

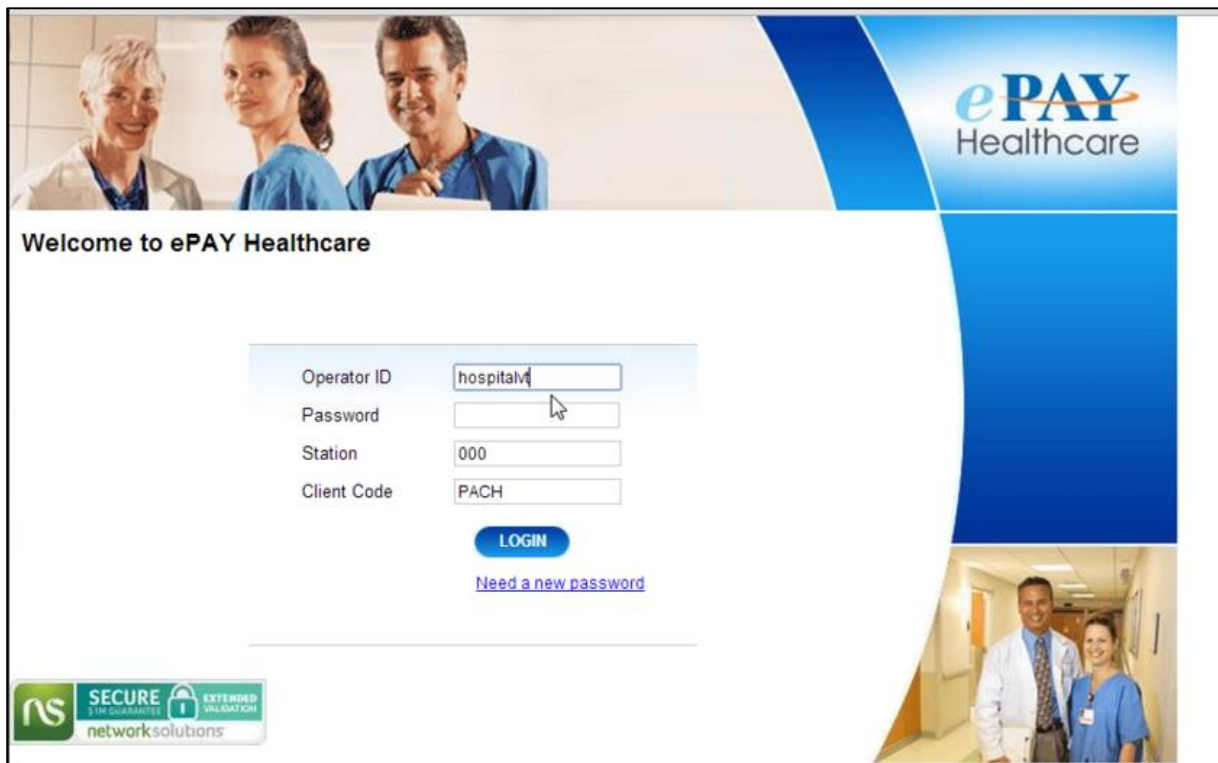


## VIRTUAL TERMINAL: "SWIPE AND GO"

ePAY's solution to processing payments faster and easier. Just swipe and go!

- Virtual Terminal never times out so no need to log back in
- Swipe a credit card and the card holder information will populate
- Begin entering a patient's name and suggestions will appear for the patient account

1. Login to your ePAY system using a designated Operator ID and password.


A screenshot of the ePAY Healthcare login interface. The page features a blue header with the ePAY Healthcare logo on the right and a photograph of three healthcare professionals on the left. Below the header, the text "Welcome to ePAY Healthcare" is displayed. The main content area contains a login form with four input fields: "Operator ID" (containing "hospital"), "Password" (empty), "Station" (containing "000"), and "Client Code" (containing "PACH"). A blue "LOGIN" button is positioned below the fields, and a link for "Need a new password" is located underneath. In the bottom left corner, there is a "networksolutions" logo with the text "SECURE 3 YEAR WARRANTY" and "EXTENDED VALIDATION". In the bottom right corner, there is a photograph of two healthcare professionals in a hallway.


Welcome to ePAY Healthcare

Operator ID	<input type="text" value="hospital"/>
Password	<input type="password"/>
Station	<input type="text" value="000"/>
Client Code	<input type="text" value="PACH"/>

[LOGIN](#)

[Need a new password](#)

 **SECURE** 3 YEAR WARRANTY **EXTENDED VALIDATION**



## SWIPE AND GO: Continued

1. Swipe the credit card and the card holder information will populate on the left side of the page.
  - Make sure the Mode is set to "SWIPE" to be able to swipe a credit card. The other option is "MANUAL" if you would prefer to enter the card number.

The screenshot shows the ePAY Healthcare payment interface. At the top left is the ePAY Healthcare logo. At the top right, it says "Welcome VTMD | Help | Sign Out". Below the header, the word "Payment" is on the left, and "Mode: Swipe" is circled in red on the right. The interface is divided into two main sections: "Card Information" and "Patient Details".

**Card Information:**

- Card holder name: Roy Jones
- Card number: 5454545454545454 (with a Mastercard logo)
- Expiration date: 12/13
- Card ID code: [empty] with a question mark icon
- Zip code: [empty]
- Country: UNITED STATES (dropdown menu)
- Amount: \$ [empty] Enter amount

**Patient Details:**

- Patient: Search by name/dob/account (dropdown menu)
- Additional comments: Enter comments (text area)
- Email address: Enter email address (text field)

At the bottom left is a "Reset" button, and at the bottom right is a "Process Payment" button. A yellow callout box with a red arrow pointing to the Card ID code and Zip code fields contains the text: "In 'Swipe' mode, the Card ID code and Zip Code are not required fields." At the bottom right, it says "Product by ePAY Healthcare".

2. If you are sending daily patient information from your medical information system to ePAY, you can begin entering the patient name and then select the correct account from the list that appears.

The screenshot shows the ePAY Healthcare payment interface in "Manual" mode. At the top right, it says "Mode: Manual". The interface is divided into two main sections: "Card Information" and "Patient Details".

**Card Information:**

- Card holder name: Roy Jones
- Card number: 5454545454545454 (with a Mastercard logo)
- Expiration date: 12/13
- Card ID code: 3455 with a question mark icon
- Zip code: 97211
- Country: UNITED STATES (dropdown menu)
- Amount: \$ 15.00

**Patient Details:**

- Patient: jorj (with a search icon)
- DOB: JONES, BRIAN - 01/18/1964 - 61001
- Account number: JONES, DANA - 12/26/1956 - 60826
- Additional comments: MICHALEK, JONATHAN - 02/18/1981 - 60598
- Additional comments: JONES, DEBRA - 03/23/1960 - 60282
- Additional comments: JONES, ANGELICA - 03/20/1984 - 60485
- Additional comments: STEVENS, JONI - 08/20/1971 - 60945
- Additional comments: JONARD, CHRISTINE - 05/01/1973 - 60996
- Additional comments: JONES, CARLETTA - 07/23/1952 - 61255
- Additional comments: JONES, BRENDA - 08/23/2011 - 61262
- Additional comments: HUTCHISON, JON - 04/27/1959 - 61268







The patient list is displayed as a dropdown menu with a search icon. The entry "JONES, BRENDA - 08/23/2011 - 61262" is highlighted.


## SWIPE AND GO: Continued

3. If the name does not populate automatically, please enter the patient name, DOB, and account number. The DOB and account number fields can be required or optional.

Click on the icon to switch over to manual entry mode for the patient information.







Payment Mode: Swipe


Card Information	Patient Details
Card holder name <input type="text" value="Enter card holder name"/>	Patient <input type="text" value="John"/> <input type="text" value="Anderson"/> 
Card number <input type="text" value="Enter card number"/>    	DOB <input type="text" value="05/13/1965"/> 
Expiration date <input type="text" value="mm/yy"/>	Account number <input type="text" value="12345"/>
Country <input type="text" value="United States"/>	Comments <input type="text" value="Comments will print on reports, not on the patient receipt."/>
Amount <input type="text" value="\$ Enter amount"/>	Email address <input type="text" value="john.anderson@email.com"/>

Product by 

4. Comments entered will appear on your reports for posting purposes, but are not set up to appear on the patient receipt due to security guidelines.

Payment Mode: Swipe

Card Information	Patient Details
Card holder name <input type="text" value="Enter card holder name"/>	Patient <input type="text" value="John"/> <input type="text" value="Anderson"/> 
Card number <input type="text" value="Enter card number"/>    	DOB <input type="text" value="05/13/1965"/> 
Expiration date <input type="text" value="mm/yy"/>	Account number <input type="text" value="12345"/>
Country <input type="text" value="United States"/>	Comments <input type="text" value="Comments will print on reports, not on the patient receipt."/>
Amount <input type="text" value="\$ Enter amount"/>	Email address <input type="text" value="john.anderson@email.com"/>

Product by 

## SWIPE AND GO: Continued

5. A summary page will appear. After reviewing, simply click on "Complete Payment."

The screenshot shows a 'Payment' summary window with a close button (X) in the top right. The window is divided into two columns of information:

Card holder name	Roy Jones	Payment amount	\$15.00
Credit card number	XXXXXXXXXXXX5454	Patient name	JONES, BRENDA
Card type	VISA	Email address	mark@epayhealthcare.com
Expiration date	12/13	Comments	
Card ID code	XXXX		
Zip code	97211		
Country	UNITED STATES		

Below the information is a white box with the text: **Authorization completed successfully**

At the bottom, there are two columns of receipt options:

Receipt number	2578	<input checked="" type="checkbox"/> Print receipt
Date	08/16/2013	<input checked="" type="checkbox"/> Email receipt
Authorization code	877268	<input type="text" value="mark@epayhealthcare.com"/>

At the bottom of the window are two buttons: **Cancel Payment** on the left and **Complete Payment** on the right. A red arrow points from the 'Print receipt' checkbox to a yellow callout box.

The system defaults to printing the receipt. Please uncheck this box if you do not want the receipt to be printed.

6. After the payment processes, you will be returned to the main screen.

The screenshot shows the PACH main screen with a blue header. The header contains 'PACH' on the left and 'Welcome HOSPITALVT | Help | Sign Out' on the right. Below the header is a 'Payment' section with 'Mode: Manual' on the right. The page is divided into two main sections: 'Card Information' and 'Patient Details'.

**Card Information:**

- Card holder name:
- Card number:  with VISA, MASTERCARD, DISCOVER, and AMERICAN EXPRESS logos
- Expiration date:
- Card ID code:  with a help icon
- Zip code:
- Country:  with a dropdown arrow
- Amount:

**Patient Details:**

- Patient:   with a person icon
- DOB:  with a calendar icon
- Account number:
- Comments:
- Email address:

At the bottom of the form are two buttons: **Reset** on the left and **Process Payment** on the right. The footer contains 'Product by ePAY Healthcare'.

## SWIPE AND GO: Continued

7. This is how your payments display on your Daily Transaction Detail Report:

Business Date 5/22/2014 to 5/22/2014

Tx. No.	Card Type	Account No	Cust. Name	Source	Operator	Amount
11117	DISC	VTPAYER	Virtual Terminal Payer	Web	HOSPITALVT	10.00
<b>Paid Items:</b>						
MEDICAL		Paula Impson, this patient is crazy		0.00		10.00
<b>Payments:</b>						
SMARTPAY		SMARTPAY CC				10.00