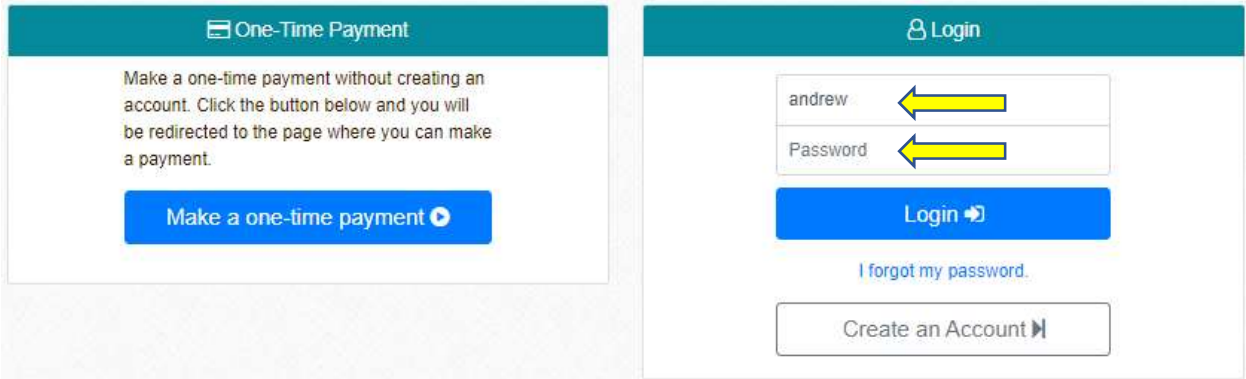


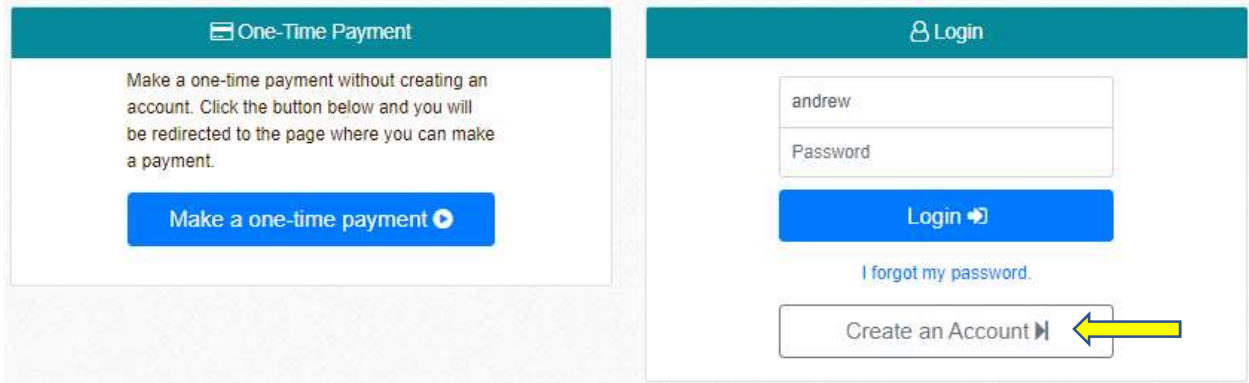
SETTING UP A RECURRING PAYMENT

- 1) Log in as Customer with your Username and Password.



The screenshot shows two side-by-side panels. The left panel is titled "One-Time Payment" and contains a blue button labeled "Make a one-time payment". The right panel is titled "Login" and contains a form with two input fields: "andrew" and "Password". Both fields have yellow arrows pointing to them from the right. Below the fields is a blue "Login" button, a link "I forgot my password.", and a "Create an Account" button.

- 2) If your account has not been created, click on "Create an Account" button.



The screenshot shows the same two panels as above. In this version, the "Create an Account" button in the "Login" panel has a yellow arrow pointing to it from the right. The "andrew" and "Password" fields are now empty.

- 3) Create your new user account by completing / filling in the below, including your payment card information; then, click on checkbox to agree on Payment Terms of Service; then, click on Create an Account button.

Create an Account - 1 JetPay

To create an account and make payments, please enter all the information below. Please note that your preferred payment method will not be charged at this time.

Account Information

Name

Company Name

Mobile Phone Number

Email

Confirm Email Address

Username

Password

Password must meet at least 3 out of 4 of the following complexity rules and be at least 10 characters long.

- at least one uppercase letter (A-Z)
- at least one lowercase letter (a-z)
- at least one digit (0-9)
- at least one special character (#, %, !, etc.)

Confirm Password

Billing Information

Address

Address Continued

City

United States

State

Zip Code

Payment Method

Your payment method will not be charged at this time and is used only for the establishment of a payment profile for future payments.

Name on Card

Card Number

Expiration Month

Expiration Year

Notification Preference

Notifications will be sent out for one-time payments and recurring payments. You will not receive any marketing emails or phone calls from NCR.

None Email SMS Email & SMS

By registering, I agree to the [Payment Terms of Service](#).

- 4) Once your new account is created (or after logging in), your profile will look like below with your address and payment method information:
Dashboard (Andrew Albano) - 1 JetPay

Account Information

Name:	Andrew Albano	Address:	4450 Sojourn Dr 500B Addison, TX 75001
Company Name:		Payment Method:	Visa 410039 **** 7866 01/22
Email Address:	andrew.albano@ncr.com		

QuickPay

Select a Payment Account ▼ Select a Payment Profile ▼ **QuickPay**

Address Information
Add and edit billing addresses

Payment Methods
Add and edit saved payment information

Customer Details
Edit additional customer information

Payment History
View previous payments and attempts

Payment Plans & AutoPay
Manage scheduled and AutoPay payments

QuickPay Payment Accounts
Add and edit account information

Note: You can change or add another payment method by clicking on Payment Methods link above.







- 5) Click on Customer Details button for additional customer information.
Dashboard (Andrew) - 1 JetPay

Account Information

Name:	Andrew	Address:	4450 Sojourn Dr 500B Addison, TX 75001
Company Name:		Payment Method:	Visa 411111 **** 1111 12/23
Email Address:	andrew.albano@ncr.com		

QuickPay

Select a Payment Account ▼ Select a Payment Profile ▼ [⚡ QuickPay](#)

 Address Information Add and edit billing addresses	 Payment Methods Add and edit saved payment information	 Customer Details ← Edit additional customer information
 Payment History View previous payments and attempts	 Payment Plans & AutoPay Manage scheduled and AutoPay payments	 QuickPay Payment Accounts Add and edit account information

- 6) You can choose to receive payment notification after you have processed your payment either by email or SMS (text) message, or both, by selecting what is appropriate; then, click on Save Customer Details button.

You can also change your password as necessary on this page by clicking on Change Password.

(NOTE: Company Name is not required.)

Customer Details (Andrew) - 1 JetPay

[Back To Dashboard](#)

Name	<input type="text" value="Andrew"/>
Email	<input type="text" value="andrew.albano@ncr.com"/>
Phone Number	<input type="text" value="2142177111"/>
Company Name	<input type="text"/>
Customer Notification Preference	
<input type="radio"/> Email Only <input type="radio"/> SMS Only <input type="radio"/> Email & SMS <input checked="" type="radio"/> None	
<input type="button" value="Save Customer Details"/> <input type="button" value="Change Password"/>	

Once you have saved your additional information, the system will redirect to the Dashboard page.

- 7) Click on QuickPay Payment Accounts to enable QuickPay option. This option allows you to quickly pay using your selected payment account / profile.

Dashboard (Andrew) - 1 JetPay

The screenshot displays the JetPay dashboard for user Andrew. It features a teal header for 'Account Information' with fields for Name (Andrew), Company Name, Email Address (andrew.albano@ncr.com), Address (4450 Sojourn Dr 500B Addison, TX 75001), and Payment Method (Visa 411111 **** 1111 12/23). Below this is a 'QuickPay' section with dropdown menus for 'Select a Payment Account' and 'Select a Payment Profile', and a blue 'QuickPay' button. A grid of six service tiles is shown below: Address Information, Payment Methods, Customer Details, Payment History, Payment Plans & AutoPay, and QuickPay Payment Accounts. A yellow arrow points to the 'QuickPay Payment Accounts' tile, which has the subtext 'Add and edit account information'.

- 8) Click on Add QuickPay Payment Account.

QuickPay Payment Accounts (Andrew)

The screenshot shows the 'QuickPay Payment Accounts' page for Andrew. At the top left is a 'Back To Dashboard' link. The main content area is a large white box with a blue plus sign and the text 'Add QuickPay Payment Account' centered inside.

- 9) Choose your Payment Type from the drop-down menu; then, add your Account Number; then, click on Save button. (NOTE: There will not be a Test Number on your instance.)

Add QuickPay Payment Account

[Back to QuickPay Payment Accounts](#)

Add QuickPay Payment Account

Payment Type*

Account Number*

Test Number*

- 10) Once you have saved your Payment Type and Account Number, the QuickPay Payment Account would show on the page as follows:

QuickPay Payment Accounts (Andrew) - 1 JetPay

[Back To Dashboard](#)

+

Add QuickPay Payment Account

Utility

Account Number: 123456789

[Edit](#) | [Remove](#)

You will be able to Edit | Remove same when necessary.

Click on Back to Dashboard to return to the main page.

- 11) To process a QuickPay, select the Payment Account and Payment Profile; then, click on QuickPay button to submit your payment.

Dashboard (Andrew) - 1 JetPay

Account Information

Name:	Andrew	Address:	
Company Name:			4450 Sojourn Dr 500B Addison, TX 75001
Email Address:	andrew.albano@ncr.com	Payment Method:	Visa 411111 **** 1111 12/23

QuickPay

Utility 123456789 Visa 411111 **** 1111 12/23 **QuickPay**

Address Information
Add and edit billing addresses

Payment Methods
Add and edit saved payment information

Customer Details
Edit additional customer information

Payment History
View previous payments and attempts

Payment Plans & AutoPay
Manage scheduled and AutoPay payments

QuickPay Payment Accounts
Add and edit account information

- 12) Enter your payment amount; then, click on Next Step button.

QuickPay - 1 JetPay

Shopping Cart

Payment Profile: Visa 411111 **** 1111 12/23

Payment Type: Utility

Account Number - 123456789 Test Number - 111111119

Payment **Next Step**

13) Once you check on box to authorize payment, you can click on Make Payment button to process your payment.

Make A Payment - Review Payment - 1 JetPay

The screenshot shows a payment review interface with a green header bar containing 'Cart Information' and 'Payment Information'. The main content is divided into two columns. The left column is titled 'Review Payment' and contains a table with the following items:

Item	Amount
Utility	\$1.00
Total Amount Due:	\$1.00
411111 ***** 1111 expires 12/2023	(\$1.00)
Total Payment Methods:	(\$1.00)

Below the table is a 'Billing Contact Information' section with the following details:

Andrew (214) 217-7111
4450 Sojourn Dr
500B
Addison, TX 75001
andrew.albano@ncr.com

At the bottom of the left column, there is a checkbox labeled 'Payment Terms of Service and authorize this payment.' with a yellow arrow pointing to it. Below this is a blue 'Make Payment' button with a downward arrow and a yellow arrow pointing to it.

The right column is titled 'Shopping Cart' and contains a table with the following items:

Utility	\$1.00
Subtotal	\$1.00

Below the table is a 'Payment Details' section with the following information:

Utility
123456789 - 111111119 - \$1.00

At the bottom of the right column is a 'Cancel Transaction' button.

System will process your payment and will show your receipt.



Thank You for Your Payment

Approved

2/6/2020 2:47 PM Central Standard Time

Customer Name Andrew

Effective Date

2/6/2020

Approved 20000900

Item	Amount
Utility	\$1.00
Subtotal:	\$1.00
Total Charged to: 	\$1.00
Total Amount Paid:	\$1.00

Collection Mode: web (manatron)

Payment Details

Utility

Account Number: 123456789 - Test Number: 111111119 - Andrew - \$1.00

- 14) Click on Payment Plans & AutoPay to manage scheduled and AutoPay payments.
Dashboard (Andrew) - 1 JetPay

Account Information

Name:	Andrew	Address:	4450 Sojourn Dr 500B Addison, TX 75001
Company Name:		Payment Method:	Visa 411111 **** 1111 12/23
Email Address:	andrew.albano@ncr.com		

QuickPay

Select a Payment Account ▼

Select a Payment Profile ▼

⚡ QuickPay

Address Information

Add and edit billing addresses

Payment Methods

Add and edit saved payment information

Customer Details

Edit additional customer information

Payment History

View previous payments and attempts

Payment Plans & AutoPay

Manage scheduled and AutoPay payments

QuickPay Payment Accounts

Add and edit account information

- 15) Click on Create a new payment plan.
Payment Plans & AutoPay (Andrew) - 1 JetPay

[Back To Dashboard](#)

Additional Options

- [Create a new payment plan](#)
- [Enroll in AutoPay](#)

Type	Payment Method	Status	Previous Payment	Next Payment	Payment Type	Payment Identifier	Action
No Recurring Payments found.							

16) Choose the Plan Type (either Fixed Schedule or Until Cancelled) and Payment Type.

Create a new Recurring Payment Plan - 1 JetPay

Plan Type	
Please select a plan type:	
<input checked="" type="radio"/> Fixed Schedule	<input type="radio"/> Until Cancelled

Payment Type	
Payment Type	<input type="text" value="Please select a Payment Type"/>

[Add to Payment Plan](#)

17) Once you have chosen Payment Type, input your Account Number and Total Amount Due. (NOTE: Test Number not show in your instance.) Then, click on Add to Payment Plan button.

Create a new Recurring Payment Plan - 1 JetPay

Plan Type

Please select a plan type:

Fixed Schedule Until Cancelled

Payment Type

Payment Type: Utility

Account Number*

Test Number*

Total Amount Due: \$

[+ Add to Payment Plan](#)

Payment Plan will show on the right-hand side of page under Shopping Cart.

Create a new Recurring Payment Plan - 1 JetPay

Plan Type

Please select a plan type:

Fixed Schedule Until Cancelled

Payment Type

Payment Type: Please select a Payment Type

[+ Add to Payment Plan](#)

Shopping Cart

Utility	\$120.00
Subtotal	\$120.00

Payment Details

Utility	
Account Number	123456789
Test Number	111111119

18) On Payment Information box, you can either choose Number of Payments or Amount per Payment; then, choose the Frequency of payment by clicking on drop-down menu; then, choose the Start Date; and you can add a note on the Description box; then, choose Payment Profile from the drop-down menu.

Once you filled in all fields, click on + Schedule Payment Plan button.

Payment Information

How would you like to specify the payment amount?

Number of Payments
The final payment amount may include remaining cents to cover an uneven payment distribution.

Amount per Payment
A final payment amount of less than \$5.00 will be added to the last full payment.

How often would you like to pay?

Frequency

Start Date

Please describe the payment plan.

Description

Payment Profile

Payment Profile

[+ Schedule Payment Plan](#)