

How To Set Up Your USB Credit Card Reader with PaySimple Solution 2.0

Software Requirements: Microsoft Windows PC or Mac OS X and I.E. 6.0 or later

Setup: The credit card reader plugs into any standard USB port on your computer. There is no software to install.

Setting Up and Using Your USB Credit Card Reader

1. Plug the USB Reader into your computer
2. Log into the system at <https://paysimple.biz>
3. On the main navigation bar, click **Process Payments**
4. Click **Quick Payments** and select **Credit Card Payment** from the 'Payment Type' drop down
5. Click **Swipe** next to the **Credit Card Number** field
6. Swipe the card
7. You'll see the card information populate into the form. If you are on the **Quick Pay** screen, you will also see the first name and last name populate. You will need to enter only the billing address and the amount of the sale.
8. Enter the remaining information for the sale.
9. Click **Process**. You will see a pop up box with the authorization code and amount of the transaction. If there is an error in the transaction and it did not process, you will see the reason for the error in red type. Correct the error and re-process.

PaySimple Support: 800.466.0992