



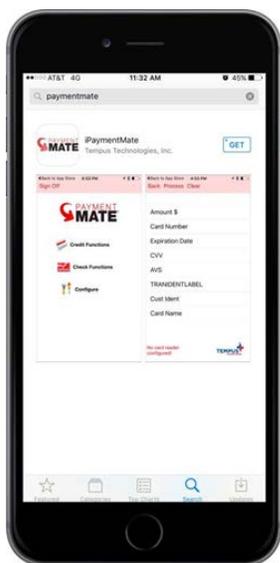
# Using the mPaymentMate™ App to Process Check Payments with Your Mobile Device

*The mobile PaymentMate® (mPaymentMate™) app for Apple® iOS® and Android® lets you accept check payments conveniently with the camera of your smart phone or another mobile device and a TeleCheck® check processing service.*

## Installing the App on an iOS Device

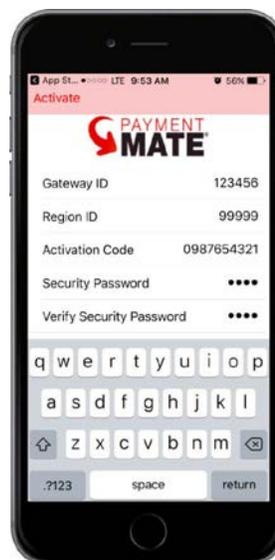
The mPaymentMate app runs on the iPhone® 4 or later, as well as other mobile devices having iOS 6.0 or later. You may download it for free from the Apple App Store. To download mPaymentMate:

- 1 On your device, open the **App Store** app.
- 2 In the **Search** box, type **mPaymentMate** and select **Search**.



- 3 Select **Get** on the **mPaymentMate** page.

- 4 When the app finishes downloading, select **Open**.



- 5 On the mPaymentMate app activation screen, enter the:
  - Gateway ID in the **Gateway ID** box.
  - Zip Code in the **Region ID** box.
  - Activation code in the **Activation Code** box.
  - Pass code in the **Security Password** and **Verify Security Password** boxes.

- 6 Select **Activate**.

## Installing on an Android Device

The mPaymentMate app runs on mobile devices having Android 4.0 or later. You may download it for free from the Google® Play Store. To download and activate mPaymentMate on an Android device:

- 1 On your Android device, open the **Google Play Store** app.
- 2 In the **Search** box, type **mPaymentMate** and select **Search**.
- 3 Select **mPaymentMate** and **Install** on the **mPaymentMate** page.
- 4 When it finishes, select **Open**, read the **App Permissions** and select **Accept**.
- 5 On the mPaymentMate app activation screen, type the:
  - Gateway ID in the **Gateway ID** box.
  - Zip Code in the **Region ID** box.
  - Activation code in the **Activation Code** box.
  - Pass code in the **Security Password** and **Verify Security Password** boxes.

## Logging in and out of mPaymentMate

You must sign in to mPaymentMate before you can begin using the app. When you're finished using the it, you may sign out. To sign in and sign out of mPaymentMate:



- 1 On the login screen, enter your pass code.

**NOTE:** If you forget your pass code, select **Forgot PIN**. Call the phone number that displays to obtain a new activation code to reactivate mPaymentMate.

- 2 To sign out, select **Sign Off**.

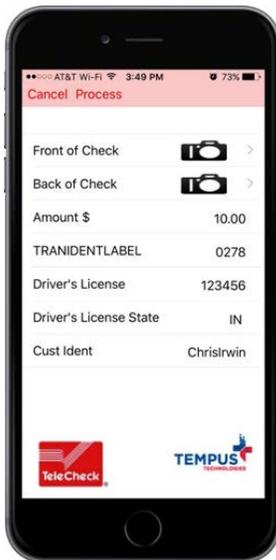
## Accepting a Check Payment

You may use mPaymentMate to accept electronic check payments. Simply enter the transaction information and use the camera of your smart phone or of another mobile device to take photos of the checks. Checks approved by TeleCheck for electronic funding you don't have to take to your business' or organization's bank.

**NOTE:** Some checks won't be approved for electronic funding. When this happens, the app will instruct you to keep the check for deposit at your businesses' or organization's bank.

To accept a check payment using mPaymentMate:

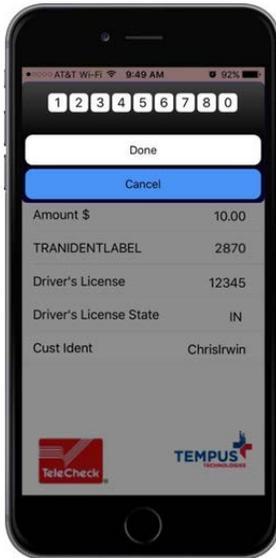
- 1 On the mPaymentMate main screen, select **Check Functions**.
- 2 On the **Choose Account** screen, select the TeleCheck account you want to use.
- 3 On the **Return Check Notice** screen, have the checkwriter sign inside the **Customer Signature** box (with a mobile device stylus or his or her finger) and select **Accept**.



- 4 On the check processing screen, enter the:
  - Amount of the payment in the **Amount \$** box.
  - Transaction identifier in the **Trans ID** box (optional).
  - Driver's license number of the check writer in the **Driver's License** box.
  - State of the driver's license in the **Driver's License State** box.
  - Customer identifier in the **Cust ID** box (optional).



- 5 Take a photo of the front of the check:
  - Place the check on a flat, contrasting surface, with the front of the check facing upward.
  - On the check processing screen, tap the **Front of Check** button.
  - On the Front of Check screen, position the check within the red corner guides.
  - Hold the mobile device steady and gently tap the photograph button.
- 6 Take a photo of the back of the check:
  - Place the check on a flat surface, with the back of the check facing upward.
  - On the check processing screen, tap the **Back of Check** button.
  - On the Back of Check screen, position the check within the red corner guides.
  - Hold the mobile device steady and gently tap the photograph button.
- 7 On the check screen, select **Process** to submit the check payment.



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If the app displays a message that states, “Please review the check and correct any numbers that are incorrect,” then:

- Select **OK**.
- Select each incorrect digit of the account or routing number, and enter the correct digit.
- Select **Done**.

**NOTE:** If a message states, “The quality of the captured images is too low for an accurate reading,” then place the check on a more contrasting surface and repeat the steps to retake a photo of the check.

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The mPaymentMate app asks if the amount is correct. Select **Yes** if it's correct. If it's incorrect, select **Edit** and change the amount in the **Amount \$** box.

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A message indicates whether the check was approved or declined.

- If the message states, “Check 21 approved,” the check payment should be electronically funded. Keep it 60 days before destroying it.
- If the message says, “Paper approval. Deposit check at your bank,” then the check payment won't be electronically funded. Keep it for deposit.
- If the message indicates the check was *declined*, TeleCheck won't guarantee the payment and won't electronically fund the check. You may deposit the check *without guarantee*, or request a different form of payment.
- Select **Home** or **New Transaction**, or send a receipt by email (see "Sending a Check Receipt by Email").

## Sending a Check Receipt by Email

After the check payment is approved, mPaymentMate gives you the option of sending a receipt for the payment using the email app of your smart phone or of another mobile device. To send a receipt to the checkwriter by email:

- 1 On the check receipt screen, select **Email**.
- 2 In the email app that opens, enter the checkwriter's email address, and send the email.

**NOTE:** The font color and description of indicates authorization type: **Green** with the description ECA is for electronically funded, **Blue** with the description BANK is for bank deposit, **Red** with the description DECLINED is for declined, and **Grey** with the description VOID is for voided checks.

## Viewing the Current Check Batch

The mPaymentMate app saves a record of each check transaction in the current day's check batch, which may be viewed at any time. To view the check transactions in the current day's batch of mPaymentMate:

- 1 On the mPaymentMate main screen, select **Check Functions**.

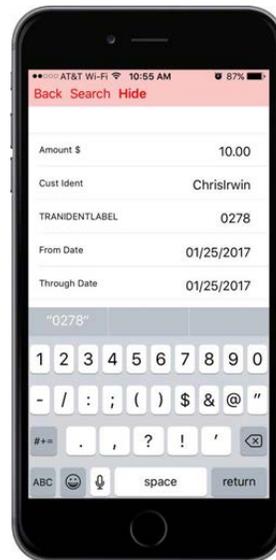


- 2 Select **Current Batch**. (The app displays the check transactions in the batch.)
- 3 If there are more than a dozen transactions displayed, you may scroll down to see the rest of them.

## Finding a Check Payment

If the transaction you're looking for isn't displayed in the current day's batch, you may use the mPaymentMate app's search feature to find it. To find a check transaction:

- 1 Select **Check Functions**.
- 2 Select **Current Batch**.
- 3 Select **Search**.



- 4 On the search screen, type (in one or more of boxes) information for the check transaction you want to find. You may type the:

- Payment amount in the **Amount \$** box.
- Customer identifier in the **Cust ID** box.
- Transaction identifier in the **Trans ID** box.
- Date range to search in the **From Date** and **Through Date** boxes.

- 5 Select **Hide** to hide the onscreen keyboard of your smartphone or another mobile device.
- 6 Select **Search** to view the search results matching the information you provided.
- 7 The app displays the search results. Select a check transaction to view its details

## Viewing a Check Receipt

You may view a copy of each check payment receipt for any transaction in the current day's batch of mPaymentMate, or you may use the search feature of the app to find it. If desired, you can then send the receipt by email. To view a receipt for a check transaction:

- 1 Select **Check Functions**.
- 2 Select **Current Batch**.
- 3 If the authorization you want is not in the current batch, use the search feature to find it (see "Finding a Check Transaction").
- 4 Select the transaction that has the receipt you want to view.
- 5 Select **Receipt**.

## Changing the Amount of a Check Payment

If a check transaction in the current day's batch has an incorrect amount, you may change the amount. To change the amount of a check transaction:

- 1 Select **Check Functions**.
- 2 Select **Current Batch**.
- 3 Select the check payment you want change the amount for.
- 4 Select **Change Amount**.



- 5 In the **Enter Amount** box, type the new amount.
- 6 Select **OK** to save the change.
- 7 The **Approved** screen displays a receipt with the new amount. Select **Home** or **New Transaction**, or send a receipt by email (see "Sending a Check Receipt by Email").

## Voiding a Check Payment

Voiding a check transaction will inform TeleCheck that you don't want the transaction electronically funded. You may void check payments that are in the current day's batch and were authorized for electronic funding. After voiding a check transaction, you may keep the checks for deposit at your business' or organizations' bank. To void a check transaction:

- 1 Select **Check Functions**.
- 2 Select **Current Batch**.
- 3 Select the check transaction you want to void.
- 4 Select **Void Authorization**.

- 5 When the app asks if you're sure you want to void the check payment, select **Yes**.
- 6 The **Approved** screen displays a receipt with the words, "Electronic void." You may select **Home** or **New Transaction**, or send an optional email receipt to the check writer (see "Sending a Check Receipt by Email").

*For more information, contact  
Tempus Technologies at 800.225.8979, ext. 2  
or visit [www.TempusPayment.com](http://www.TempusPayment.com).*