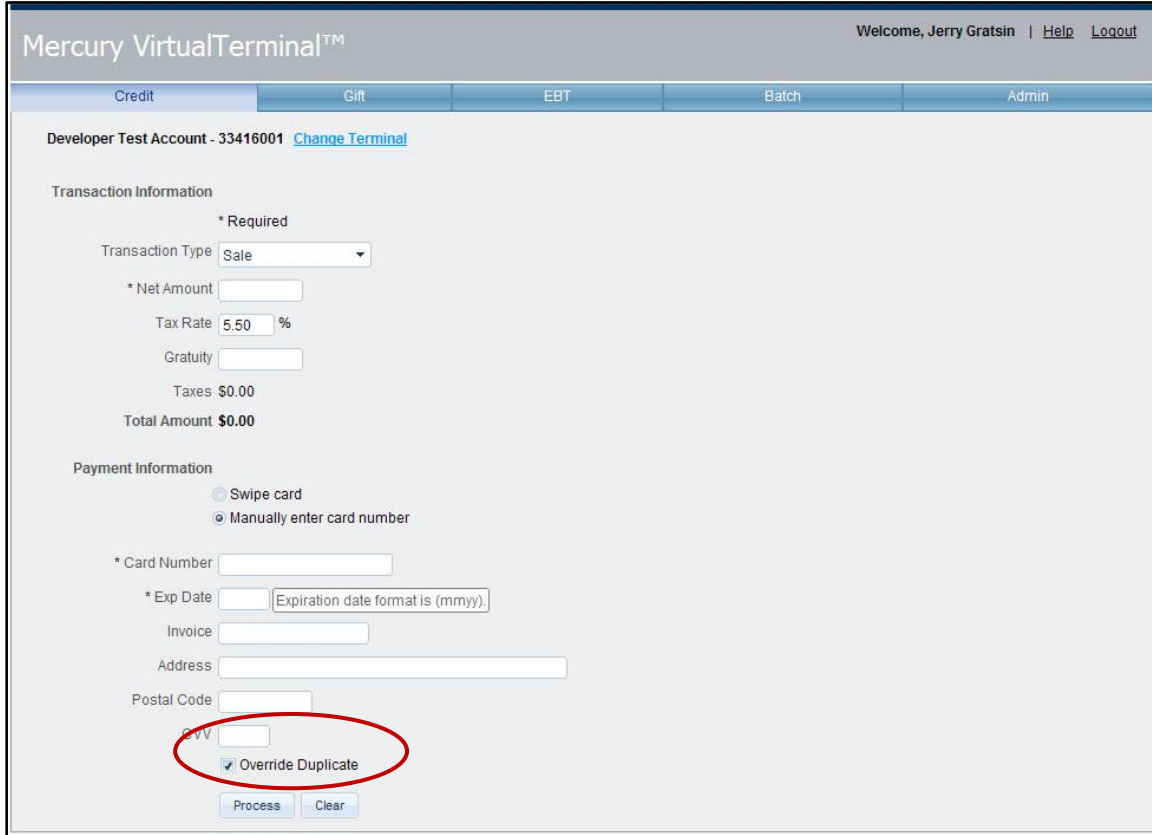
### Adjust

RUNS an adjustment to the total of a previously run Sale transaction in the *current* batch. To run an Adjust, you will need the 4 digit reference number for the original transaction for which you are adjusting. This reference number can be found on the receipt.

The screenshot shows the Mercury Payment System interface for processing a transaction. At the top, there are tabs for 'Credit', 'Gift', 'EBT', 'Batch', and 'Admin'. Below the tabs, the account is identified as 'Developer Test Account - 33416001'. The 'Transaction Type' is set to 'Adjust'. There are two radio buttons: 'Swipe card' (unselected) and 'Manually enter card number' (selected). Under the heading '\* Required', there are several input fields: '\* Card Number' (40030000123456781), '\* Exp Date' (0513), '\* Amount' (2.25), and '\* Ref Number' (0050). The '\* Ref Number' field is circled in red. There is also an 'Invoice' field and an 'Override Dupe' checkbox. At the bottom, there are 'Process' and 'Clear' buttons.

### Override Dupe

Mercury has system-wide safeguards in place to prevent unintentional duplicate transactions. If a transaction is duplicated, the system returns a DECLINE AP DUPE error message. Yet, from time to time, there is a legitimate reason to run a second transaction for the same amount on the same card in the same batch. If you receive the DECLINE AP DUPE error message and it is a legitimate charge, check this Override Dupe box.



The screenshot shows the Mercury VirtualTerminal interface. At the top, it says "Mercury VirtualTerminal™" and "Welcome, Jerry Gratsin | Help Logout". Below this is a navigation bar with tabs for "Credit", "Gift", "EBT", "Batch", and "Admin". The main content area shows "Developer Test Account - 33416001" with a "Change Terminal" link. Under "Transaction Information", there are fields for "Transaction Type" (Sale), "\* Net Amount", "Tax Rate" (5.50%), "Gratuity", "Taxes" (\$0.00), and "Total Amount" (\$0.00). Under "Payment Information", there are radio buttons for "Swipe card" and "Manually enter card number". Below these are fields for "\* Card Number", "\* Exp Date" (with a note "Expiration date format is (mmyy)"), "Invoice", "Address", "Postal Code", and "CVV". The "Override Duplicate" checkbox is checked and circled in red. At the bottom are "Process" and "Clear" buttons.



### Mercury VirtualTerminal: Gift Card Processing

Select the Gift tab. Now use the drop-down menu to select the gift transaction type you wish to run: Sale, Return, Issue, Void Issue, Void Sale and Balance.

#### *Sale*

Runs a sale on a previously issued (activated/loaded) gift card.

#### *Return*

Use to “return money to” or reload additional funds to a gift card.

#### *Issue*

When a gift card is initially purchased, use Gift Issue to put an initial amount (activate/load) onto a gift card.

#### *Void Issue*

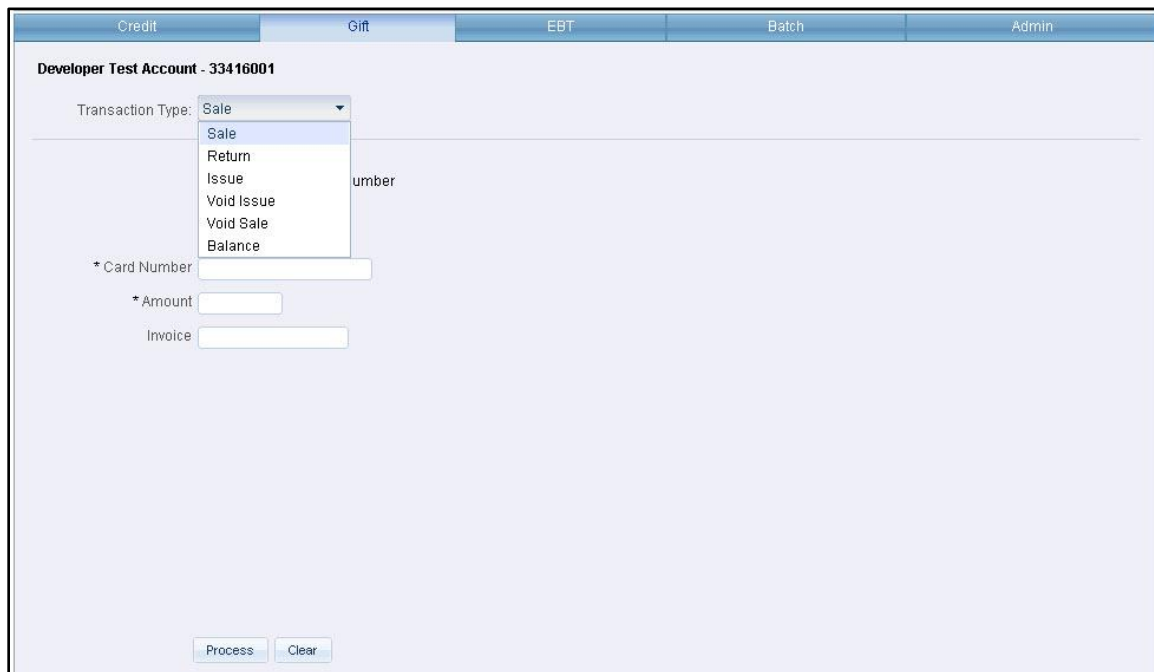
Use to void the issuance of an unused gift card.

#### *Void Sale*

Use to void a single gift sale transaction. You will need to enter the exact amount and a 6 digit reference number (found on the receipt) in order to complete this transaction type.

#### *Balance*

Use to find the balance available on a gift card. Balance information will also appear in the receipt window and on any receipts printed.



The screenshot shows the Mercury VirtualTerminal interface with the 'Gift' tab selected. The account name is 'Developer Test Account - 33416001'. A dropdown menu for 'Transaction Type' is open, showing options: Sale, Return, Issue, Void Issue, Void Sale, and Balance. Below the dropdown are input fields for '\* Card Number', '\* Amount', and 'Invoice'. At the bottom are 'Process' and 'Clear' buttons.

**Note:** Remember all Mercury® gift cards need to be issued (also termed activated or loaded) before any subsequent transactions can be processed.

As with Credit Card processing, you may either swipe or manually enter the gift card information.

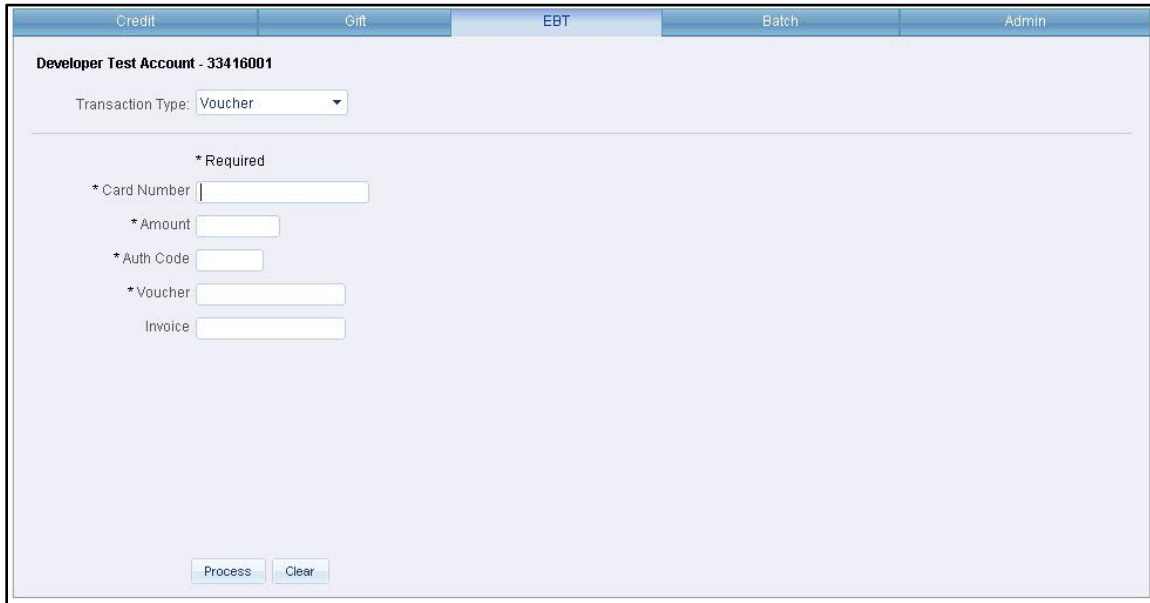
**Note:** On the back of our gift cards is the primary gift card number followed by a dash and a security code. When manually entering a gift card, use the primary card number only. An expiration date is not required for Gift Card transactions.

The screenshot shows a web interface for processing a gift card transaction. At the top, there are navigation tabs: Credit, Gift (selected), EBT, Batch, and Admin. Below the tabs, the account information is displayed as "Developer Test Account - 33416001". A "Transaction Type" dropdown menu is set to "Sale". There are two radio button options: "Swipe card" and "Manually enter card number", with the latter being selected. Below these options, there are three required input fields: "\* Card Number", "\* Amount", and "Invoice". At the bottom of the form, there are two buttons: "Process" and "Clear".

### Mercury VirtualTerminal: EBT Processing

Select the EBT tab. Select the Voucher transaction type from the drop-down menu.

1. Enter an EBT (Electronic Benefits Transfer) card number in the Card Number field.
2. Enter the amount of the voucher in the Amount field.
3. Use the auth code obtained by telephone voice authorization request and enter it in the Auth Code field.
4. Use the voucher number printed on the voucher document and enter it in the Voucher field.
5. Use the optional Invoice field if you would like to create a unique invoice for this transaction.
6. Then click Process.



Credit Gift **EBT** Batch Admin

Developer Test Account - 33416001

Transaction Type: Voucher

\* Required

\* Card Number

\* Amount

\* Auth Code

\* Voucher

Invoice

Process Clear

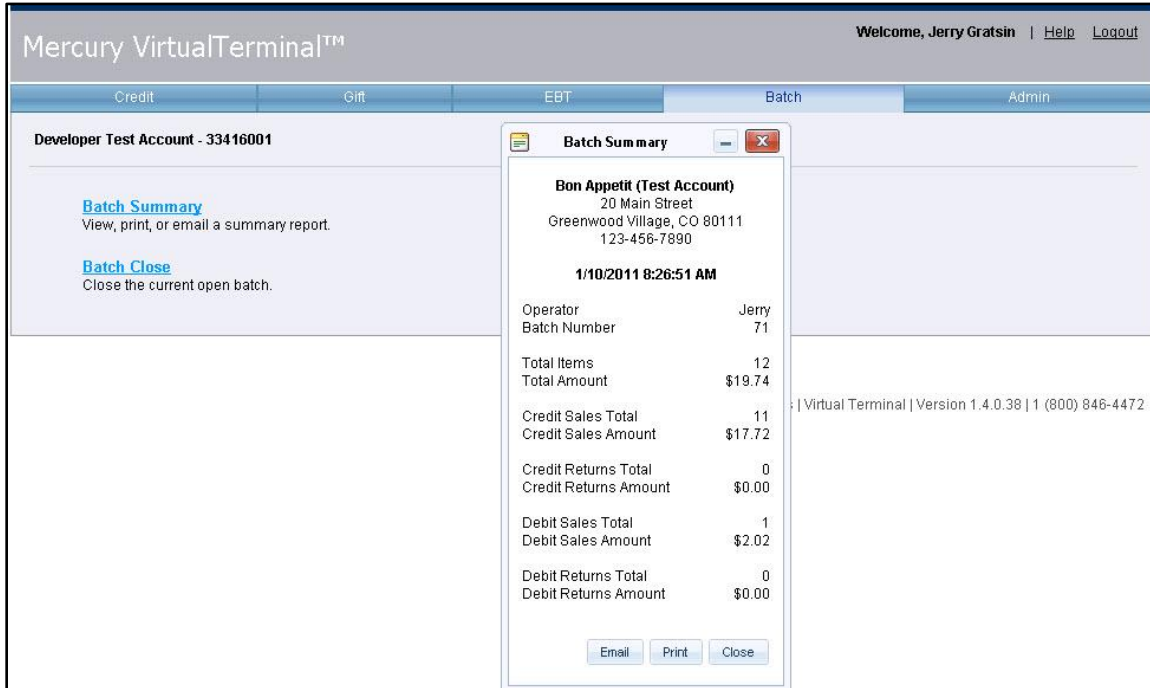
**Note:** For EBT voucher processing, there are no swiping capabilities, only manual card number entry is available.

## Mercury VirtualTerminal: Batch Function

The Batch utility features two batch-related functions: Batch Summary and Batch Close.

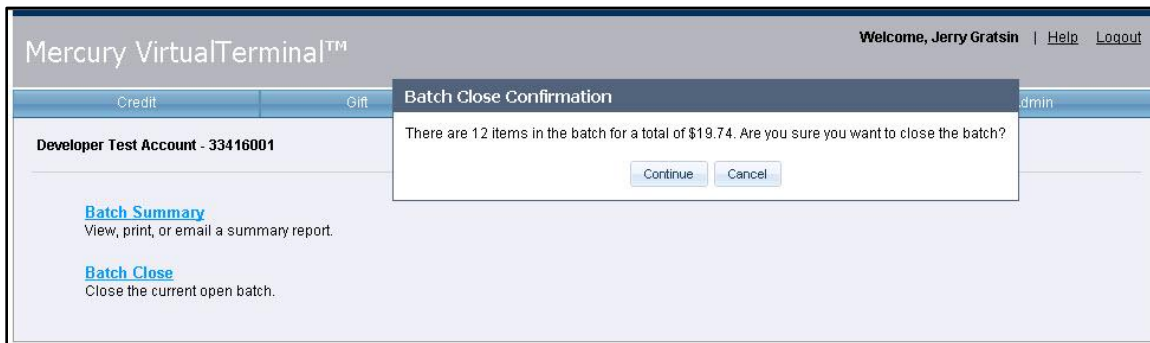
### Batch Summary

Select the Batch Summary link in order to see a summary report of the batch number, total number of items, total dollar amount processed, total sales and total returns in the current open batch. You may choose to email, print, or close this window.



### Batch Close

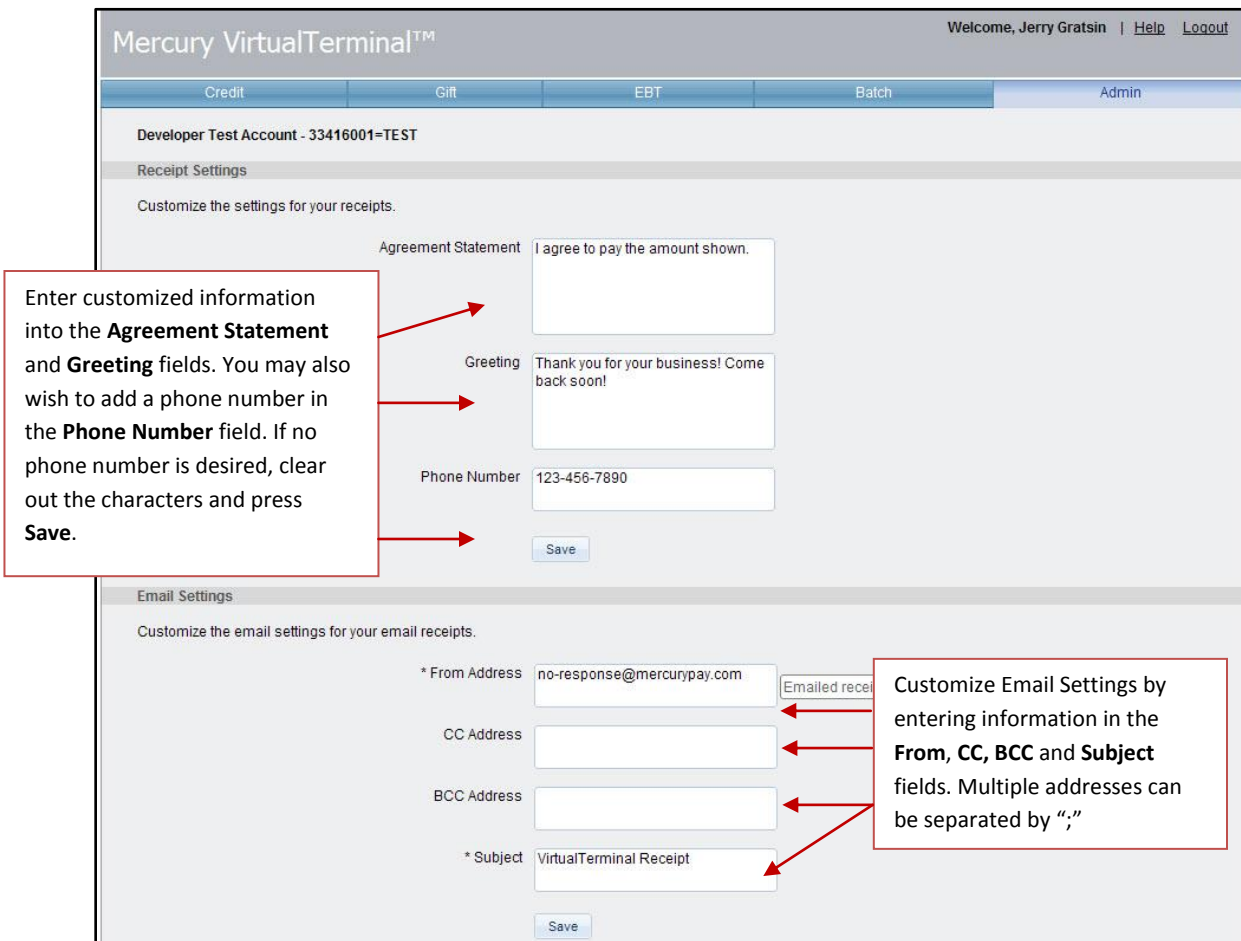
Use the batch close function to close the current open credit card batch. A small prompt window will appear with the total item count and total amount. Click Continue if the information is correct.



## Mercury VirtualTerminal: Admin Settings

The Admin settings allow users with administrative permission to customize the agreement statement, greeting message and phone number for your receipts as well as define email settings for sending receipts via email. Please note: The default settings for the Agreement Statement and Greeting are displayed below. The default settings for the From Address and Subject fields for the receipt are currently set at “[returns@mercurypay.com](mailto:returns@mercurypay.com)” and “VirtualTerminal Receipt.” There is no default setting for the CC Address, by default it is blank. To access the Admin settings, navigate to the Admin tab and select the Settings link.

1. In the Admin Settings window, edit the default text for the agreement statement, greeting message and/or phone number to customize your receipt.
2. Additionally, you may edit your email settings. Define a “From” email address to indicate to customers the origin of the receipt. Optionally, you may define a “CC” or “BCC” address. You can include more than one email address in these lines, separated by “;”. Finally, define a subject for your emails that identifies the content of the email to your customers. The default value is “VirtualTerminal Receipt.” Save and close the Admin Settings window to update VirtualTerminal.



The screenshot shows the Mercury VirtualTerminal Admin Settings interface. At the top, there are navigation tabs for Credit, Gift, EBT, Batch, and Admin. The Admin tab is selected, showing the account name "Developer Test Account - 33416001=TEST".

**Receipt Settings**  
 Customize the settings for your receipts.

Agreement Statement: I agree to pay the amount shown.  
 Greeting: Thank you for your business! Come back soon!  
 Phone Number: 123-456-7890  
 Save

**Email Settings**  
 Customize the email settings for your email receipts.

\* From Address: no-response@mercurypay.com  
 CC Address:   
 BCC Address:   
 \* Subject: VirtualTerminal Receipt  
 Save

**Callout Box 1 (Receipt Settings):** Enter customized information into the **Agreement Statement** and **Greeting** fields. You may also wish to add a phone number in the **Phone Number** field. If no phone number is desired, clear out the characters and press **Save**.

**Callout Box 2 (Email Settings):** Customize Email Settings by entering information in the **From, CC, BCC and Subject** fields. Multiple addresses can be separated by “;”

(continued on next page.)

3. Finally, you may customize your tax rate and either enable or disable the gratuity feature. Please enter the gratuity rate as a percentage (shown here as 7.500). To enable gratuity, place a check in this box. To disable gratuity, uncheck this box.

Configuration

Configure user interface fields appropriate to your business.

Tax Rate  %

Display Gratuity

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## Mercury VirtualTerminal Card Readers and Printers

### USB Magnetic Stripe Card Readers/Card Swipers

Mercury Payment Systems® has tested two card readers with the VirtualTerminal:

- MagTek USB Mini Magstripe Card Reader, part number 21040108.
- IDTECH card reader, model IDMB-334112B.

### Printers

The Mercury VirtualTerminal uses your system's default Windows printer for printing receipts. Mercury has tested two receipt printers with the VirtualTerminal:

- Epson M129C
- SNBC BTP-2002NP (currently in testing)

If you intend to use the VirtualTerminal in conjunction with a receipt printer, follow the manufacturer recommendations for installing and configuring the printer.

**Note:** Our testing was done with USB connections.

## Mercury VirtualTerminal: Help Menu

Included in the VirtualTerminal application is a Help menu. The Help menu provides detailed information for each of the functions of the VirtualTerminal application and follows the same tabbed menu.

### Mercury VirtualTerminal™ Help

Credit Transactions	Gift Card Transactions	EBT Transactions	Batch Functions	Admin Settings	Additional Features
---------------------	------------------------	------------------	-----------------	----------------	---------------------

Select the **Credit** tab to process credit transactions.

**Sale:** Use the Sale transaction type to run a standard sale transaction authorized for a single total amount.

1. Select either **Swipe card** or **Manually enter card number**. Then swipe the card or key the card number in the Card Number field. Enter the Expiration Date. If you swipe in the card data, the Card Number and Exp Date fields will populate automatically and appear with the card numbers masked.
2. Enter the amount of the sale in the **Amount** field. At this point, you may click the **Process** button to run the transaction or fill in the additional fields.
3. Use the optional 16 character numeric **Invoice** field if you would like to create a unique invoice number. (The system will assign an invoice number of date and time if this field is left blank.)
4. The **Postal Code** field is used to comply with Address Verification System (AVS) requirements on manual transactions.
5. The **CVV** field is for manual transactions where this additional card security information is required.

**Note:** The Address, Postal Code and CVV fields are disabled when running swiped credit transactions, but may impact processing rates if not used for manual transactions.

**Return:** Use the Return transaction type (or "credit back to the card") to return goods or services on a credit card from a previously closed batch. This transaction type follows the same procedures as a standard sale.

**Pre Auth:** The Pre Auth or pre-authorization transaction type returns a 6 digit approval code authorizing the funds on that specified card to be held. A Pre Auth requires a follow up Pre Auth Capture in order to complete this transaction.

**Pre Auth Capture:** This transaction type captures the funds that were preauthorized by a Pre Auth usually in connection with the addition of a gratuity amount. This transaction type must use the 6 digit auth code you received upon running the Pre Auth.

**Voice Auth:** A Voice Auth runs a credit transaction, capturing funds you secured from a previously completed telephone Voice Authorization to Visa/MasterCard/Discover or American Express. To run a Voice Auth, you must key in the 6 digit voice approval code received from the authorizing card company.

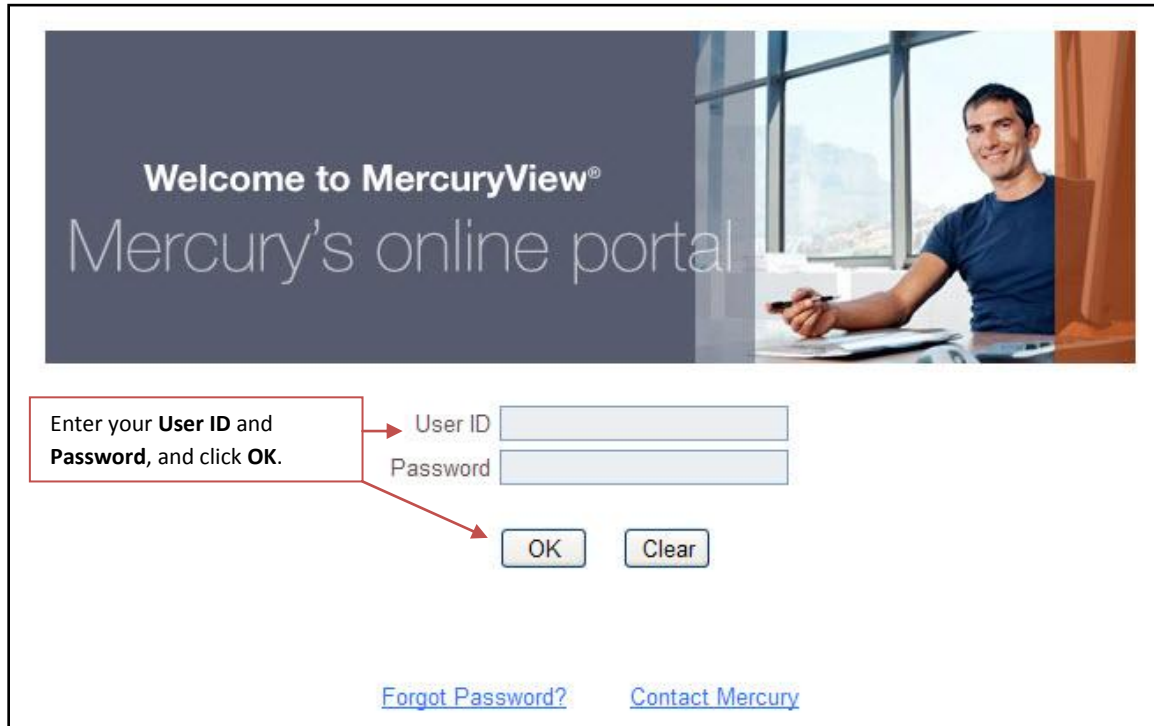
**Void Sale:** Use a Void Sale transaction type to Void a transaction that was processed in the current batch. To process a Void Sale you will need the 6 digit reference number of the transaction you would like to void. This reference number can be found on the receipt or on Mercury's MercuryView® Portal.



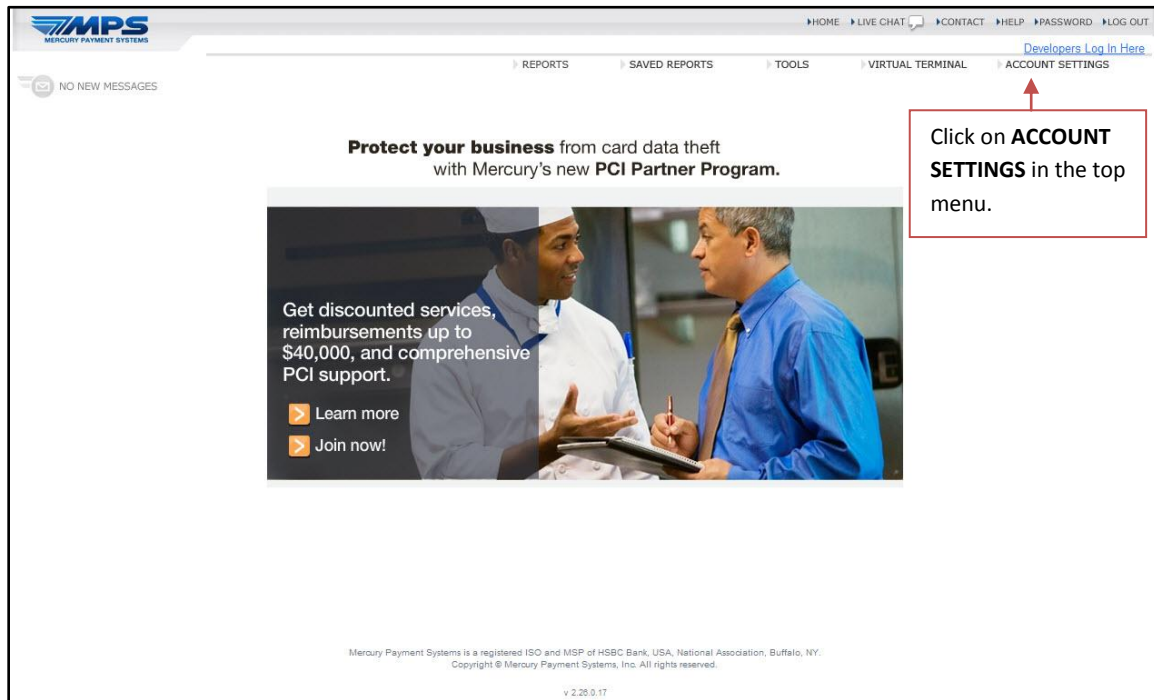
### Mercury VirtualTerminal: Permission Delegating

VirtualTerminal will only show up for personnel in your business that has been assigned role definitions of “Owner,” “Co-Owner” or “Primary Contact”. You may delegate this access to others in your business through the “Account Settings” menu option in MercuryView portal.

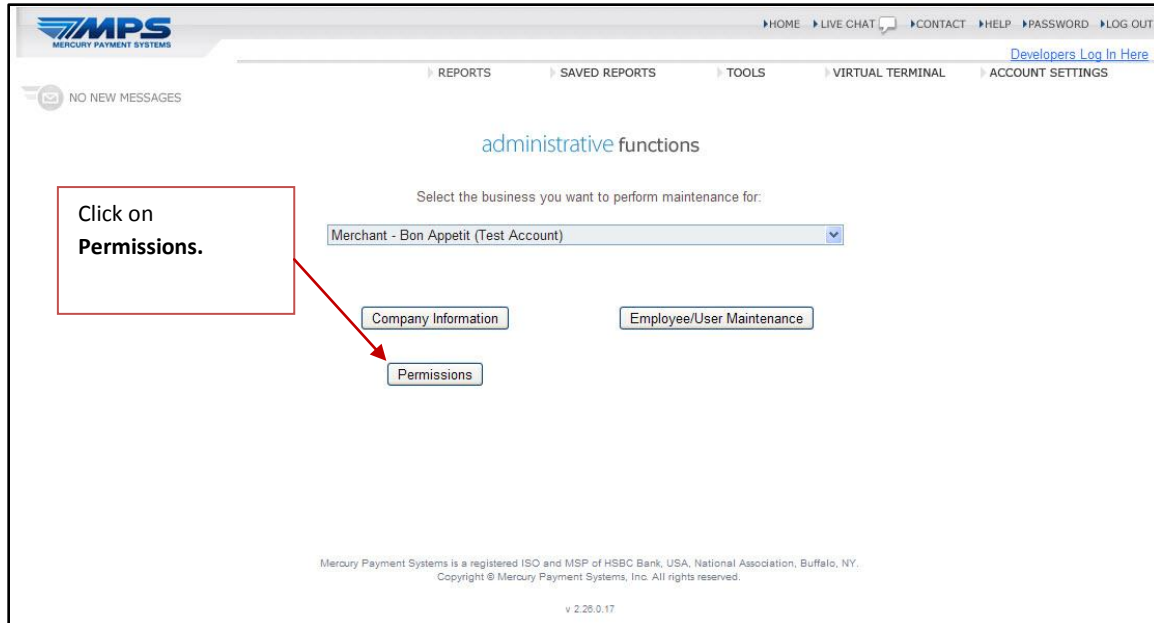
Login to the MercuryView portal at <https://portal.mercurypay.com>



Once logged in, select the “Account Settings” from the top menu.



Click on “Permissions.”



Change Access Level to desired level.

**Access Level for company Merchant - Bon Appetit (Test Account)**

Your Company's Permission Settings

Function	Access Level
Gift Invoice Reports	Medium
Real Time Processing Credit Card Reports	Low
Real Time Processing Credit File Download	High
Real Time Processing Gift Card Reports	Medium
Real Time Processing Gift File Download	High
Real Time Processing Loyalty Card Reports	High
Settlement, Daily Deposits, and Statements	High
Virtual Terminal	High

Access Level Legend

Role	Access Level
Clerical	Low
CoOwner	High
Dealer Sales	Low
Dealer Tech	Low
Manager	Medium
Owner	High
Primary Contact	High

3. Change the Access Level for Virtual Terminal to desired setting based upon legend to the right.

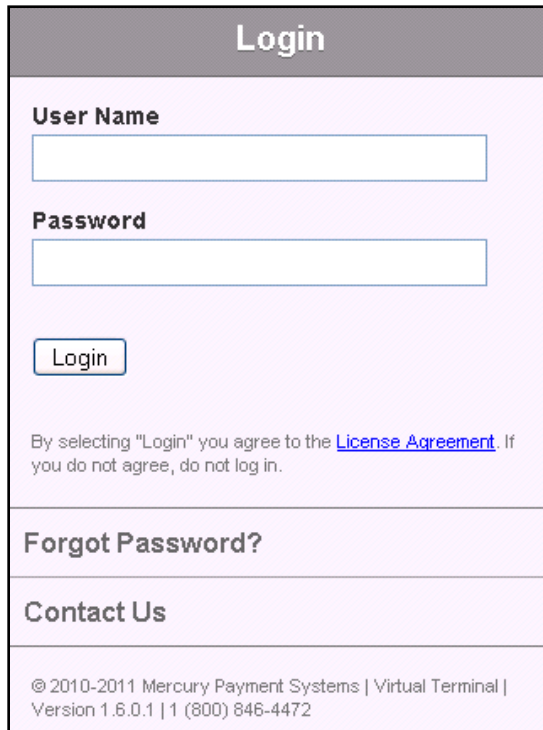
Submit Cancel

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v. 2.20.9.25

## Mercury VirtualTerminal: Mobile Version

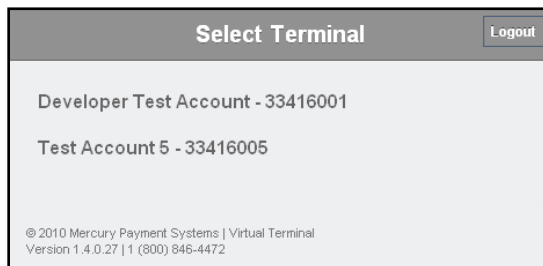
VirtualTerminal can also be accessed from your mobile smartphone (tested on iPhone, BlackBerry, and Android). Please note: The mobile browser version of VirtualTerminal only accepts manually keyed entry transactions.

Login to VirtualTerminal mobile: <https://vt.mercurypay.com>. Enter your current MercuryView user name and password to login. Please note: By selecting "Login," you agree the License Agreement. Click through to the License Agreement to read it in full.



The screenshot shows a mobile login interface with a grey header containing the word "Login". Below the header are two input fields: "User Name" and "Password". A "Login" button is positioned below the password field. A disclaimer text reads: "By selecting 'Login' you agree to the [License Agreement](#). If you do not agree, do not log in." Below the disclaimer are three menu items: "Forgot Password?", "Contact Us", and a footer containing copyright information: "© 2010-2011 Mercury Payment Systems | Virtual Terminal | Version 1.6.0.1 | 1 (800) 846-4472".

Once logged in, select the account you wish to process transactions against from the list of eligible accounts. If you only have one eligible terminal, it will select that one for you and move to the next screen.



The screenshot shows a mobile "Select Terminal" screen with a grey header containing the text "Select Terminal" and a "Logout" button in the top right corner. The main content area lists two accounts: "Developer Test Account - 33416001" and "Test Account 5 - 33416005". The footer contains copyright information: "© 2010 Mercury Payment Systems | Virtual Terminal | Version 1.4.0.27 | 1 (800) 846-4472".

Eligible transaction types are Credit, Gift, and Batch.

Tender Type		Logout
Credit		
Gift		
Batch		
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For Credit, eligible transactions are Sale, Return, Pre Auth, Pre Auth Capture, Voice Auth, Void Sale, and Adjust. At any time, you can click on the Tender Type to return to the transactions menu.

Tender Type	Credit	Logout
Sale		
Return		
Pre Auth		
Pre Auth Capture		
Voice Auth		
Void Sale		
Adjust		
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For Sale transactions, key in the amount of the sale in the **Net Amount** field. The **Tax Rate** is established by the merchant through the admin setting on the desktop web browser. (The mobile version of VT does not include Admin functionality.) Tax will be calculated automatically to your sale based upon your set tax rate. If you have enabled the Gratuity field in your Admin settings, the **Gratuity** field will appear. Enter a gratuity amount, if applicable. In the **Payment Information** area, enter the **card number** and **expiration date**. Use the optional 16 character numeric **Invoice** field if you would like to create a unique invoice number. (The system will assign an invoice number of date and time if this field is left blank.)The **Address** and **Postal Code** fields are used to comply with Address Verification System (AVS) requirements on manual transactions. The address field uses the numeric street number only. The **CVV** field is for manual transactions where this additional card security information is required.

<div style="background-color: #444; color: white; padding: 5px;"> <span style="float: left;">Credit</span> <span style="float: right;">Logout</span> <h2 style="text-align: center; margin: 0;">Sale</h2> <p style="text-align: center; margin: 0;">Developer Test Account - 33416001</p> </div> <div style="background-color: #eee; padding: 5px; margin-top: 5px;"> <p style="text-align: center; background-color: #ccc; margin: 0;"><b>Transaction Information</b></p> <p><b>* Net Amount</b> <input type="text"/></p> <p><b>Tax Rate (%)</b> <input type="text" value="7.500"/></p> <p><b>Gratuity</b> <input type="text"/></p> <p><b>Taxes</b> <b>\$0.00</b></p> <p><b>Total Amount</b> <b>\$0.00</b></p> </div>	<div style="background-color: #eee; padding: 5px; margin-top: 5px;"> <p style="text-align: center; background-color: #ccc; margin: 0;"><b>Payment Information</b></p> <p><b>* Card Number</b> <input type="text"/></p> <p><b>* Exp Date</b> <input type="text"/></p> <p><b>Invoice</b> <input type="text"/></p> <p><b>Address</b> <input type="text"/></p> <p><b>Postal Code</b> <input type="text"/></p> <p><b>CVV</b> <input type="text"/></p> <p><input type="checkbox"/> <b>Override Dupe</b></p> <p style="text-align: center;"> <input type="button" value="Process"/> <input type="button" value="Clear"/> </p> <p style="font-size: small; margin-top: 5px;">           © 2010-2011 Mercury Payment Systems   Virtual Terminal            Version 1.6.0.1   1 (800) 846-4472         </p> </div>
--	--

A credit receipt will display after successful processing. The messages at the bottom of the receipt are the custom messages available from the Admin tab in the web-based version of VirtualTerminal. (The mobile version of VT does not include Admin functionality.)

Credit **Credit Receipt** Logout

**Bon Appetit (Test Account)**  
20 Main Street  
Greenwood Village, CO 80111  
123-456-7890  
12/7/2010 9:53:36 AM

**Operator** Jerry

**Account** XXXXXXXXXXXXX6781

**Exp Date** XXXX

**Card Type** Sale M/C

**Amount** \$2.04

**Ref Number** 0085

**Invoice** 20101207095335

**Auth Code** 000065

I agree to pay the amount shown.

Thank you for your business! Come back soon!

Email Receipt

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Email is available for the receipt since printing is not common on mobile devices.

Credit **Email Receipt** Logout

\* **Email Address**

Send Email Cancel

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A successful email confirmation is received after it is sent. You may also resend the email.

Credit **Email Sent** Logout

Receipt was sent to test@mercurypay.com.

[« Return to Tender Type](#)

[« Resend email](#)

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For Gift, eligible transactions are Sale, Return, Issue, Void Issue, Void Sale, and Balance.

Tender Type	Gift	Logout
Sale		
Return		
Issue		
Void Issue		
Void Sale		
Balance		
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For Gift Sale, required fields are Card Number and Amount.

Gift	Sale	Logout
* Card Number		
<input type="text"/>		
* Amount		
<input type="text"/>		
Invoice		
<input type="text"/>		
<input type="button" value="Process"/> <input type="button" value="Clear"/>		
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For Gift Balance, required field is Card Number.

Gift	Balance	Logout
* Card Number		
<input type="text"/>		
Invoice		
<input type="text"/>		
<input type="button" value="Process"/> <input type="button" value="Clear"/>		
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For Batch functions, Batch Summary and Batch Close are available transactions.

Tender Type	<b>Batch</b>	<a href="#">Logout</a>
Batch Summary		
Batch Close		
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A receipt will display for both of these transactions with the same email capability as is in the other transaction types.

Batch	<b>Batch Summary</b>	<a href="#">Logout</a>
<p><b>Bon Appetit (Test Account)</b>                  20 Main Street                  Greenwood Village, CO 80111                  123-456-7890                  12/7/2010 10:01:05 AM</p>		
Operator Jerry		
Batch Number 63		
Total Items 84		
Total Amount \$311.42		
Credit Sales Total 50		
Credit Sales Amount \$197.43		
Credit Returns Total 11		
Credit Returns Amount \$12.66		
Debit Sales Total 23		
Debit Sales Amount \$126.65		
Debit Returns Total 0		
Debit Returns Amount \$0.00		
<a href="#">Email Summary</a>		
<a href="#">« Return to Tender Type</a>		
© 2010 Mercury Payment Systems   Virtual Terminal Version 1.4.0.27   1 (800) 846-4472		

## Mercury VirtualTerminal: Transaction Reporting

At any time, you can log on to Mercury Payment Systems' MercuryView portal, [www.mercurypay.com](http://www.mercurypay.com) and view your transaction and batch information.