



**DCS Training Guide**

payZone™

**...the new face in cash loading.**

PayXone is a cash acceptance network for loading prepaid cards.

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## Introduction

This PayXone training guide provides instructions for the store clerk. This guide introduces PayXone and presents detailed instructions on how to process a cash load.

## Load Information

At participating DCS locations, the load fee is \$3.95 per load. Funds will take 30 minutes to post to the customer's account.

## Load limits

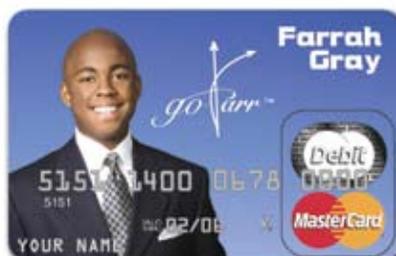
- \$10 Minimum per transaction
- \$2500 Maximum per transaction
- \$5000 Maximum per day

## Contact us

Email: [Support@PayXone.com](mailto:Support@PayXone.com)  
Phone: (877) 810-6897  
Hours: Monday-Friday, 6 AM to 9 PM  
Saturday and Sunday, 9 AM to 6 PM

# Accepted Cards





# Set Up PayXone on DCS

## Instructions for installation of PayXone on DCS Software

### POS CardServer

The POS CardServer is the software that should be installed and running on one computer at each location.



1. To run, double click the "crd" icon from that workstation.

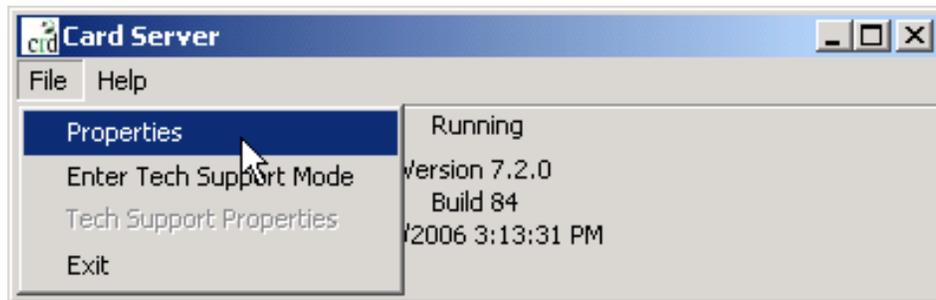
### CardServer

The system tray, where the CardServer icon is located, is found in the bottom right corner of the screen (by the clock).



1. Double click the CardServer icon from here.

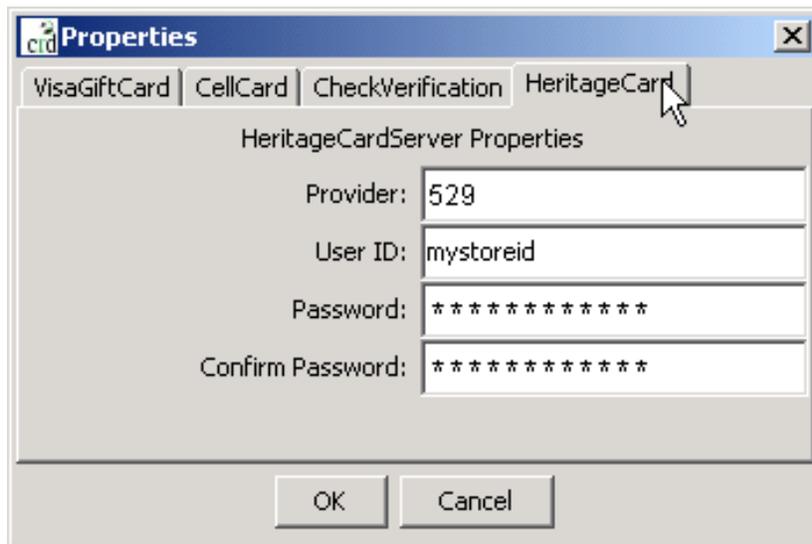
## CardServer Properties



1. From the "File" menu, click the "Properties" option.

## Heritage Card Properties

The Heritage Card Properties screen allows the user to enter settings unique to a store location. These settings are required prior to performing transactions.



1. To create a Heritage CardServer Property, click on the "Heritage Card" tab and enter your account information.
2. Click "OK" to save changes, or "Cancel" to return to the previous screen.

## BPS for Windows

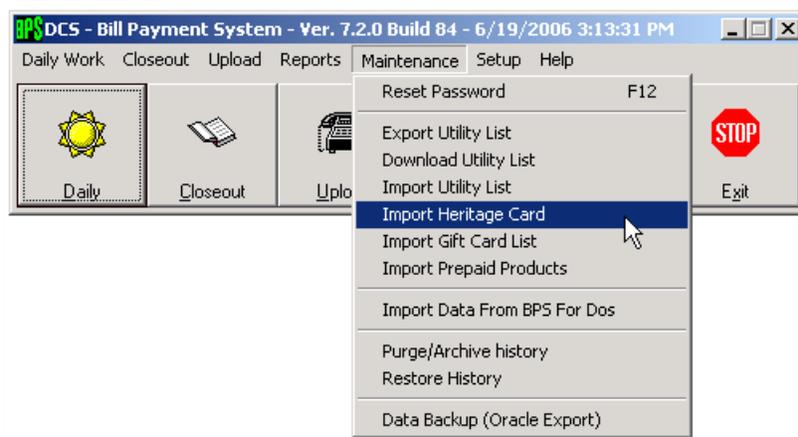
The Bill Payment Service for Windows icon allows the user to run the bill payment application that processes all Heritage/PayXone Card transactions.



1. Double click the "BPS for Windows" application.
2. Login using your DCS password.

## Maintenance

The Maintenance screen allows the user to import the Heritage Card.

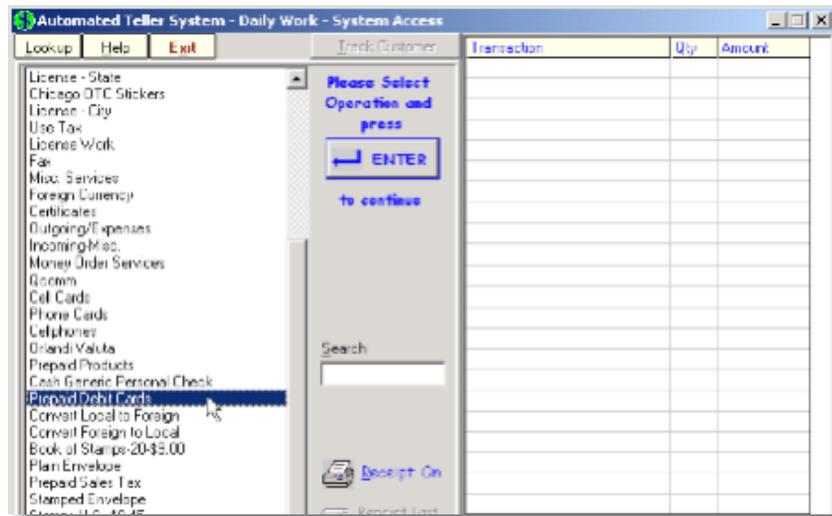


1. To import the Heritage Card, click "Maintenance" and then click "Import Heritage Card".
2. A status bar is displayed as product information is downloaded and the corresponding menu items are created.
3. The setup is complete once the import finishes.

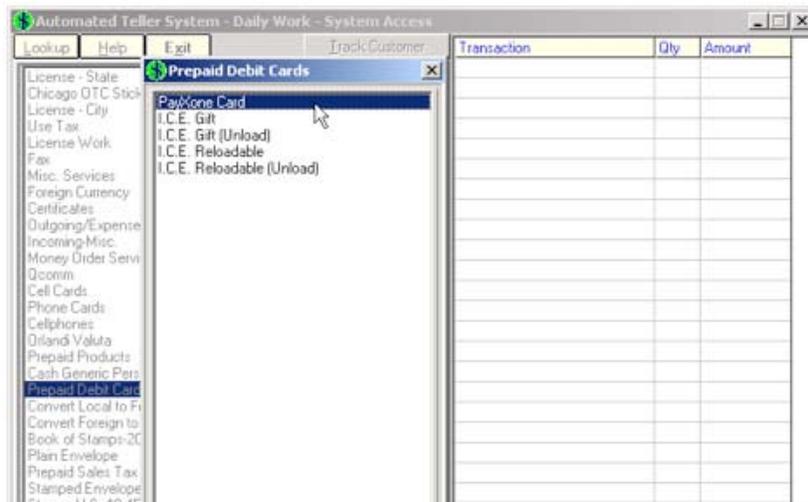
# Automated Teller System

## Prepaid Debit Cards

The Prepaid Debit Cards screen allows the user to select the PayXone transaction from the list displayed.



1. Select the option labeled "Prepaid Debit Cards" from the Automated Teller System menu, and click "Enter".



2. Select "PayXone Card" from the submenu's list of prepaid card options.

## PayXone Card

The PayXone Card screen allows the user to select the desired service to be performed to the PayXone prepaid card.



1. Select the desired service to be performed by clicking one of the three buttons: "ReLoad", "Get Balance", or "Cancel".

## Add New Payments

The Cardholder Information screen allows the user to obtain the cardholder's information that is needed to process PayXone cash load transactions.

**Add New Payments**

**PayXone Card (Reload)**

**Bill Information:**

Account Number: 9999-8888-7777-6666

Expiration Date: mm / yy

**Customer Information:**

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

**Payment Information:**

Type: Activation/Load

Amount: \$65.00

Fee: \$2.20

Charge: \$1.85

*Fee should be paid by CASH only!*

Use [Tab] To Move Between Fields

Press ENTER when you are done  
ESC - Cancel

OK Cancel

1. Swipe the customer's prepaid card to collect the card information. The card information will auto-populate the "Account Number" and "Expiration Date" fields upon a successful swipe.
2. Enter the load amount and fee in the appropriate fields.
3. Click "OK".



## Amount Due

The Amount Due screen displays the total amount due by the cardholder. In addition, it allows the user to enter the collected amount, which auto-populates the "Pay Out" or change amount.

Field	Value
Amount Due:	\$89.15
Collected:	\$90.00
Pay Out:	\$0.85

1. The total amount due is displayed on the screen. Collect the cash from the cardholder and enter the cash amount collected in the field labeled "Collected". The change is calculated and automatically displayed in the "Pay Out" field. When the cash has been collected, click "OK". Click "Cancel" if the user has insufficient funds.

## Transaction Complete

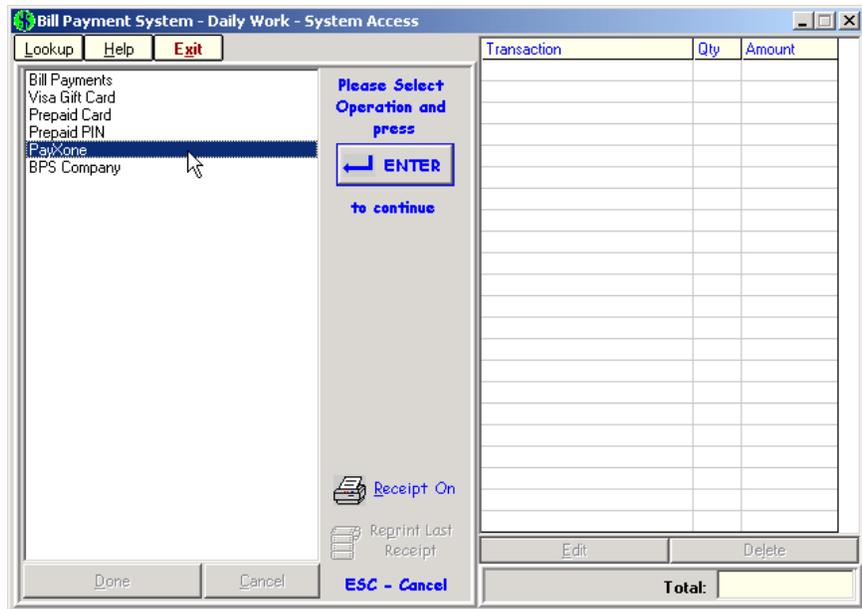
The Transaction Complete screen informs the user that the PayXone cash load transaction was successful. This page also displays the new PayXone prepaid card balance.



1. If the page states that the "Upload is Successful", the transaction is complete. The card is then loaded and the new balance is displayed on the screen.

## PayXone

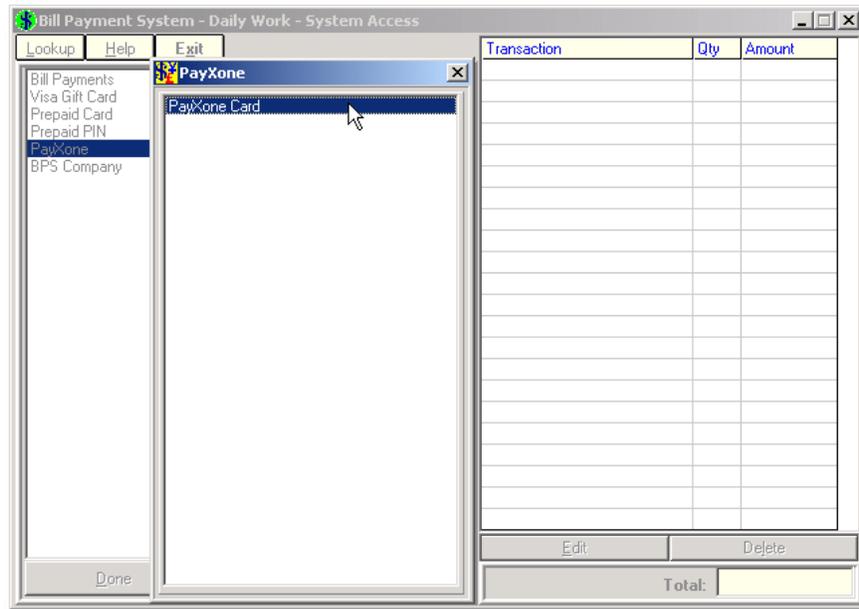
The PayXone screen allows the user to select the PayXone Card transaction option.



1. Select the option labeled "PayXone" from the Bill Payment System transaction list and click "Enter".

## PayXone Card

The PayXone Card screen allows the user to select the PayXone prepaid card.



1. Select "PayXone Card" from the submenu.

## PayXone Card

The PayXone Card screen allows the user to select the desired service to be performed to the PayXone prepaid card.



1. Select the desired service to be performed by clicking one of the three buttons: "ReLoad", "Get Balance", or "Cancel".

## Add New Payments

The Cardholder Information screen allows the user to obtain the cardholder's information that is needed to process PayXone bill payment transactions.

**Add New Payments**

**PayXone Card (Reload)**

**Bill Information:**

Account Number: 9999-8888-7777-6666

Expiration Date: mm / yy

**Customer Information:**

First Name:

Last Name:

**Payment Information:**

Type: Activation/Load

Amount: \$85.00

Fee: \$2.20 [Fee should be paid by CASH only!](#)

Charge: \$1.95

Use [Tab] To Move Between Fields

Press ENTER when you are done  
ESC - Cancel

OK Cancel

1. Swipe the customer's prepaid card to collect the card information. The card information will auto-populate the "Account Number" and "Expiration Date" fields upon a successful swipe.
2. Enter the bill payment amount and fee in the appropriate fields.
3. Click "OK".

## Current Transaction Details

The Current Transaction Details screen allows the user to verify the current PayXone bill payment transaction details.

The screenshot shows a software window titled "Bill Payment System - Daily Work - System Access". The window has a menu bar with "Lookup", "Help", and "Exit". On the left, a list of payment methods includes "Bill Payments", "Visa Gift Card", "Prepaid Card", "Prepaid PIN", "PayXone" (which is highlighted), and "BPS Company". In the center, a prompt says "Please Select Operation and press ENTER to continue". Below this are icons for "Receipt On" and "Reprint Last Receipt". At the bottom left are "Done" and "Cancel" buttons, with "ESC - Cancel" text below. On the right, a table displays transaction details:

Transaction	Qty	Amount
PayXone Card	1	
Amount:		(85.00)
Fee		(2.20)
Charge		(1.95)
9399-8888-7777-6666		
Total:		(\$89.15)

Buttons for "Edit" and "Delete" are located below the table.

1. The screen will display the current PayXone bill payment transaction details. If the information is correct, click "Done" to complete the transaction. If the information is incorrect, click "Edit", to return to the previous screen.

## Amount Due

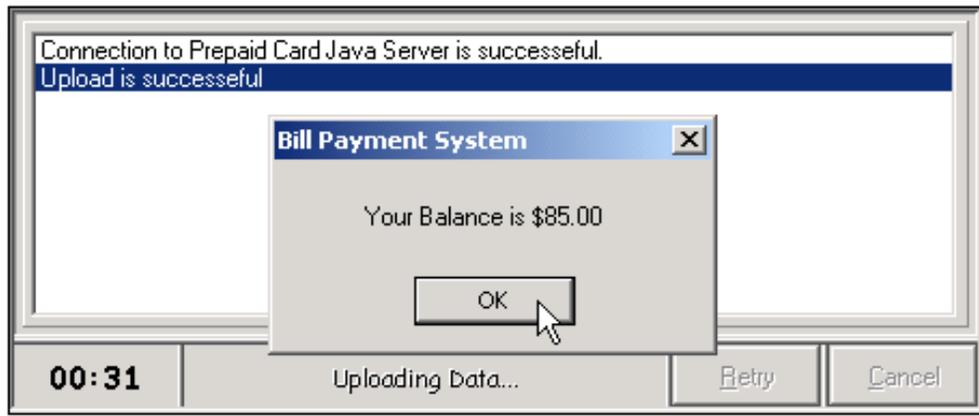
The Amount Due screen displays the total amount due by the cardholder. In addition, it allows the user to enter the collected amount, which auto-populates the "Pay Out" or change amount.

Automated Teller System (SYS)		7/14/2006	10:22 AM
	<b>Amount Due:</b> \$89.15		<b>Collected:</b> \$90.00
			<b>Pay Out:</b> \$0.85
ESC - Cancel		OK	Cancel

1. The total amount due is displayed on the screen. Collect the cash from the cardholder and enter the cash amount collected in the field labeled "Collected". The change is calculated and automatically displayed in the "Pay Out" field. When the cash has been collected, click "OK". Click "Cancel" if the user has insufficient funds.

## Transaction Complete

The Transaction Complete screen informs the user that the PayXone bill payment transaction was successful. This page also displays the new PayXone prepaid card balance.

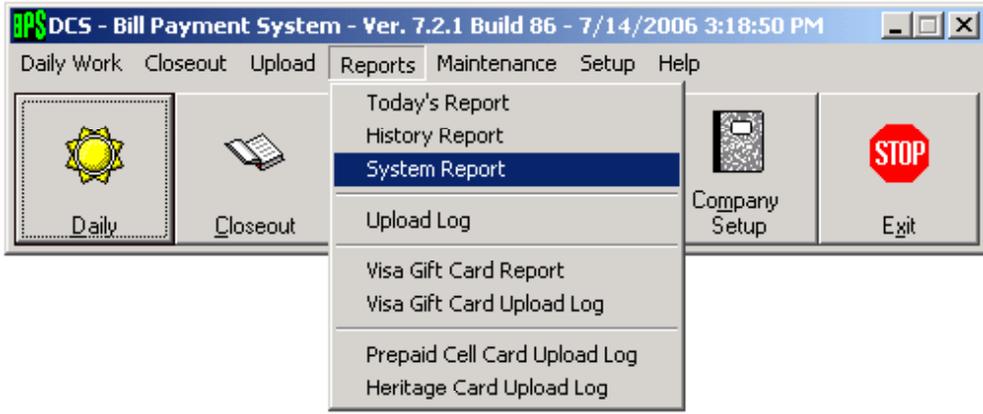


1. If the page states that the "Upload is Successful", the transaction is complete. The bill has been paid and the new balance is displayed on the screen.

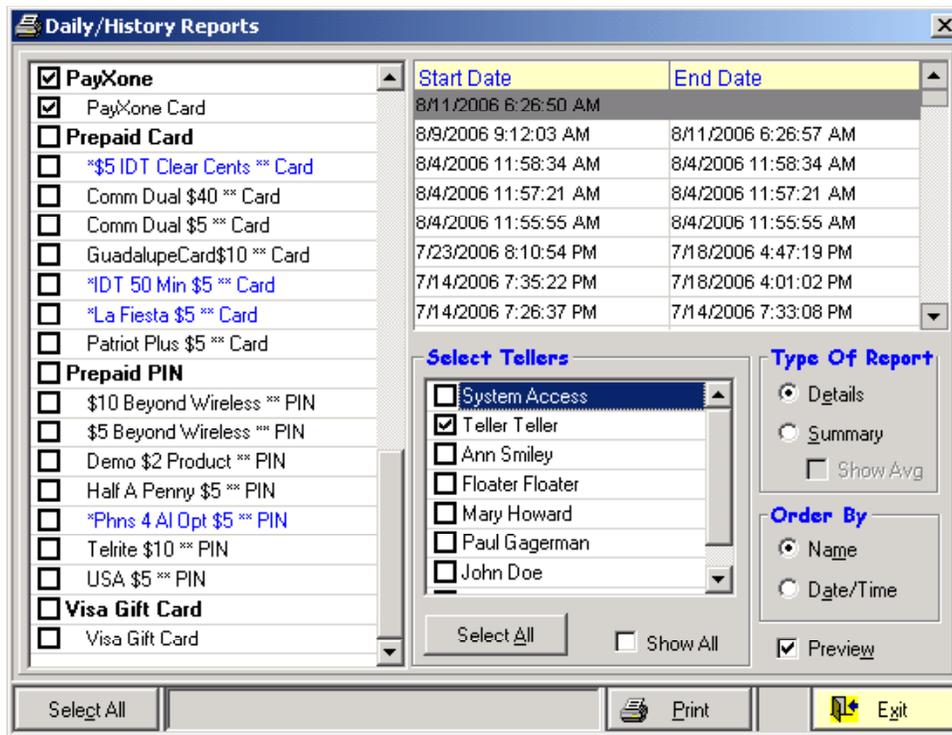
# PayXone Reports

## PayXone Reports

The Bill Payment Service reports menu allows the user to view and print all necessary transaction data.



1. Select the option labeled "System Report" from the Bill Payment Service reports menu and click "Enter".



2. Select the "PayXone" transactions from the left side of the menu, the desired data range, employee(s), sort criteria and click "Print".

## Transaction List - System Reports

The transaction list will display any activity associated with PayXone transactions for a given date range.

### Transaction List Report (Details)

7.1.0.74 Test Location

1 of 1

Tuesday, August 22, 2006

2:23:34 PM

#### System Access

**From:** 5/11/2006 10:19 AM

**To:** 7/7/2006 9:17 AM

Transaction Name	Amount	Fees	Charge	Comm	Qty	Comments	Date-Time	Info
PayXone Card	100.00	0.00	1.50	2.00	1		05/19/06 13:26:03	56052
	100.00	2.00	1.50	0.00	1		05/19/06 13:29:42	56054
	12.00	2.00	1.50	0.00	1		05/20/06 15:06:05	55981
	20.00	2.00	1.50	0.00	1		05/20/06 16:27:43	55984
	<del>0.00</del>	0.00	0.00	0.00	1		05/20/06 16:28:58	Voided

## PayXone / Heritage Card Upload Log

The PayXone Upload Log will display all card “Reload” or “Get Balance” activity for a given date.



1. Select the option labeled “Heritage Card Upload Log” from the Bill Payment Service reports menu and click “Enter”.

The screenshot shows the 'Heritage Card Requests Log' window. The table below displays the log entries. The status bar at the bottom indicates 0 Positive and 2 Negative requests.

	Date	Action	Account	Ex...	A...	Reference #	Message	B...	Tel...
N	06/07/14 10:20:29	Reload	****.****.****-6666	00/00	85	415761	800 - Invalid Bin	85	SYS
N	06/08/22 09:51:13	Get Balance	****.****.****-1111	00/00	0	762603010000080333	800 - Invalid Bin	0	SYS

Status: P 0 Positive, N 2 Negative

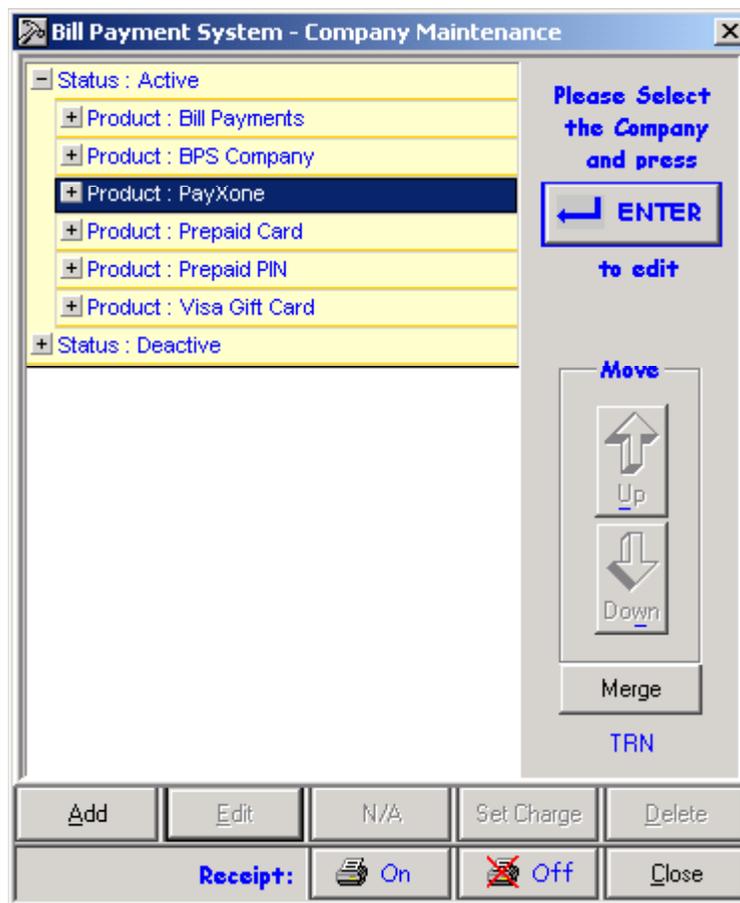
2. The Heritage Card Requests Log will display all PayXone card activity and the results of those requests.

## Receipt Printing

Similar to the Automated Teller System and the Bill Payment Service, users now have the ability to print receipts for all PayXone transactions.



1. Select the option labeled "Company Setup" from the Bill Payment Service reports menu and click "Enter".



2. Select the product labeled "PayXone" from the Bill Payment Service product list and click "Receipt: On".

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