ANTHOLOGY

Setting up Element Credit Card processing

You have recently completed the application process with Element Payment Systems (EPS) for the integrated credit card processing for Visual Anthology. Now that your merchant account has been setup it's time to log into the website portal and configure settings inside Visual Anthology.

IMPORTANT! If you also use *In-House Gift Cards* it is critical the new encrypted swipers never be used with a gift card. This would encrypt the gift card number, making it unrecoverable and unusable, resulting in lost funds for your store. Train all staff to only barcode scan gift cards or key in card numbers, never swipe.

You likely have already received an email from EPS containing your merchant account number, temporary password, and the website address to login.
https://www.coremanagementsystem.com/default.aspx

This website will be where you run nightly reports, verify dollar amounts accepted with each credit card brand (Visa, MC), etc. Follow the instructions in the EPS email to log into the website portal. You will be prompted to change the password immediately. Securely note your new password as Anthology cannot assist you with password recovery. Add this site to your Favorites/Bookmarks for easy access later on.

When you are fully logged into the website you should be seeing a screen similar to the one below. Click on the "Virtual Terminal" link as shown.

Next choose the "Profile" link to access your Account Profile credentials.

The information shown below needs to be entered into Visual Anthology to enable credit card function. Note that the image below has the values blocked out in the interest of security.

Open Visual Anthology, Tools, Options, Credit Cards tab. All other users must be out of the program in order to have access to this screen. Check the option on the right side for "Use Hosted Payments". If this checkbox is disabled contact Support@anthology.com to have it enabled.
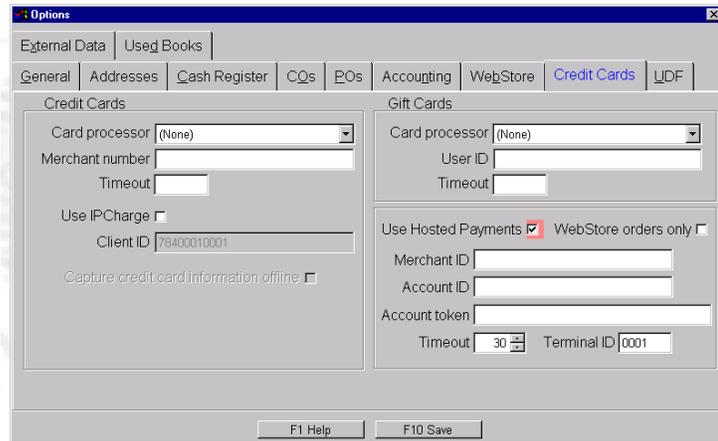
Enter the information from the EPS website into the fields on the Credit Card tab. Some people find it convenient to drag and highlight each value on the EPS site, right-click and Copy and then go to the Anthology screen and right-click Paste the value instead of typing in the value manually. If you do so, be very careful not to have any leading or trailing spaces

The grid below shows which fields from EPS go into which Anthology fields.

ELEMENTS WEBSITE	VISUAL ANTYOLOGY
Name Used	*Name Used*
Account ID (7 digit #)	Account ID
Acceptor ID (8 digit #)	Merchant ID

Account Token (very long string of numbers and letters)	Account Token
Terminal ID (4 digit #)	Terminal

Once you have filled in the values, press F10 to Save the changes. You will be prompted to close and reopen the program to enable the changes.

Go back into Visual Anthology, Master Files, Tenders. By default the install will have created Visa, Master Card, Discover, and Amex tenders for you. If you will not be using one of these simply highlight and F9 Delete.
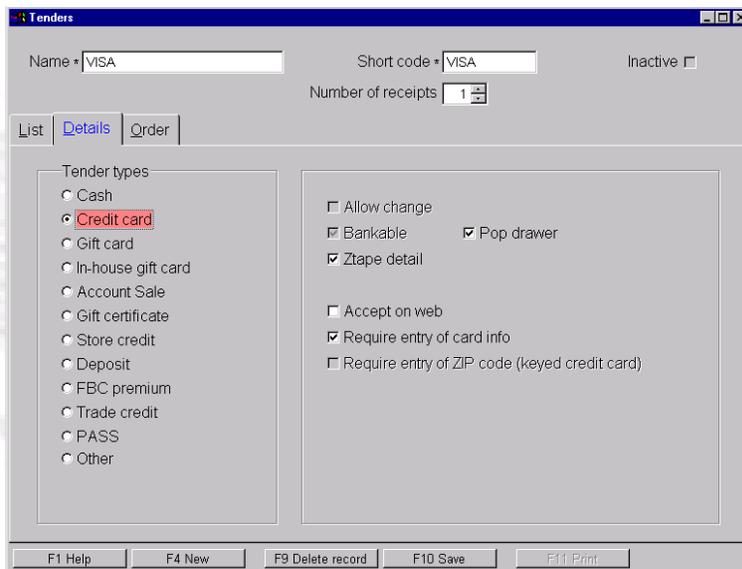
Select each credit card tender and click on the Details tab. Ensure each credit card tender has the "Tender Type" set to "Credit Card" and that the "Ztape Detail" and "Require entry of card info" fields are checked. F10 to save any changes, repeat for each credit card tender.

You have already, or will shortly receive the special encrypted credit card swiper(s). The swiper should be plugged into a convenient USB port on the computer tower. Do not plug the swiper into a USB port on your monitor, or an external USB 'hub'. The system may beep and show that a device has been found, there is no need to install any drivers.

Lastly, do a quick test with a credit card to ensure the credit card setup is working. Open Visual Anthology, Sales, Cash Register. Ring up an inexpensive item and F3 Take Tenders. Arrow down to the card type being used, such as Visa, and press enter. The focus (coral colored highlight) will move down to the Amount Tendered field. Here you can enter in the full amount being taken or possibly a partial amount in case the customer wishes to pay with multiple tenders. Once the Amount Tendered has been filled in press enter and the EPS hosted payments will appear. Swipe the credit card using the encrypted swiper, the screen will show if it was a successful swipe or not. If not, try again. If the swipe is good then click on the "Process Transaction" button. A

response will come back from EPS indicating if the charge was successful. If so, click the small X on the EPS window to return to the tenders screen to print the receipts.

If you have any questions or concerns contact Support@anthology.com.