

# 1.

## Get your credentials



**LOGIN CREDENTIALS:** Your merchant service provider, who originally setup your QwickPAY account, will send your login information (QwickPAY Merchant ID and password) via email. If you have not yet received your credentials, be sure to contact your service provider directly. You can visit [www.qwickpay.com/support/index.html](http://www.qwickpay.com/support/index.html) to locate your service provider's contact information and request your ID and password.

**DEMO:** The QwickPAY Virtual Terminal can be used in Demo Mode. (Please be certain to enter in your actual QwickPAY credentials once you are ready to make live transactions. You cannot perform actual transactions for settlement in demo mode.) Monies will not be transferred in Demo mode. Credentials are case sensitive. At the login screen enter the following: **Merchant ID:** demo **Merchant Password:** Go4QwickPAY!!! To disable Demo Mode login with your live Merchant credentials.

### Browser

In order to provide access to the Virtual Terminal from almost any computing platform, QwickPAY works BEST with Firefox 24.0 as a browser (PC or Mac) and using a mobile browser on iOS or Android devices.

### BROWSER REQUIREMENTS

OS	Windows - Win 7 and 8 64-bit				Mac OS X - 10.8.5			
Browser	Chrome 29.0.1547.76 m	Firefox ver. 24.0	Internet Explorer 9 and 10	Opera ver. 16.0	Chrome 30.0.1599.66 beta	Firefox ver. 24.0	Safari ver. 6.0.5	Opera ver. 16.0
Device								
HID Swipe	✓	✓	✓	✓	✗	✓	✗	✗
HID PIN Pad	✓	✓	✓	✓	✗	✗	✗	✗
HID Flash	✓	✓	✓	✓	✗	✓	✗	✗
HID KB Swipe	✓	✓	✓	✓	✓	✓	✓	✓

✓ Works with      ✗ Not functional at this time



## Desktop - Dynamag/IPAD Quick Installation Guide





**Dynamag**  
USB HID  
& US B HID KB



**uDynamo**  
USB HID



**BulleT**  
USB HID  
& Bluetooth KB



**Flash**  
USB HID



**IPAD**  
USB HID

**Virtual Terminal**







## 2.

## Connect - Secure Card Reader Authenticators

Dynamag, Flash, uDynamo, BulleT and IPAD use their USB connection to directly connect to your virtual terminal. Additionally, uDynamo can connect to mobile devices using the audio jack, and the BulleT can connect to Android devices via Bluetooth.

Connect the USB port or the Micro-USB cable (Micro-B) on the MagTek SCRA or PIN pad, then connect to a host USB port on your computer or mobile phone/tablet. The device is connected and ready to use.

## 3.

## Access and Login



### ACCESS QWICKPAY VIRTUAL TERMINAL

Go to <https://myQwickPAY.com>

### LOGIN

Once your subscription is processed you will receive your login credentials; these may come direct from QwickPAY or from your merchant account card processor.

### MERCHANT NICKNAME

The Merchant Nickname is a feature that allows the merchant to choose a unique nickname that can be used to login to QwickPAY instead of using the system generated QwickPAY Merchant ID. After successful login with the system generated QwickPAY Merchant ID you can change your Merchant Nickname.

### SELECT DEVICE

While visiting for the first time, you will need to select your default virtual terminal card reader device.

## 4.

## Customize



**CUSTOMIZE:** Custom receipts brand your business and enable you to create receipts with your address, return policies and any other message you would like. Once you have your QwickPAY subscription, credentials and merchant account you are ready to login.

Go to the virtual terminal to setup your custom receipts using your Windows PC or Mac and open a browser (Chrome, Safari, Firefox, or Internet Explorer). Under **SETTINGS** go to **CUSTOM RECEIPTS** add your Logo, a header, and a footer; you can also add a signature line for the virtual terminal receipts, allowing you to print out receipts for hard copy signature after transactions are completed. Be certain to **SAVE** your updates.

The next time you login to your virtual terminal or mobile App the latest version of the custom receipt will automatically load. In the virtual terminal you can make sales\*, create reports, change your password, access documentation, and view sales history.

**PASSWORD CHANGE NOTE:** If you change your password at the virtual terminal, you will also need to change it on your mobile device.

**\*VIRTUAL TERMINAL NOTE:** If you will be using your virtual terminal to perform transactions, you will need to use a current Windows or Mac based OS, and install and run a Java Applet.

## 5.

## Make a Sale with QwickPAY. Visit [www.qwickpay.com/support](http://www.qwickpay.com/support) for details

QwickPAY iOS User Manual

QwickPAY Android User Manual

QwickPAY Pro iOS User Guide

QwickPAY Virtual Terminal User Guide

## Support

Visit [www.qwickpay.com/support](http://www.qwickpay.com/support)

Your merchant service provider (who originally setup your QwickPAY system) is your best resource for support.

Visit the QwickPAY website [LINK <http://www.qwickpay.com/support/index.html>] to choose your service provider to find out how you can contact them.