

A large, thick, green curved bar that starts horizontally on the left and curves downwards and to the right, ending in a black horizontal bar at the bottom right.

Lightweight Virtual Terminal

Guide for merchants

Version 01

emerchantpay.com

Lightweight Virtual Terminal for merchants

I. What is it?

The lightweight version of the Genesis Virtual Terminal is a simplified counterpart of our Virtual Terminal available through the Genesis Merchant Console. It enables merchants to process MOTO payments or generate payment links quickly and easily through any device, including smartphones and tablets, with a web browser and internet access.

II. Supported features

- **MOTO payments:** This feature allows direct processing of a MOTO card payment. The sales operator enters the required card details, while the payment may or may not require CVV verification. This requirement varies depending on how the merchant terminal is configured on their Merchant Account with Genesis.
- **Pay by Link:** The functionality allows two options: a. the users to generate a payment link which they can subsequently send to the customers themselves or b. to automatically send the payment link to the cardholder's via email or text message. The sales operator enters the payment amount and the cardholder's email or phone number (optional).
- **Access to the Lightweight Virtual Terminal** through a web browser on any type of device – phone, tablet, or desktop.

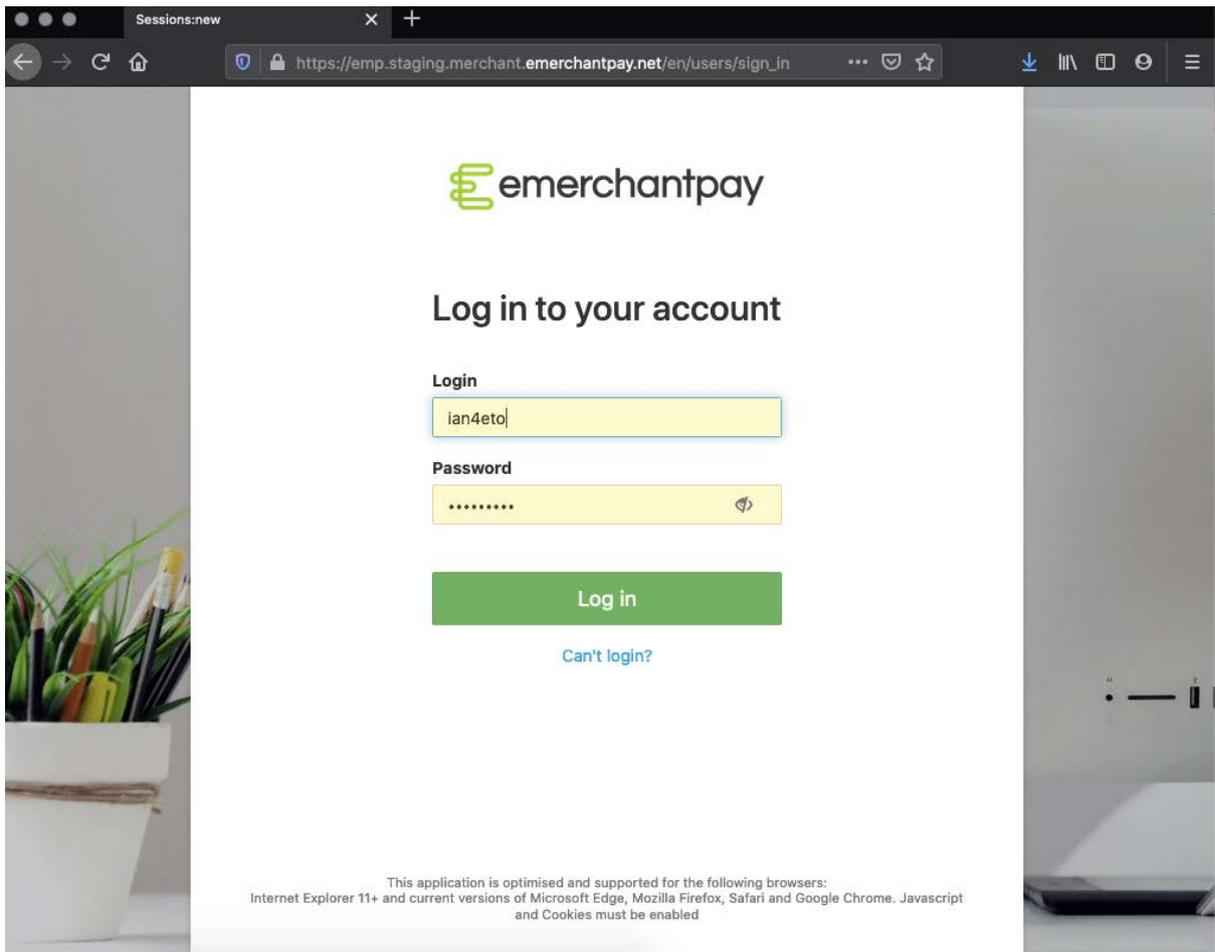
III. Where to access it

The Lightweight Virtual Terminal is accessible from the same URL through which users access the Genesis Merchant Console. Users can access this link from the user activation email received when emerchantpay create a user account for them.

To access the new Virtual Terminal, the user must have a `merchant_sales_operator` role. Please note that `merchant_sales_operator` users are only restricted to use either MOTO payments or Pay by Link and are not authorised to access other features such as transactions, billing.

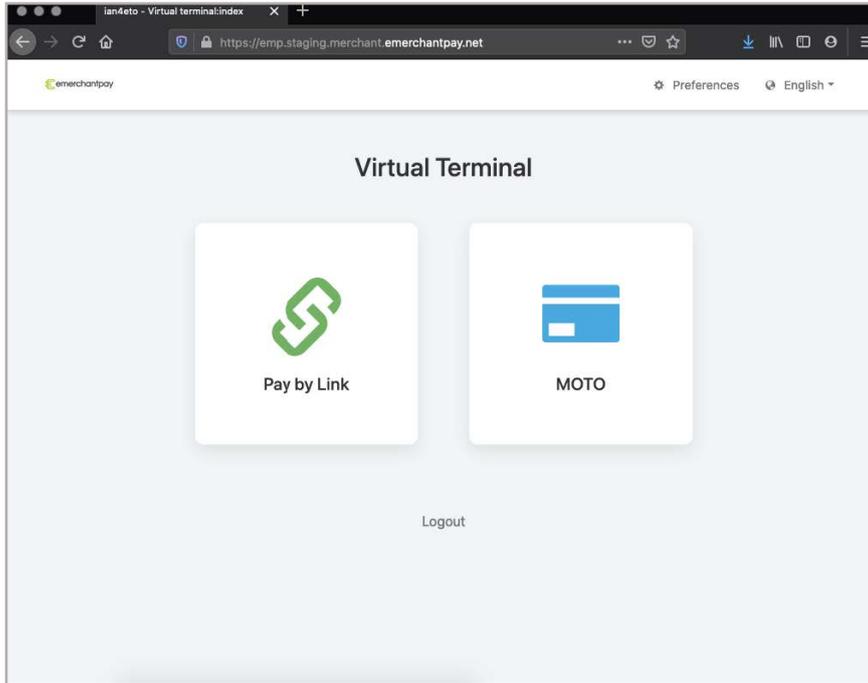
IV. How to use it

1. The user needs to log in to the Genesis Merchant Console:

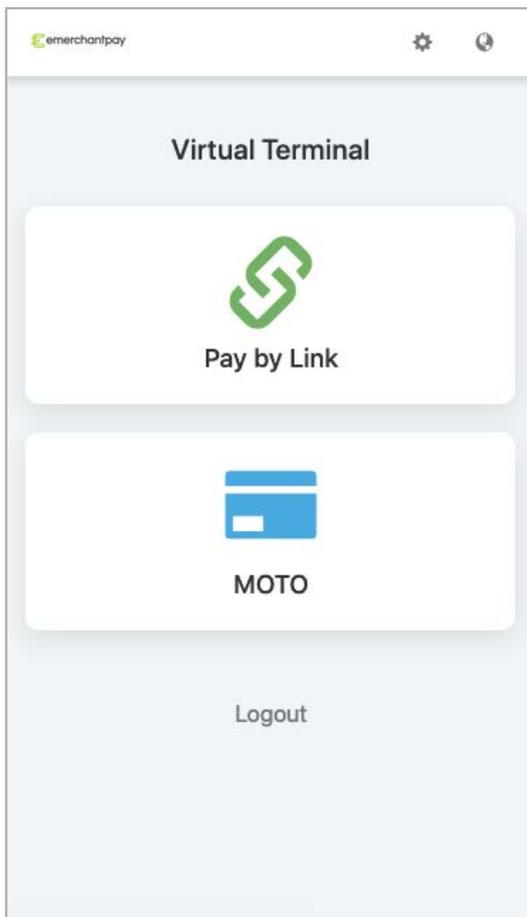


2. After logging in successfully, the user will be redirected to the Virtual Terminal screen for payment processing. They also have the option to change the display language or their user details and password. Depending on the merchant's user configuration, they have the option to process a MOTO payment and/ or to generate a payment link.

i. Desktop view



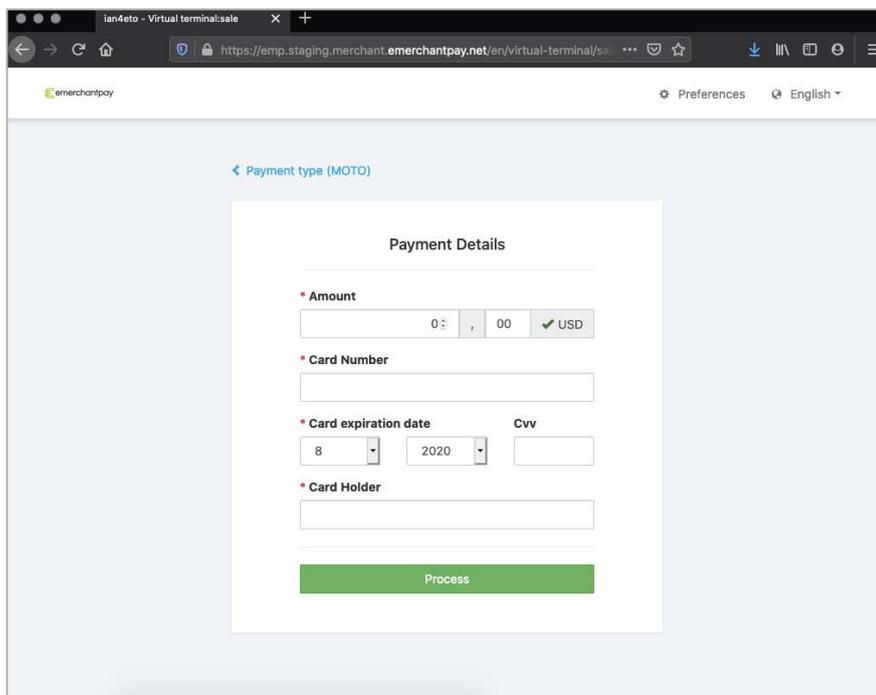
ii. Mobile view



- If the user selects to process a MOTO payment, they only need to enter: the transaction amount, card number, card expiration, CVV (if applicable depending on the Virtual Terminal settings) and cardholder details.

The transaction currency is automatically determined

i. Desktop view

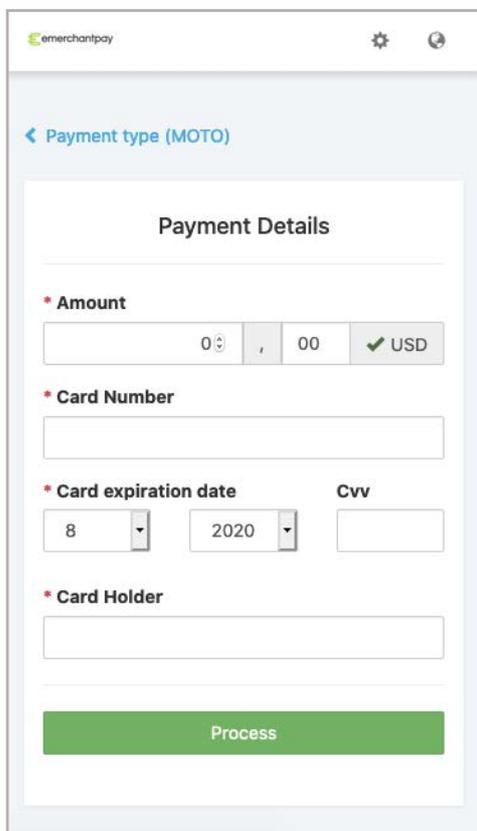


The screenshot shows a desktop browser window with the URL <https://emp.staging.merchant.erchantpay.net/en/virtual-terminal/sale>. The page title is "Payment type (MOTO)". The main content area contains a "Payment Details" form with the following fields:

- * Amount:** A text input field containing "0", a decimal separator, and "00", followed by a dropdown menu set to "USD".
- * Card Number:** A single-line text input field.
- * Card expiration date:** Two dropdown menus, the first set to "8" and the second set to "2020".
- Cvv:** A text input field.
- * Card Holder:** A single-line text input field.

A green "Process" button is located at the bottom of the form.

ii. Mobile view

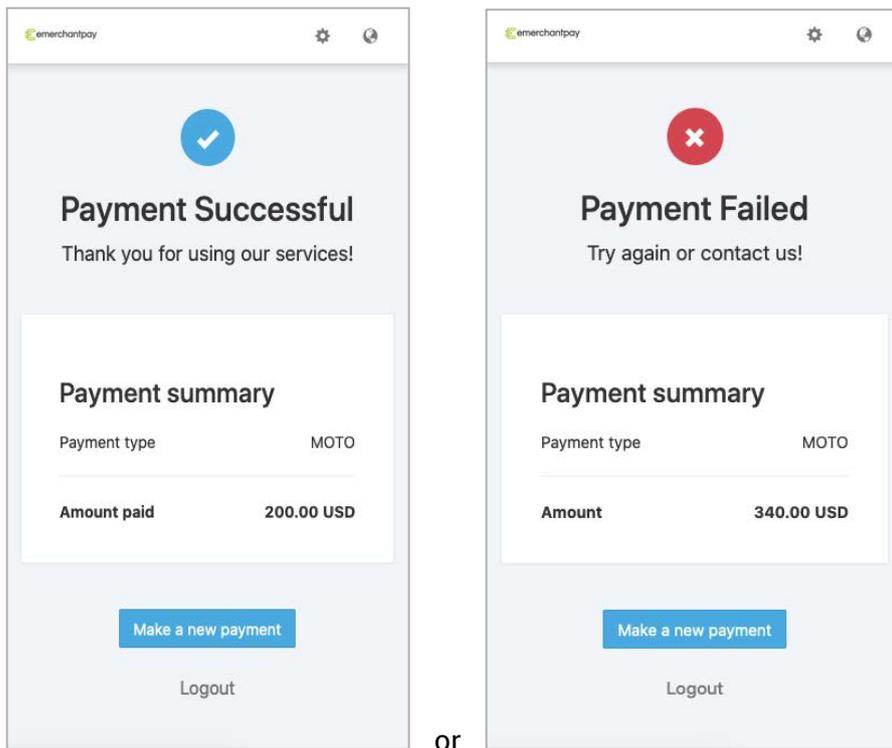


The screenshot shows a mobile browser window with the emerchantpay logo and a settings icon. The page title is "Payment type (MOTO)". The main content area contains a "Payment Details" form with the following fields:

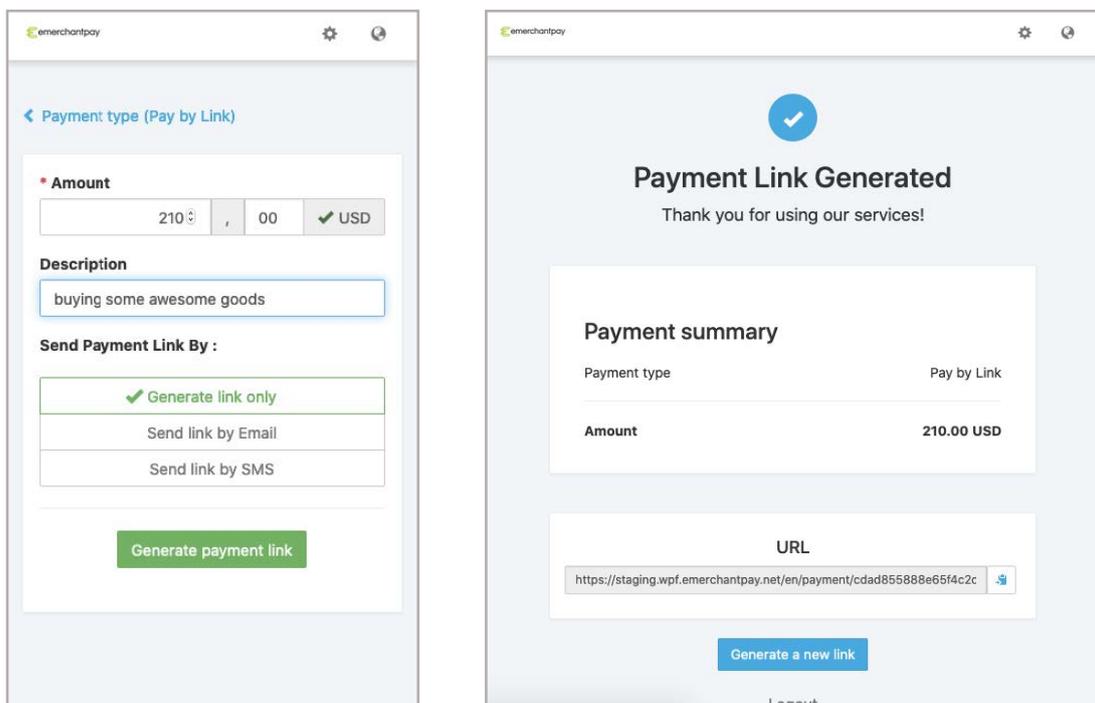
- * Amount:** A text input field containing "0", a decimal separator, and "00", followed by a dropdown menu set to "USD".
- * Card Number:** A single-line text input field.
- * Card expiration date:** Two dropdown menus, the first set to "8" and the second set to "2020".
- Cvv:** A text input field.
- * Card Holder:** A single-line text input field.

A green "Process" button is located at the bottom of the form.

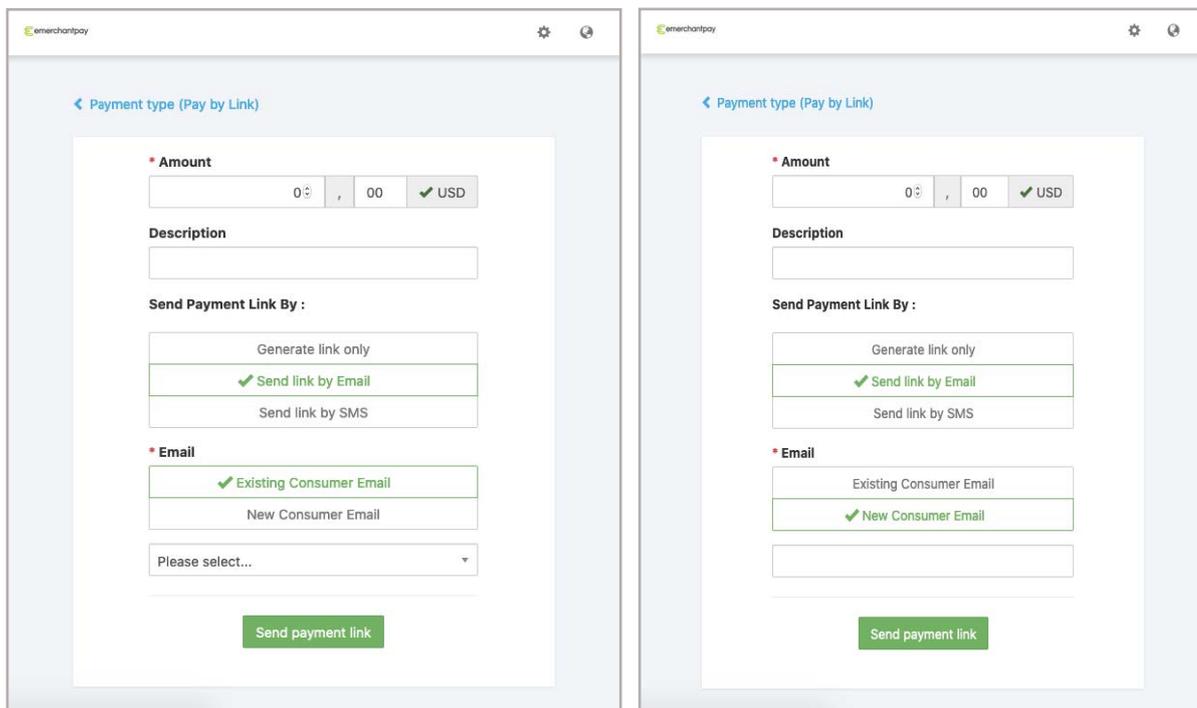
The payment is processed after clicking the “Process” button. The next screen shows either the payment’s success or failure:



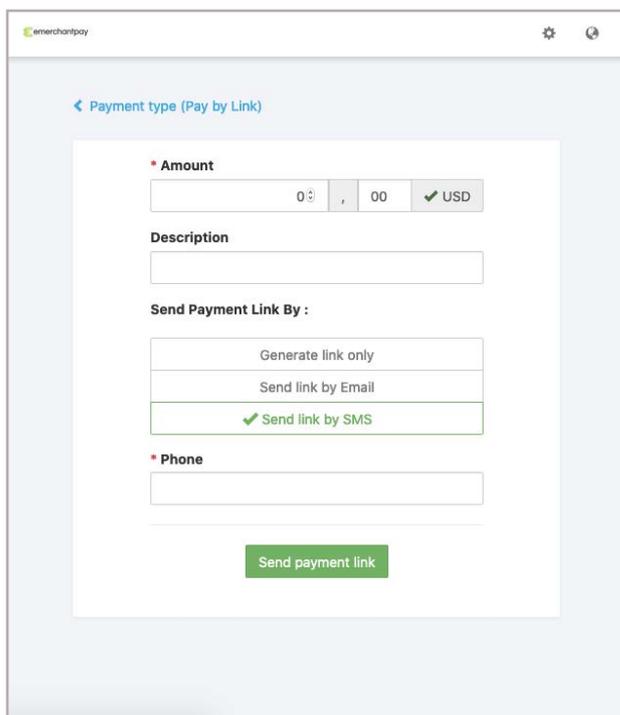
4. If the user selects to generate a payment link they need to enter: the transaction amount and description of the payment.
- Depending on the merchant’s user configuration and/or customer choice, they can choose to:
- i. Generate link only – by selecting this option, the user can simply generate the payment link, copy it and then send it to customers with his preferred method



- ii. Send link by Email - the user can select the Existing Consumer Email option from the customer database or alternatively select the option New Consumer Email to submit a new email. After clicking Send payment link, the customer will receive an email with a link to the payment page so they can fill in their payment details and complete the transaction.



- iii. Send link by SMS – the user must fill in the Consumer Phone field to in the payment link generation form. The customer will receives an SMS with a link to the payment page and complete the payment.





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