First Capital Datasource 888-733-1763 / 972-733-1763 infofcd@airmail.net



## Cloud / Virtual Application ATM / ADM Hybrid "PIN" Based Virtual Terminal Gateway

## **USER MANUAL**

Navigate to the Processing Gateway website at: <a href="https://www.sterlingpaymentsolutions.com">https://www.sterlingpaymentsolutions.com</a>

- Login with store credentials
- <u>Choose</u> the appropriate <u>terminal ID</u> by clicking "Select This Terminal "

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Transaction	Store Welcome Page		
O Transaction	You have signed into Store: Florida Store		
O Transaction History	Select which terminal you plan to use		
	Terminal ID	Location	
	D4D15340	Florida	Select this Terminal
	CC311574	United State	Select this Terminal
	14315333	Chetu India	Select this Terminal

Click <u>"Ok</u>" when "Card Service is Running" screen pops open

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		Transaction	
		Cash For Debit	Terminal ID:14315333
		Enter Amount*	
			Submit Transaction

• Enter in the transaction amount and click "Submit Transaction"

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		Enter Amount*		5.0d				
		Enter Amount *		5.00 Submit Transaction				
		Enter Amount *		5.00 Submit Transaction				

• Merchant will be asked to enter Convenience fee (If applicable)

Store Fee Dialog	×
Enter store fee Amount: 0	
OK	

• Merchant will be asked to Accept surcharge and Convenience fee breakdown

Accept Surcharge			×
This machine charges a fee of §	\$3.00 in addition to fees t	hat your bank may	
charge Break down:			ec
Convenience Fee: \$0.00			
Surcharge: \$3.00	00	<b>1</b>	
Total Charged to customer \$10.0	00		
Total Owen to customer. \$10.0			
		Yes N	0
	- Withintrawya	Lange Lange	

- Press "Submit Transaction" to start transaction
- <u>Customer will be asked to enter or swipe card followed by entering "PIN" number</u>
- <u>Merchant</u> will get message if transaction is approved as well as the ability to print receipt

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