MOBILE CHIP READER (CARDCONNECT PRO) – ORDERING, SW SETUP, ENABLING ON IPAD

Mobile Chip Readers are available for purchase through Lee Campo at Cardconnect Pro. Pricing is listed on the order form. In order to integrate the mobile chip readers with SmartWare, the gateway for processing credit cards needs to be changed from Authorize.net to ePN. Cardconnect Pro will manage that transition.   Using ePN as the gateway eliminates the need to update the password every 60 days. FBO's are responsible for canceling the existing Authorize.net account after the gateway has been transitioned to ePN. See below for more details.

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ORDERING PROCESS

1. Send completed, **signed** order form to lcampo@cardconnectpro.com or fax it to 877-609-7766.
2. Once the order form has been received , you will receive an email message from transactions@eprocessingnetwork.com on behalf of Cardconnect Pro.
3. This message will contain a secure Invoice link. The Invoice will provide you with your EPN Username/Account number, EPN Temporary password and EPN Restrictkey. Also, it provides you the ability to submit your credit card information online securely to order your reader(s).
4. Once you submit your payment, your reader(s) will be shipped within 2 to 3 business days.
5. Once the readers are received, proceed to SmartWare Setup.

1. Go to Setup Franchise > Setup
2. Click on Options
3. Click on Territories
4. Click on the Edit button to open the Territory information

5. In the Payment Gateway field, select ePN from the drop-down.
6. In the Gateway Account Number field, enter the ePN account number.
7. In the Gateway Restrict Key field, enter the ePN Restrict Key.
8. Click on 'Save'.
9. Instruct Techs to do an Office Sync on the iPad to get new CC processing connection.

| Territories		H Save	Ø Discard
Name:	MRA Training Territory		
Address:	Office - 1010 N. University Parks Dr		▼
Office Inventory Location:			▼
Phone Number:	Main Phone - 5425233232		▼
Email Address:			▼
Territory Time Zone:	(UTC-06:00) Central Time (US & Canada)		▼
Accounting Class Code:			▼
Company Code:	QBO		
QuickBooks Company Name:					
5 Payment Gateway:	ePN		▼
6 Gateway Account Number:	10___21		
7 Gateway Restrict Key:	ZRa2r_____QHe	Hide Password	👁
Marcone Username:	140873		
Marcone Password:	••••••	Show Password	👁
Shipping Method: ❶	UPS Ground		▼
Net Promoter Score:			
License Number:	www		
Default Price Book:	Basic		▼
Confirmation Email Info:	☐		
Specialty Code:	☐		
Active:	☑		

ENABLE DEVICE ON THE IPAD

1. Do an Office Sync to get updated credit card processing info.
2. On the iPad, under settings, turn on Bluetooth.
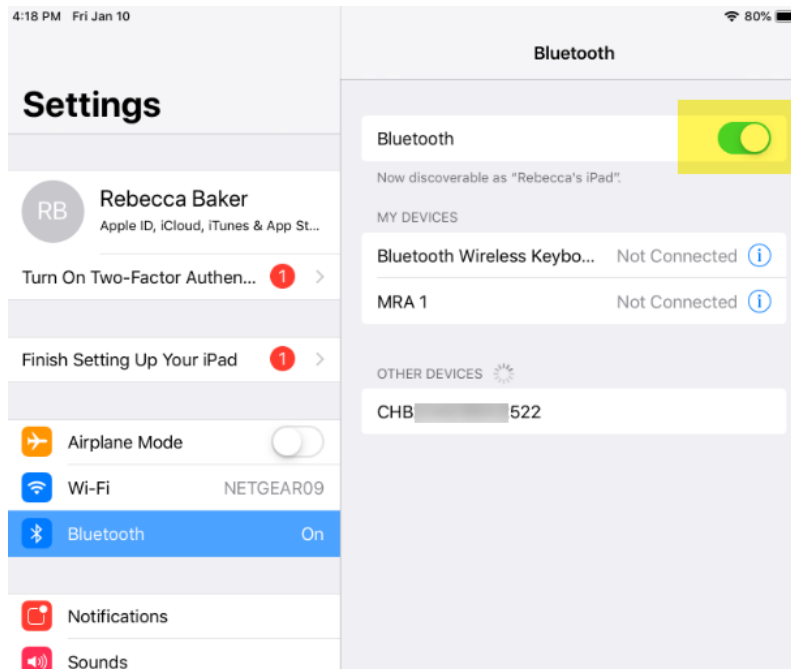
3. On the payment screen of the work order, select Credit Card.
4. Turn on the card reader with the power button located on the side. A blue light will begin flashing on the reader.
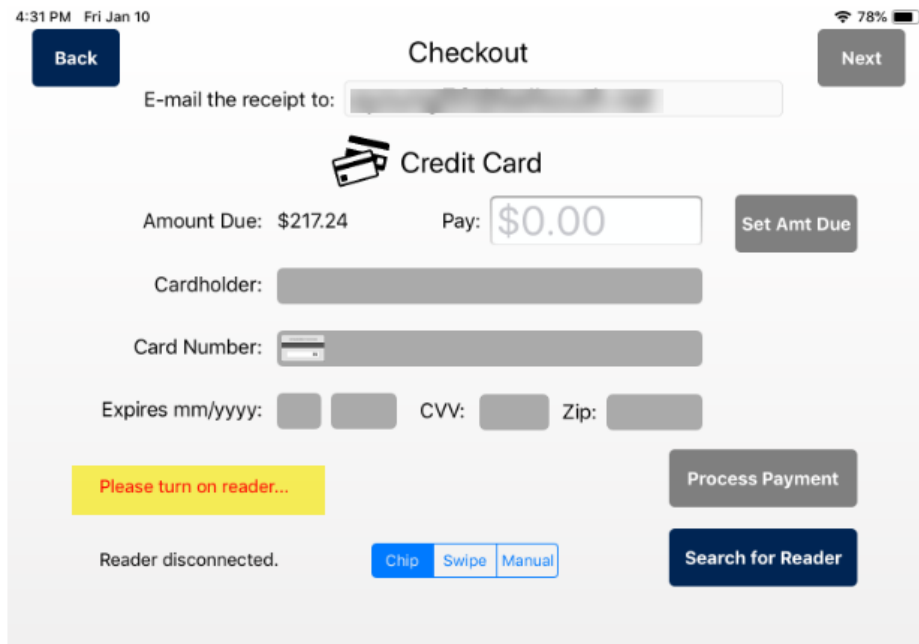
5. If there is red message stating "No credit card reader selected. Please search for one.", click on the Search for Reader button. Select the device from the list. This typically happens for the initial connection to the app. Subsequent uses should connect automatically when the reader is turned on.
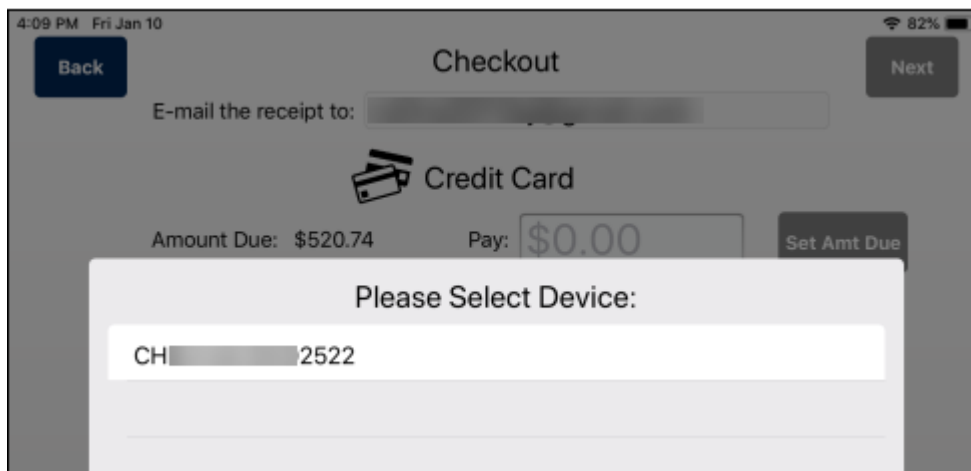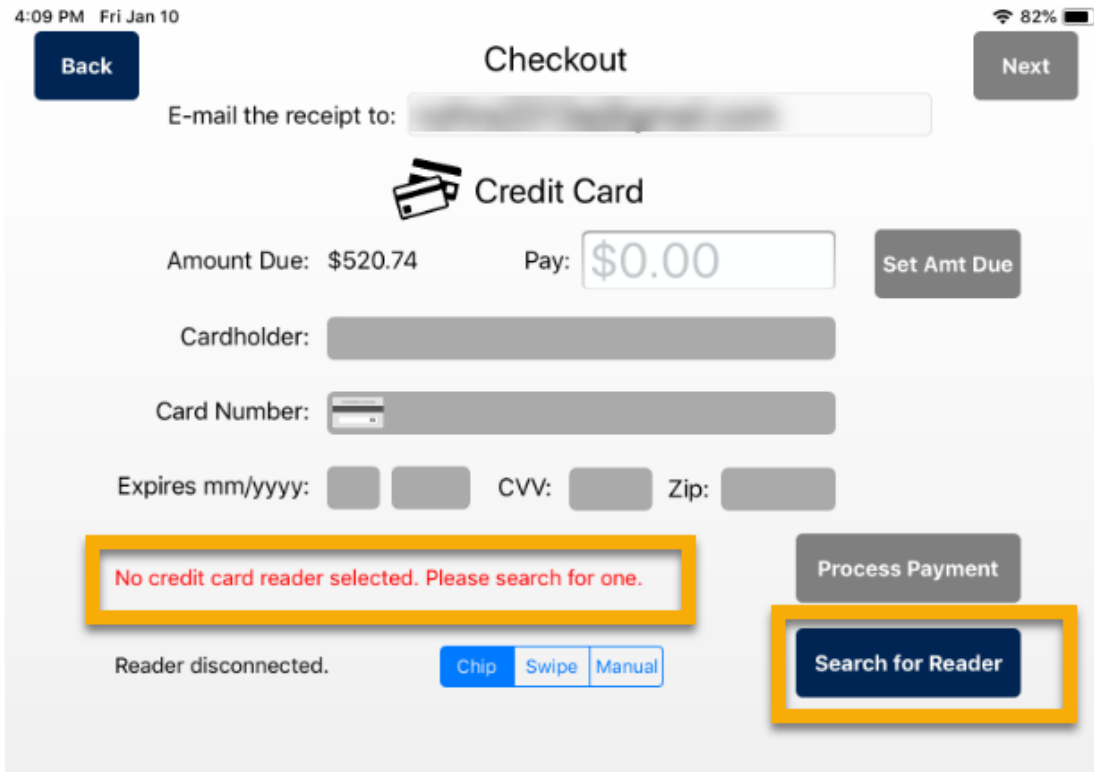
6. Once connected, the red message will change to say 'Credit processing enabled.'
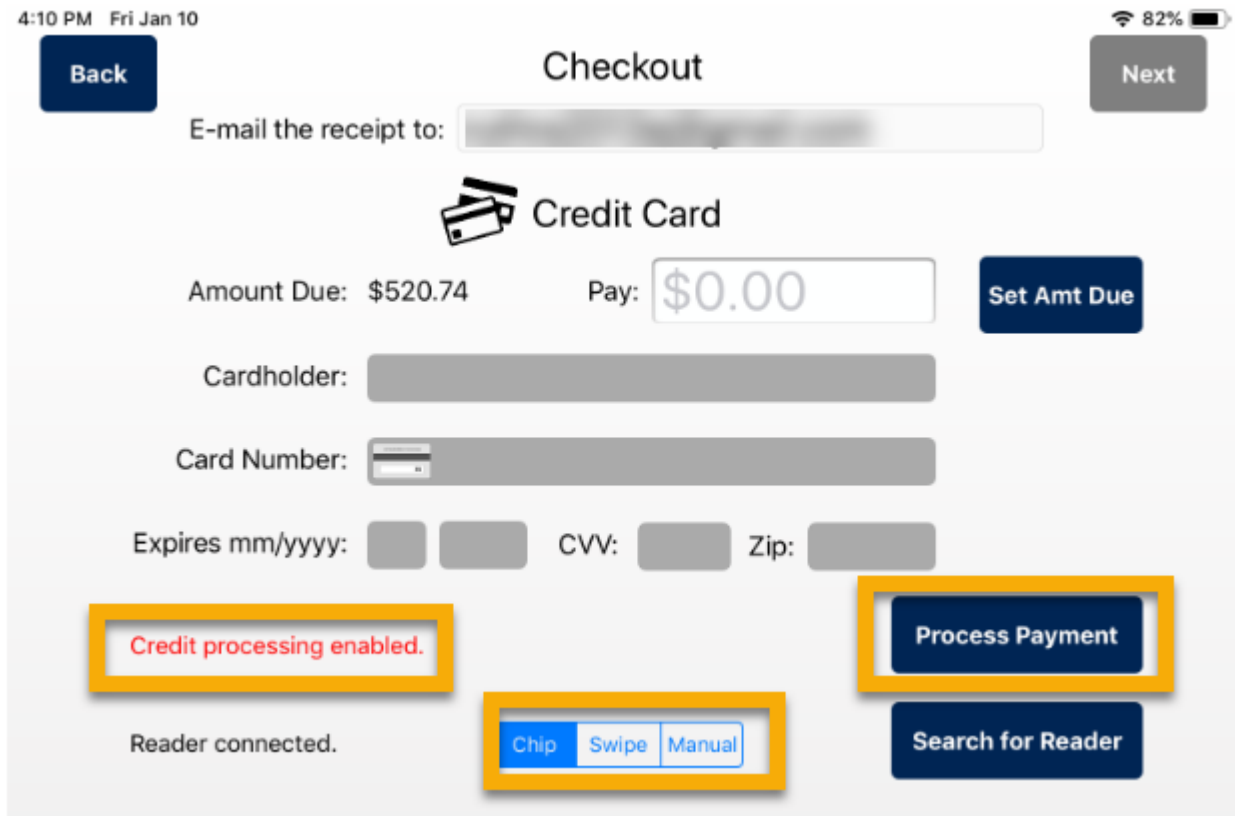
7. Select the processing method: Chip, Swipe or Manual. Chip is the default method. The chip method can also be used for Apple Pay, Google Pay and Tap-and-Go.   Tap-and-Go cards have the symbol circled below. For Apple Pay, Google Pay and Tap-and-Go, simply hold the card or device near the reader and select the Process Payment button.   For cards with a chip, insert card as shown. A pin number is not required.

8. After pressing the Process Payment button, the message will read "Processing Transaction".
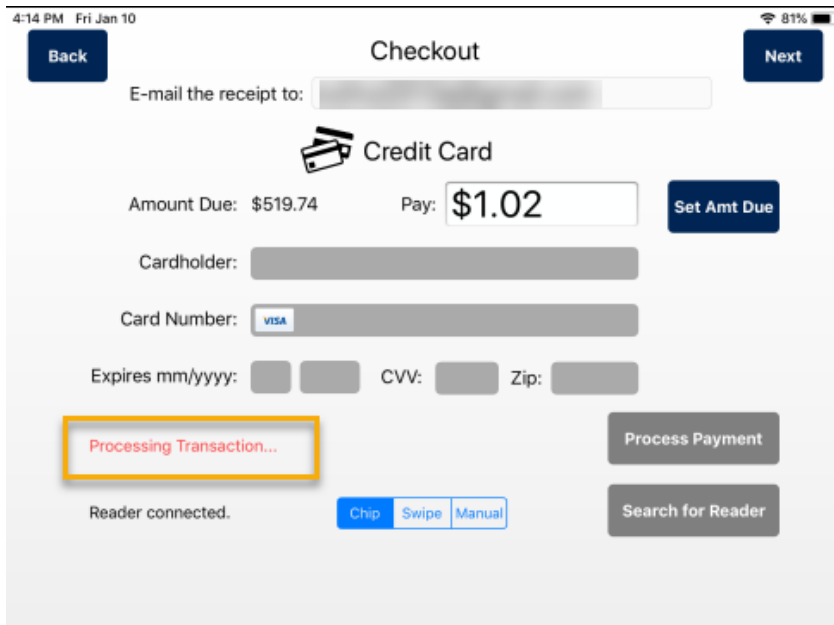
9. Once payment has been processed, a message will pop up saying "Payment Success". Hit "Done" to complete transaction.
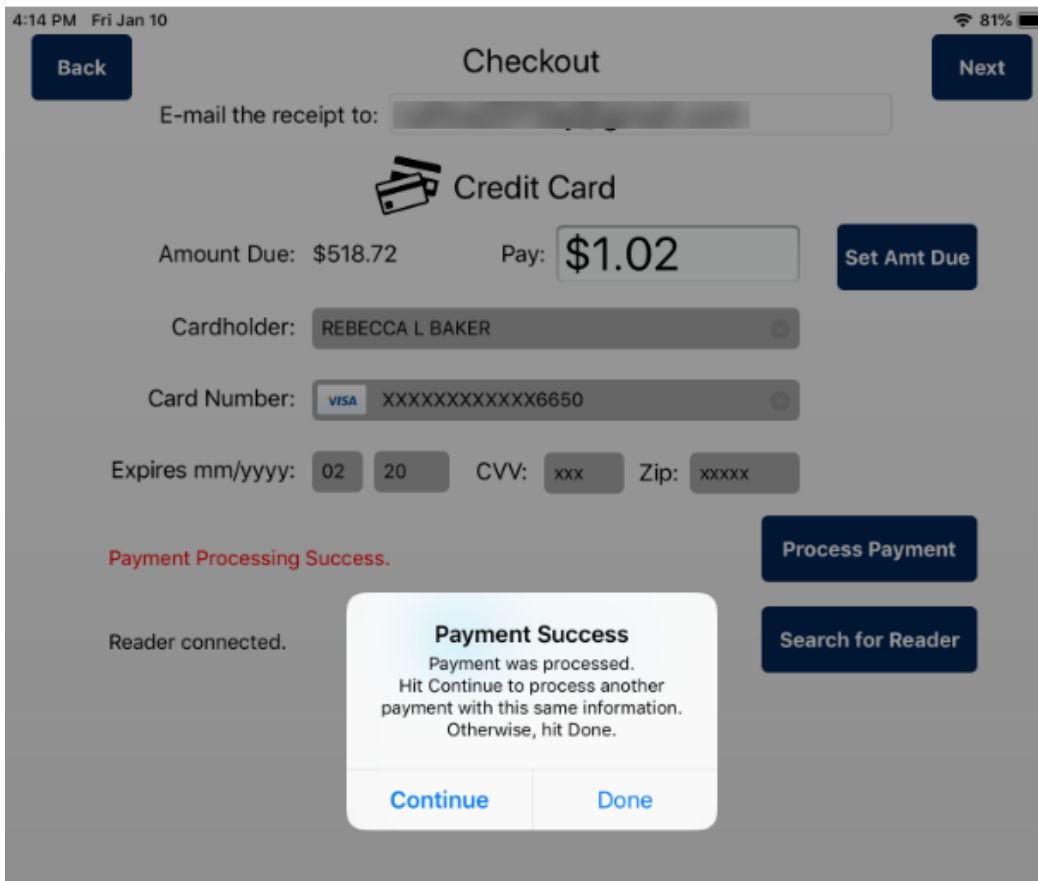
For technical issues, please contact SmartWare Support at smartwaresupport@servantsystems.com or 855-999-4003.

cardconnect.
P R O

CARDCONNECT PRO MOBILE CHIP READER ORDER FORM

IN ORDER FOR CARD READERS TO WORK THROUGH SMARTWARE, YOU WOULD CONVERT YOUR CURRENT GATEWAY FROM AUTHORIZENET TO THE EPROCESSINGNETWORK (EPN) GATEWAY. YOUR EXISTING CARDCONNECT PRO MERCHANT ACCOUNT WOULD REMAIN THE SAME.

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COSTS ASSOCIATED WITH THE CONVERSION:
EPROCESSINGNETWORK (EPN) GATEWAY COST: $15.00 MONTHLY GATEWAY FEE, $0.05 PER TRANSACTION, $36.00 ANNUAL PCI FEE

MOBILE CARD READER COST (BBPOS BLUETOOTH CHIP READER): $119 PLUS SHIPPING AND SALES TAX **PER READER** (SWIPE, CHIP & NFC CONTACTLESS VERSION) THIS HARDWARE IS PROVIDED THROUGH EPN AND INCLUDES A 6 MONTH WARRANTY.

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CHECK ALL THAT APPLY AND COMPLETE ALL SECTIONS BELOW:
ONCE COMPLETED, PLEASE SEND THIS FORM VIA EMAIL TO LCAMPO@CARDCONNECTPRO.COM
 OR FAX IT TO 877-609-7766.

ONCE RECEIVED, YOU WILL RECEIVE A SUBSEQUENT EMAIL MESSAGE FROM TRANSACTIONS@EPROCESSINGNETWORK.COM. THIS IS A SECURE **INVOICE** LINK THAT PROVIDES YOU WITH THE ABILITY TO SUBMIT YOUR CREDIT CARD INFORMATION ONLINE TO ORDER YOUR READER(S). ONCE YOU SUBMIT YOUR PAYMENT, YOUR READER(S) WILL BE SHIPPED WITHIN 2 TO 3 BUSINESS DAYS. **ALSO, THE INVOICE PROVIDES YOU WITH YOUR WITH YOUR EPN ACCOUNT NUMBER, EPN TEMPORARY PASSWORD AND EPN RESTRICTKEY REQUIRED FOR YOUR SMARTWARE SET UP.**

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_____ PLEASE SET UP MY EPN GATEWAY ACCOUNT

_____ I WOULD LIKE TO ORDER _____ BBOS MOBILE READER(S)

(Specify the number of readers)

BUSINESS NAME: _____PHONE: _____

SHIPPING ADDRESS: _____

CONTACT NAME:_____ EMAIL:_____

SIGNATURE:_____ DATE:_____

Cardconnect Pro is a certified independent sales division of Cardconnect Corporation, A Fiserv Company.