



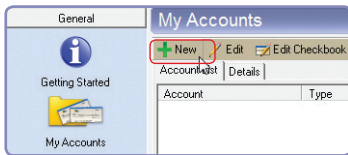
# gPay Terminal™ User Guide

## How to setup & process gCard transactions!

### STEP 1. SETUP

From the main VersaCheck™ screen:

- 1 Setup your account & checkbook in **VersaCheck®**. (see VersaCheck® Quick Start Guide)

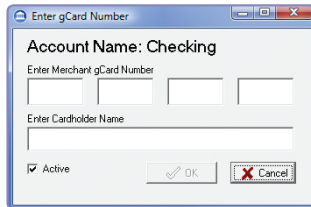


- 2 Visit gValidate.com to validate your bank account – during validation please:

- Get your gCard
- Get your gPay Merchant plan



- 3 In VersaCheck click the 'gCard Transactions' icon. When prompted enter your 'gCard Number' and 'Cardholder Name'.

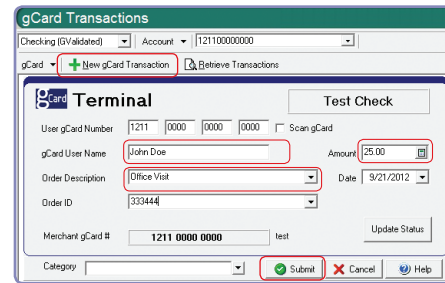


You are now ready to Enter gCard Transactions!

### STEP 2. ENTER TRANSACTIONS

With the VersaCheck gPay Terminal™ open:

- 1 Click 'New gCard Transaction'
- 2 Enter your customer 'gCard Number', 'Card User Name', 'Amount' and any other desired information. *Have your customers go to gValidate.com and sign up for their gCard today - it only takes minutes and it's FREE!*
- 3 Click 'Submit'



**Note:** Transaction Status is determined by gCard Account Holder settings which may include cardholder pre-set time delays. Once delay has passed click on the transaction in the register, then click 'Update Status' on the gPay Terminal™ to see if the check is ready to print.

| Date      | Payee/Cash/Description                                      | Amount | Status   | Hours Pending | Last Update              |
|-----------|---|--------|----------|---------------|--------------------------|
| 9/28/2012 | TEST CANADA 1<br>1211000000<br>open with the staff / 123456 | 5.00   | To Print |               | 9/27/2012<br>10:06:41 AM |
| 9/20/2012 | TEST<br>1211000000<br>Canada                                | 5.00   | Pending  | 2             | 9/20/2012<br>1:30:11 PM  |
| 9/14/2012 | Test Test<br>1211000000<br>Mock bank account / 1234         | 5.00   | Pending  | 3             | 9/14/2012<br>4:20:28 PM  |



### STEP 3. PRINT gCARD CHECKS

When the register status indicates 'To print' please do the following:

- 1 Click the 'Print' button
- 2 Login using your gValidate user name and password.



- 3 Follow the prompts to print gCard checks for deposit!

### gPay Terminal™ Tips

- Your gCard and gPay Merchant Plan must be associated with your gValidate login user name and password to work with the gPay Terminal™.
- When prompted, please be sure to enter the VersaCheck Paper Validation Code included with this package.
- Encourage your customers to sign-up for the gCard. When they pay you with gCard you **save 90%** vs. accepting credit or debit cards.

To download the latest program and gPay Terminal™ updates: Click on the 'Help' menu item and select 'Download the Latest Program Update'.