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NSF Merchant Site

USER GUIDE

v3.1.1.3

System Requirements

- Web Browser: Internet Explorer 8

The Login Page

The login page is used to log into the NSF Merchant Site. The URL and the login information will be provided by your Merchant Processor. To log in, enter the User Name and Temporary Password you were assigned.



You are not logged in

Log In

User Name:
Password:

Forgot your password? Please call 800-208-2964

Security Notice

You are about to access a secured resource. Money Transfer Systems, Inc. reserves the right to monitor, limit or deny access to this resource at any time.

Use of this Web site constitutes acceptance of the Money Transfer Systems, Inc. privacy policy.

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Upon login you will be redirected to the Change Password screen. Enter a new Password that contains the required numeric or special characters and character length as determined by your Merchant Processor. Confirm your password by entering it a second time. Once your password change is accepted you will be directed to the Home page.



You are not logged in.

NSF Merchant Site

[Home](#) [Logout](#)

Password Requirements

- Must be between 8 and 14 characters inclusive.
- Must contain at least 1 numeric or special characters.
- Must have less than 2 characters that are part of your old password.
- Must have less than 2 characters that are part of your user name.

Current Password:
New Password:
Confirm Password:

Notice:

You have been directed to this page as your password is a temporary password, your password has expired, or you have requested to change your own password.

Forgot Password

In the event you have forgotten your password, select the Forgot Password link. Doing so will take you to a secondary screen where you will be required to enter your User Name and Email Address. Clicking Request will send the request and direct you back to the Login page. You will receive an email with a temporary password and a specific url that must be used to complete the process. The temporary password will not work at the Login page. As stated in the email, the url provided will expire in 1 hour.

Forgot Password

User Name:

Email:

Confirm Email:

Notice:

In order to change your password you must enter the email address associated with your username. You will then receive an email with instructions on how to change your password.

Pin Pad Authentication

Merchants who have elected to use Pin Pad Authentication, will be prompted (after entering their Username/Password) for their Pin Pad Code. This number must be exactly 4 digits in length. After entering your code, you will be taken to the Home Page.

If for any reason you cannot remember your Pin Pad Code, please contact your Processor. They have the ability to both establish and modify your code.

You are not logged in

NSF Merchant Site

Pin Pad

Please enter your pin pad code to continue login.

1 2 3
4 5 6
7 8 9
0

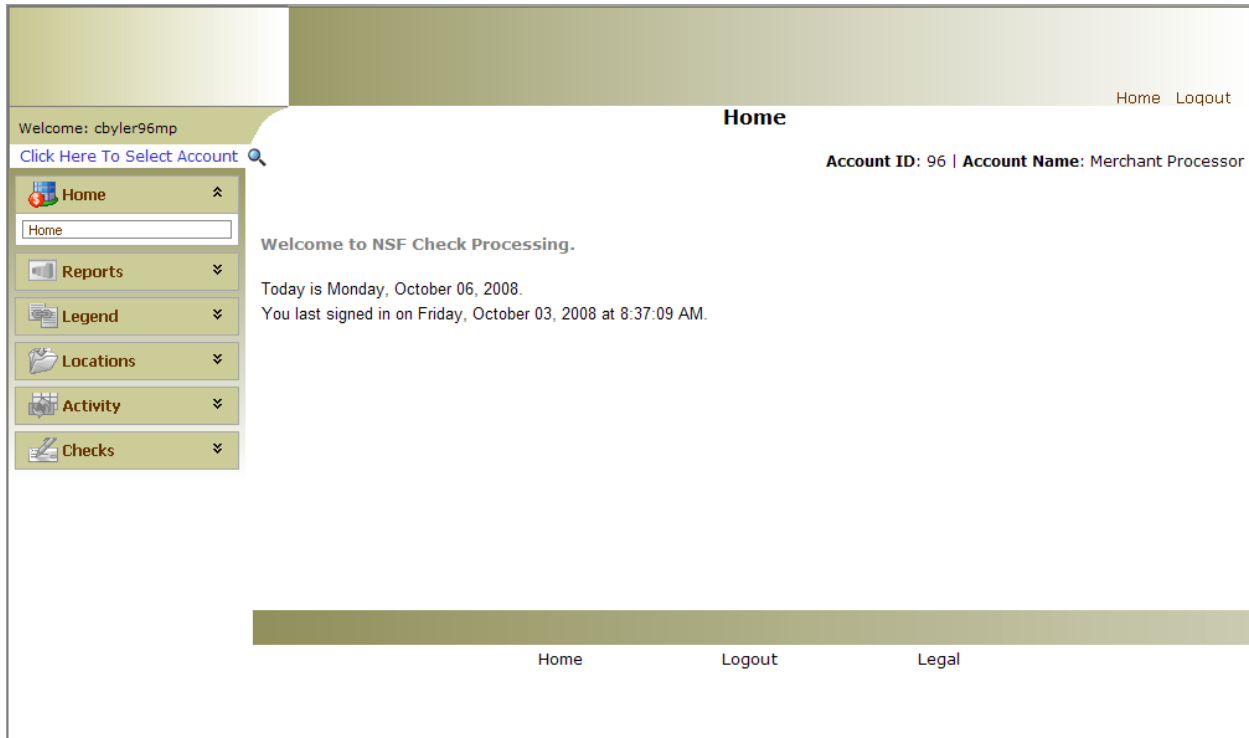
Submit Clear

Forgot your pin? Please contact your processor.

The Home Page


The Home Page greets you with the current date as well as the details for your last sign on. Located on the left margin, you will see the navigation menu which will allow you to easily access frequently used items throughout your work day.

It also displays your user name located in the upper left hand corner of the screen.



Merchants that have access to additional accounts can select the account they wish to toggle to and can make their selection from the Merchant List located under the username in the upper-left corner. From this list you can filter via the Account ID, Group ID, or Name. Simply typing the first few letters/numbers will bring items that meet those criteria to the top of the list. To move to that account, click the Select hyperlink. You can return to the default view at any time by clicking the Clear hyperlink or backspacing to remove the characters you previously typed in the filter box.

		ID	Group ID	Name
Clear		511		
	Select	5112		Global Business Solutions
	Select	5117		Grand View BP
	Select	5118		El Merch/100
Close				

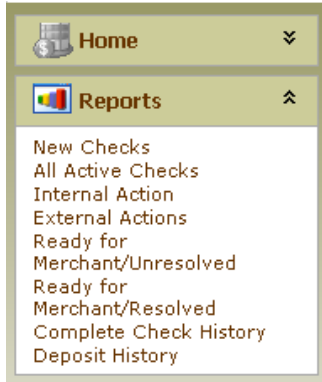
You also have the option to use the Quick Select icon . Doing so will not load the merchant list up front, but rather allow you to search for a specific merchant by Account ID, GroupID, or Account Name.

Search	Operator	By
<input type="text" value="Account ID"/>	<input type="text" value="Equals"/>	<input type="text" value="1234"/>
<input type="button" value="Search"/>		

After clicking Search, your results will be displayed in the grid allowing you to then select the account.

Reports

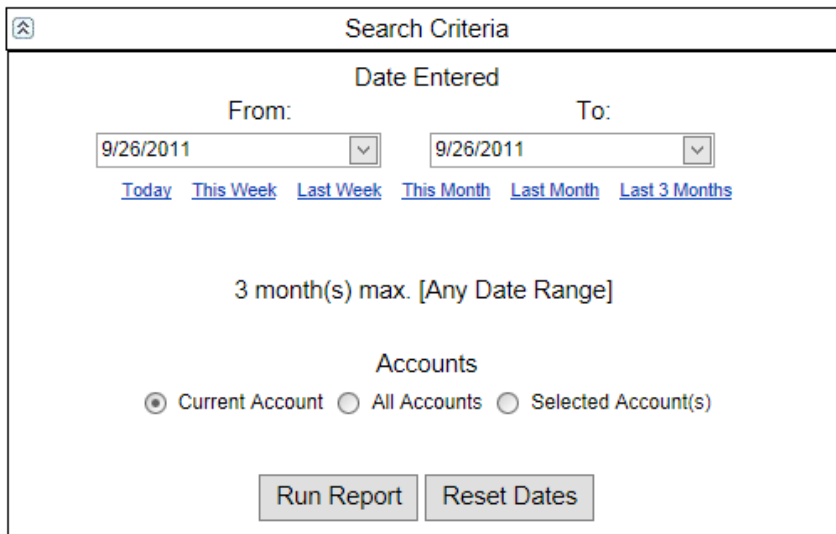
The Reports menu allows the user to see their current check status. Below you will find a brief description of each report and the functionality contained within each screen. The report names for the 3rd-6th items will vary based on the web description you have given each in the NSF application. Report 3 is for all items in classification 200-299, Report 4 for items in classification 300-399, etc.



Report Screen Functionality

Search Criteria

All merchant reports default to today's date and are restricted to a 3 month date range. For convenience, you can also access date range quick links of Today, This Week, Last Week, This Month, Last Month, and Last 3 Months which will automatically populate the appropriate dates for you. In addition, selections are available to Current Account, All Accounts, and Selected Accounts for users who are grouped to multiple merchant accounts.

A screenshot of a 'Search Criteria' form. At the top, it says 'Date Entered'. Below this, there are two date input fields, both containing '9/26/2011'. Underneath the date fields are several blue hyperlinks: 'Today', 'This Week', 'Last Week', 'This Month', 'Last Month', and 'Last 3 Months'. Below the hyperlinks, it says '3 month(s) max. [Any Date Range]'. Underneath that, it says 'Accounts' and has three radio button options: 'Current Account' (which is selected), 'All Accounts', and 'Selected Account(s)'. At the bottom of the form are two buttons: 'Run Report' and 'Reset Dates'.

Each report screen displays the Total Number of Checks and the Total dollar amount in the grid footer.

Search Criteria

Add/Remove Columns XLSX

From: 6/13/2006 To: 6/13/2011

Drag a column header here to group by that column

Check	Name	Check Date	No	Amount	Date Entered	Status	Status Date	Image
372717	Lawson, Mandy	07/02/2007	213	39.40	07/06/2007	Ready for Letter 1	08/27/2007	View
375517	Hansford, Robert W	07/10/2007	0	180.00	07/19/2007	Merchant Decision	08/14/2009	View
376768	Watson, Vernal E	07/14/2007	547	40.00	07/26/2007	Verifying In Process	08/14/2009	View
377270	Loucks, Christina	07/21/2007	518	80.76	07/30/2007	Verifying In Process	08/14/2009	View
Count=4			\$340.16					

Page 1 of 1 (4 items) >

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You can change the column the grid is sorted by by clicking on the column header you wish to sort your data by:

From: 6/13/2006 To: 6/13/2011

Drag a column header here to group by that column

Check	Name	Check Date	No	Amount	Date Entered	Status	Status Date	Image
372717	Lawson, Mandy	07/02/2007	213	39.40	07/06/2007	Ready for Letter 1	08/27/2007	View
375517	Hansford, Robert W	07/10/2007	0	180.00	07/19/2007	Merchant Decision	08/14/2009	View
376768	Watson, Vernal E	07/14/2007	547	40.00	07/26/2007	Verifying In Process	08/14/2009	View
377270	Loucks, Christina	07/21/2007	518	80.76	07/30/2007	Verifying In Process	08/14/2009	View
Count=4			\$340.16					

Page 1 of 1 (4 items) >

[Create Filter](#)

You can also change the order columns appear in by clicking on a header and dragging it to the desired location:

From: 6/13/2006 To: 6/13/2011

Drag a column header here to group by that column

Check	Name	Check Date	No	Amount	Date Entered	Status	Status Date	Image
372717	Lawson, Mandy	07/02/2007	213	39.40	07/06/2007	Ready for Letter 1	08/27/2007	View
375517	Hansford, Robert W	07/10/2007	0	180.00	07/19/2007	Merchant Decision	08/14/2009	View
376768	Watson, Vernal E	07/14/2007	547	40.00	07/26/2007	Verifying In Process	08/14/2009	View
377270	Loucks, Christina	07/21/2007	518	80.76	07/30/2007	Verifying In Process	08/14/2009	View
Count=4			\$340.16					

Page 1 of 1 (4 items) >

[Create Filter](#)

In addition, you can add and remove columns of your choosing by selecting the 'Show Customization Window'. Simply drag unwanted column headers to the Field Chooser window and drag new column headers to the grid as desired.

Add/Remove Columns XLSX Export

From: 6/13/2006 To: 6/13/2011

Drag a column header here to group by that column

Check	Name	Check Date	No	Amount	Date Entered	Status	Status Date	Image
372717	Lawson, Mandy	07/02/2007	213	39.40	07/06/2007	Ready for Letter 1	08/27/2007	View
375517	Hansford, Robert W	07/10/2007	0	180.00	07/19/2007	Merchant Decision	08/14/2009	View
376768	Watson, Vernal E	07/14/2007	547	40.00	07/26/2007	Verifying In Process		View
377270	Loucks, Christina	07/21/2007	518	80.76	07/30/2007	Verifying In Process		View
Count=4			\$340.16					

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[Create Filter](#)

Field Chooser x
 ABA
 ABAAcctNo
 Acct ID
 Address 1
 Address 2
 City

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You can then 'export' the contents of any grid by selecting one of the formats from the Export menu at the upper-right of each grid. Selecting the Export/PDF/CSV link(s) will return all data when multiple pages exist (not just the data reflected in the current grid) and contain the columns you have chosen to include. Modifications that you make to the grid are saved to your current session only.

Add/Remove Columns XLSX Export

From: 6/13/2006 To: 6/13/2011

Drag a column header here to group by that column

Check	Name	Check Date	No	Amount	Date Entered	Status	Status Date	Image
372717	Lawson, Mandy	07/02/2007	213	39.40	07/06/2007	Ready for Letter 1	08/27/2007	View
375517	Hansford, Robert W	07/10/2007	0	180.00	07/19/2007	Merchant Decision	08/14/2009	View
376768	Watson, Vernal E	07/14/2007	547	40.00	07/26/2007	Verifying In Process	08/14/2009	View
377270	Loucks, Christina	07/21/2007	518	80.76	07/30/2007	Verifying In Process	08/14/2009	View
Count=4			\$340.16					

Page 1 of 1 (4 items) < [1] >

[Create Filter](#)

XLSX
 XLS
 CSV
 PDF
 RTF

For reports which contain rows of data exceeding the current grid, paging is in place. You can navigate through the pages returned by clicking the 'number' hyperlinks at the top/bottom of the report. Keep in mind, you can also export the data or run a custom report to simplify locating a specific item.

From: 6/13/2006 To: 6/13/2011

Drag a column header here to group by that column

Check	Name	Check Date	No	Amount	Date Entered	Status	Status Date	Image
243462	Meeks, Charles E.	06/05/2006	560	48.25	06/20/2006	Hard Collections	07/12/2007	View
244168	Meeks, Charles E.	05/07/2006	573	29.33	06/22/2006	Hard Collections	07/12/2007	View
245474	Simkins, William H.	06/15/2006	1052	20.00	06/26/2006	Hard Collections	07/12/2007	View
246530	Chaneyfield, Sinclair	06/19/2006	119	7.95	06/27/2006	Hard Collections	07/12/2007	View
248355	Hoots, Justin	06/19/2006	1026	32.10	06/30/2006	Hard Collections	07/12/2007	View
248357	Hoots, Justin	06/19/2006	1029	50.54	06/30/2006	Hard Collections	07/12/2007	View
248820	Carter, Jeremy S.	06/19/2006	1018	51.19	07/05/2006	Hold Cannot Locate	12/19/2006	View
248827	Carter, Jeremy S.	06/21/2006	1022	51.70	07/05/2006	Hold Cannot Locate	12/19/2006	View
248831	Carter, Jeremy S.	06/20/2006	1020	35.29	07/05/2006	Hold Cannot Locate	12/19/2006	View
248833	Carter, Jeremy S.	06/19/2006	1019	47.86	07/05/2006	Hold Cannot Locate	12/19/2006	View
251054	Hadley, Wallace L.	09/02/2004	2047	42.68	07/07/2006	Hard Collections	07/12/2007	View
251055	Shaw, Bobby Joe	05/25/2004	545	29.59	07/07/2006	Hard Collections	07/12/2007	View
251056	Guthrie, William S.	06/28/2004	143	13.04	07/07/2006	Hard Collections	07/12/2007	View
251058	Vetter, Timothy D.	07/09/2004	573	16.24	07/07/2006	Hold Cannot Locate	11/09/2006	View
251060	Wright, Carolyn	04/02/2004	263	25.00	07/07/2006	Hold Cannot Locate	11/08/2006	View
Count=298			\$13,394.86					

Page 1 of 20 (298 items) < [1] 2 3 4 5 6 7 ... 18 19 20 >

[Create Filter](#)

You can also group by any column header. Simply drag the desired column to the drop zone within the grid (under the page count).

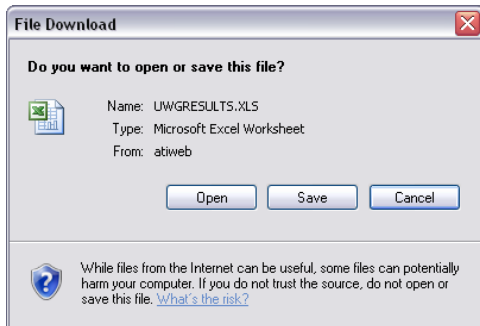
Doing so will group all report items by the header you've selected. You can then expand/collapse the grouped items by clicking the '+' / '-' symbols to view the detail.

From: 6/13/2006 To: 6/13/2011

Status ▾

Check	Name	Check Date	No	Amount	Date Entered	Status	Status Date	Image
⊖ Status: Collection legal letter sent (Count=15)								
⊖ Status: Hard Collections (Count=135)								
⊖ Status: Hold Cannot Locate (Count=28)								
⊖ Status: Internal Collections Process (Count=2)								
385089	Zolonowski, Nicole	03/07/2011	1181	255.49	03/07/2011	Internal Collections Process	03/07/2011	View
385102	Last, First	03/08/2011	1796	98.00	06/07/2011	Internal Collections Process	06/07/2011	View
⊖ Status: Legal disclaimer sent (Count=34)								
⊖ Status: Merchant Decision (Count=1)								
⊖ Status: Phone attempt-Refusal to Pay (Count=1)								
⊖ Status: Ready for Lawyer 1 (Count=7)								
⊖ Status: Ready for Letter 1 (Count=1)								
⊖ Status: Settlements Ready for ACH (Count=36)								
⊖ Status: Skip Trace 2 (Count=5)								
⊖ Status: Verifying In Process (Count=2)								
Count=267				\$11,972.67				
Page 1 of 1 (14 items) < [1] >								
Create Filter								

To export, simply click the desired export format. Export opens/saves the report in .xls format. PDF is .pdf format, and CSV will open/save to Comma Separated Value. Select Open to view the file or select Save to save it to the location of your choice.



Check Details & Check Image

For transactional reports, you have the ability to click on the Check ID Number to view the Details for the check selected.

From: 6/13/2006 To: 6/13/2011

Drag a column header here to group by that column

Check	Name	Check Date	No	Amount	Date Entered	Status	Status Date	Image
372717	Lawson, Mandy	07/02/2007	213	39.40	07/06/2007	Ready for Letter 1	08/27/2007	View
375517	Hansford, Robert W	07/10/2007	0	180.00	07/19/2007	Merchant Decision	08/14/2009	View
376768	Watson, Vernal E	07/14/2007	547	40.00	07/26/2007	Verifying In Process	08/14/2009	View
377270	Loucks, Christina	07/21/2007	518	80.76	07/30/2007	Verifying In Process	08/14/2009	View
Count=4			\$340.16					

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[Create Filter](#)

The Details button displays a new screen showing all columns present in the grid in addition to address and return code information. You can also Print the details. To return to the prior grid, simply click the Close button at the bottom of the page.

Check Details

[Print](#)

First Name	Mandy
Last Name	Lawson
Address	1527 Bluff Boom Rd
Address cont'd	
City	Greensburg
State	KY
Zip Code	42743-
Home Phone	270-405-0557
Work Phone	
Cell Phone	
ABA	*****7913
Account Number	*****3874
Check Number	213
Check Date	07/02/2007
Check Amount	39.40
Check Status	Ready for Letter 1
Date Entered	07/06/2007
Face Return Code	R02
Fee Return Code	R02

[Close](#)

To view a copy of the customer's check, click the View link. In the event no image exists, the View link will simply not be present for that row item.

From: 6/13/2006 To: 6/13/2011

Drag a column header here to group by that column

Check	Name	Check Date	No	Amount	Date Entered	Status	Status Date	Image
372717	Lawson, Mandy	07/02/2007	213	39.40	07/06/2007	Ready for Letter 1	08/27/2007	View
375517	Hansford, Robert W	07/10/2007	0	180.00	07/19/2007	Merchant Decision	08/14/2009	View
376768	Watson, Vernal E	07/14/2007	547	40.00	07/26/2007	Verifying In Process	08/14/2009	View
377270	Loucks, Christina	07/21/2007	518	80.76	07/30/2007	Verifying In Process	08/14/2009	View
Count=4			\$340.16					

Page 1 of 1 (4 items) < [1] >

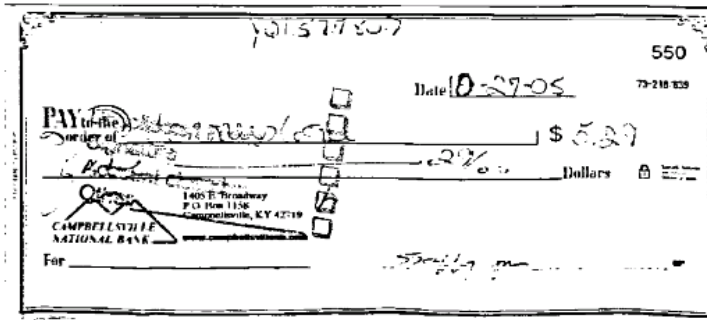
[Create Filter](#)

Upon clicking 'View' you will be presented with an image of the check. Both the front and back of the check will be displayed if on file. You can also Print a copy of the check.

041000014
 10/31/2005
 6611187519

This is a LEGAL COPY of
 your check. You can use it
 the same way you would
 use the original check.

5002/E/OT
 08204001000000



For users who have access to the display of full ABA's and Account Numbers, an additional drop-menu is available for each column header. Clicking on the arrow will display a window which displays all data contained within that column for the entire report (not just the grid which is currently displayed).

From: 6/13/2008 To: 6/13/2011

Drag a column header here to group by that column

Check	Name	Check Date	No	Amount	Date Entered	Status	Status Date	Image
	(Blanks)					Settlements Ready for ACH	10/30/2009	
384648	Byler, C		3211	30.18	06/18/2008	Settlements Ready for ACH	10/30/2009	
384649	Byler, C		3435	30.18	06/18/2008	Settlements Ready for ACH	10/30/2009	
384650	Byler, C		3435	30.18	06/18/2008	Settlements Ready for ACH	10/30/2009	
384652	Byler, Cherice		3019	30.19	07/18/2008	Settlements Ready for ACH	10/30/2009	
384690	Gomes, Michael		3001	55.00	09/18/2008	Settlements Ready for ACH	10/30/2009	
384691	Last, First		3031	30.31	10/09/2008	Settled/Merchant Paid	10/19/2009	
385086	Zolonowski, Nicole		0001	10.00	02/01/2011	Settled/Merchant Paid	02/01/2011	
385088	Gomes, Michael		3869	80.00	03/07/2011	a	06/09/2011	View
385089	Zolonowski, Nicole	03/07/2011	1181	255.49	03/07/2011	Internal Collections Process	03/07/2011	View
385102	Last, First	03/08/2011	1796	98.00	06/07/2011	Internal Collections Process	06/07/2011	View
385104	Byler, Cherice	06/01/2011	4001	50.00	06/09/2011	Settled/Merchant Paid	06/09/2011	
Count=11				\$699.53				

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[Create Filter](#)

New Checks

This selection displays all 'new' checks for the Merchant which have a Class Code of 1-200.

All Active Checks

This selection displays all checks which have a Class Code of 1-600.

Internal Action

This selection displays all checks which have a Class Code of 200-299.

External Actions

This selection displays all checks which have a Class Code of 300-399.

Ready To Send Back to Merchant (Unresolved)

This selection displays all checks which have a Class Code of 400.

Ready For Merchant (Resolved)

This selection displays all checks which have a Class Code of 500-599.

Complete Check History

Complete Check History allows you to retrieve transactions based on the date range you select.

From the results window, you can refine your search at any time by clicking on the two little down-arrows or the Search Criteria bar itself. Doing so will display the date range fields.

The screenshot displays the 'Search Criteria' window with a date range from 6/13/2008 to 9/13/2008. A calendar is open for September 2008, showing the date 13th selected. Below the search criteria, there is a table of check history results.

Check	Name	Check Date	No	Amount	Status Date	Image
384648	Byler, C	06/11/2008	63211	30.18	06/18/2008	Settlements Ready for ACH
384649	Byler, C	06/16/2008	5435	30.18	06/18/2008	Settlements Ready for ACH
384650	Byler, C	06/12/2008	5354345	30.18	06/18/2008	Settlements Ready for ACH
384652	Byler, Cherice	07/10/2008	3019	30.19	07/18/2008	Settlements Ready for ACH

Count=4 \$120.73

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[Create Filter](#)

Deposit History

Deposit History allows you to view all deposits based on the date range you select.

The below screenshot shows the data returned for the date specified.

From: 6/13/2006 To: 6/13/2011

Drag a column header here to group by that column

Settle ID	Date Paid	Check Reference	Debit	Credit
83740	10/06/2009	NET05403-83740	0.00	807.11
82934	10/06/2009	NET05403-82934	0.00	185.00
84777	10/20/2009	NET05403-84777	0.00	105.00
85118	10/22/2009	NET05403-85118	0.00	5.00
85132	10/22/2009	NET05403-85132	0.00	30.31
85210	02/01/2011	NET05403-85210	0.00	1.00
85212	02/01/2011	NET05403-85212	0.00	10.00
85213	06/09/2011	NET05403-85213	0.00	5.00
85215	06/09/2011	NET05403-85215	0.00	148.00
			\$0.00	\$1,296.42

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[Create Filter](#)

You can view the details for the row entry by selecting the Settle ID number hyperlink.

You can drill even further down by selecting the Reference ID which will display the original transaction details.

From: 6/13/2006 To: 6/13/2011

Drag a column header here to group by that column

Reference ID	Check No	Date Submitted	Settlement Date	Check Writer	Check Reference	Return Code	Debit	Credit
385102	1796	06/09/2011	06/10/2011	First Last	ACH-5403C17684	None	0.00	98.00
385104	4001	06/09/2011	06/10/2011	Cherice Byler	ACH-5403C17684	None	0.00	50.00
							\$0.00	\$148.00

Page 1 of 1 (2 items) < [1] >

[Create Filter](#)

[Return to Results](#)

Again, exporting will produce a spreadsheet with all items listed on the page you are viewing as shown.

Legend

Classification

Lists all Classification Codes where the 'Web Description' is not blank. As with other selections, you can export the legends if desired.

Drag a column header here to group by that column		
Code	Web Description	Detail Description
100	Representation	
101	Verifying In Process	
102	Web Check Entry	Checks entered in from the Web
110	1st Representation	
111	1st Representation In Process	
112	3rd Representation Draft (Fees Only)	Fee is being deposited for 3rd and final attempt at recovery.
113	3rd Representation Draft In Process (Fees Only)	The fee has been deposited for the final time and we are awaiting the results.
120	Verify Funds	
121	Verifying In Process	
122	Verify Funds	

Return Reason

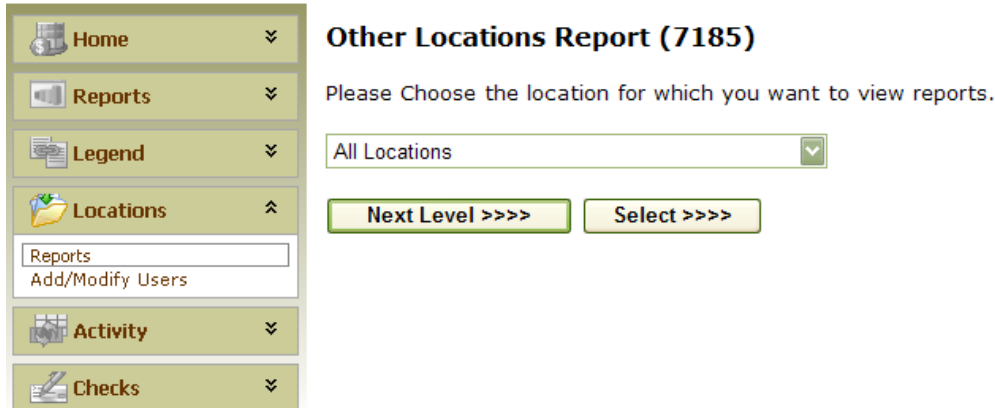
Lists all Return Codes and their descriptions.

Drag a column header here to group by that column	
Return Code	Return Reason
R01	Insufficient Funds
R02	Account Closed
R03	No Account
R04	Invalid Account Number
R05	Incorrect SEC Code
R06	Returned per ODFI
R07	Authorization Revoked
R08	Payment Stopped
R09	Uncollected Funds
R10	No Authorization

Locations

Reports

This selection allows you to run reports for other locations to which you have been granted access. You can choose to run the report for 'All Locations' or by specific locations by making your selection from the drop-menu. If the location chosen has a 'child location' assigned, you can select 'Next Level' to reach those additional locations. When satisfied, click 'Select'.



You will then be presented with the report screen for the chosen location. Simply select the desired report to proceed. In the event you wish to return to the location selection screen, simply click the 'Change Selected Location' button. *Keep in mind, the Deposit History report is only available when you have selected a specific location. It is not available when 'All Locations' is selected.*

Other Locations Report (5403)

- [New Checks](#)
- [All Active Checks](#)
- [Internal Action](#)
- [External Actions](#)
- [Unresolved](#)
- [Resolved](#)
- [Complete Check History](#)
- [Date Range](#)
- [Custom Report](#)

[Change Selected Location](#)

After running a report, you can select the 'Change Locations' link at the top of each grid to return to the Location selection drop-menu.

Users

User List

The Users screen lists all users which belong to Location reports based on Grouping via the NSF Application. By selecting the '+' for the user, you can view the details indicating the Account ID and Account Name to which they have access. From this screen you can edit or clone existing users as well as add a new user. As well, you can export a list of all users in Microsoft Excel format.

Drag a column header here to group by that column					
#	User ID	Full Name	Edit	Clone	
Clear	<input type="text" value="cbyler"/>	<input type="text"/>			
<input type="checkbox"/>	cbyler3080	cbyler3080	Edit	Clone	
Account ID		Account Name			
5403		[Redacted]			
Count=1					
<input type="checkbox"/>	cbyler5403	5403 User	Edit	Clone	
<input type="checkbox"/>	cbyler5981	5981 User	Edit	Clone	
<input type="checkbox"/>	cbyler6254	6254 User	Edit	Clone	
<input type="checkbox"/>	cbyler6941	6941 User	Edit	Clone	

Page 1 of 1 (5 items) [1]

[Clear](#)

Add New User

Edit User

To Edit a user, select the Edit hyperlink, make your desired changes, and click OK. The Edit screen allows you to not only edit the user credentials and merchant accounts assigned, but also Lock Out / Inactivate a user, Force a Password Change, and modify their account number display. Keep in mind, if the user being modified or has access to additional accounts which you do not, you will not see those accounts displayed.

Clone User

To clone a user, select the Clone hyperlink. You will need to indicate a new User ID, Password, and Name. Simply make any other desired changes and when satisfied, click OK.

Drag a column header here to group by that column					
#	User ID	Full Name	Edit	Clone	
Clear	<input type="text" value="cbyler"/>	<input type="text"/>			
<input type="checkbox"/>	cbyler3080	cbyler3080	Edit	Clone	
<input type="checkbox"/>	cbyler5403	5403 User	Edit	Clone	
<input type="checkbox"/>	cbyler5981	5981 User	Edit	Clone	
<input type="checkbox"/>	cbyler6254	6254 User	Edit	Clone	
<input type="checkbox"/>	cbyler6941	6941 User	Edit	Clone	

Page 1 of 1 (5 items) [1]

[Clear](#)

Add New User

Add New User

To add a new user, you will need to assign at minimum a User ID, Password, Name, and Merchant Account Access. You can choose to assign a temporary password when adding the user then check mark the 'Force Password Change' button so the user will be required to change their password on their first login. Keep in mind, you will only be able to assign merchant accounts under User Account Access which you have access to.

User Details

* User Id:

* Password:

Pin Pad Code:

* Name:

Address Line 1:

Address Line 2:

City:

State: Zip:

Home Phone:

Work Phone:

Pager:

Cell Phone:

Email:

Lock Out User:

InActive User:

Force Password Change:

Display Acct. Numbers:

* Required Fields

User Account Access

XLS

ID	Account Name	SalesID	GroupID
6941	Florida, FL	28	5403
5403	International Commercial Bank	53	5981
5981	Wells Fargo Bank of Florida (601000000)	51	5403
6254	Florida, FL	503	5403

Page 1 of 1 (4 items) < [1] >

Default Account

For accounts with several merchants, you can choose to sort by Account ID, Account Name, Sales ID, or Group ID by clicking on the column header to make account location easier. You can also filter these fields by simply typing the first few characters of the Account ID / Name which will bring items that meet those criteria to the top of the list.

Default Account

In addition, for users who are grouped to multiple merchant accounts, a default account can now be selected. If no default is selected, it will display the first Account ID numerically when the user logs in. However, if you select a default merchant, it will display the Account ID selected when the user logs in.

As a reminder, make sure to enter a password that meets the minimum requirements. When satisfied, click OK to add the new user.

Activity

Checks Received

This screen displays all 'Checks Received' since your last visit to the selected account. This grid contains the same functionality as the report grids.

Checks Paid To Merchant

This screen displays all 'Checks Paid To Merchant' since your last visit to the selected account. Again, you can display the details of a batch by clicking the ID number hyperlink.

Merchant Decision

This menu item will only appear for clients which utilize Classification Code 60. The name for the menu item (in this example, Merchant Decision) will be labeled with the Web Description that is currently assigned to Classification Code 60. This screen provides customer with online decision capabilities for returned items including: "Re-Deposit", "Return Item to Merchant", and "Resolved at Merchant". Only items in classification code 60 or 70 will appear and can be modified here.

Check ID	Check Writer	Check Date	Check Number	Check Amount	Verification / Phone	Status	Status Date	View Image
355357	Newton, Wanda L	05/08/2007	2252	20.00	None	Change Status	08/22/2007	View
Count = 1				\$20.00				

To modify a transaction, click on the 'Change Status' link. Make your selection from the drop-menu provided and click Update. Doing so will place the transaction in the Classification Code as defined by the Class Flow and the item will be removed from the screen.

Check ID	Check Writer	Check Date	Check Number	Check Amount	Verification / Phone	Status	Status Date	View Image
355357	Newton, Wanda L	05/08/2007	2252	20.00	None		08/22/2007	View
Merchant Decision: <input type="text" value="Return Item to Merchant"/>								
Update Cancel								
Count = 1				\$20.00				

Checks

Search Checks

Search Checks allows you to search by one or multiple criteria. Simply populate the desired fields and click Search. You can perform your search by 'All Criteria' to narrow your results or 'At Least One Criteria' which will return a result for each item that meets one of the specified fields.

Search Criteria	
ABA:	<input type="text"/>
Account Number:	<input type="text"/>
Amount:	<input type="text" value="10.00"/>
Check Number:	<input type="text"/>
Check ID:	<input type="text"/>
Name:	<input type="text"/>
Check Date:	<input type="text" value="▼"/> To: <input type="text" value="▼"/>
Find Checks For:	<input checked="" type="radio"/> All Criteria <input type="radio"/> At Least One Criteria
<input type="button" value="Search"/>	

Custom Report

Similar to Search Checks, this screen allows you to find checks based on user-defined criteria. The custom report allows you to not only search by a greater number of fields but also specify what data columns are returned for display. As shown below, you can add/remove additional rows to narrow/widen your search. You can designate not only which fields will be returned but also the order in which they are sorted. Only fields which you select will be included in the data return. When you are satisfied, click Execute Search.

Search Criteria Click to collapse...

Saved Reports

Report Name

Select your search criteria

Current Search Criteria

Columns	Operator	Search String
Columns	ABA	<input type="text"/>
Operator	=	
Search String		<input type="text"/>

Select which column to sort by.

Sorted By

Select which columns to view.

Hidden Columns		Visible Columns
ABA	<input type="button" value="Add →"/>	CheckID
AccountNumber	<input type="button" value="← Remove"/>	FirstName
Address	<input type="button" value="Add All →"/>	LastName
Address2	<input type="button" value="← Remove All"/>	Amount
CheckStatus		CheckNumber
City		CheckDate
DateEntered		
DebitDate		
DLNumber		

The screen below shows the results for a search where the Amount equals \$10.00 and is sorted by Check ID.

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Page 1 of 2 (14 items) [1] 2

Drag a column header here to group by that column

Check ID	First Name	Last Name	Amt	No.	Check Date
229199	Richard L.	Hicks	10.00	511	04/27/2006
251131	Bobby Joe	Shaw	10.00	556	06/02/2004
251132	Bobby Joe	Shaw	10.00	555	06/03/2004
251876	Shannon R.	Williamson	10.00	140	12/04/2003
252026	Gary	Foster	10.00	297	03/05/2004
252498	Joyce	Gill	10.00	684	12/31/2003
252762	William A.	Bickett	10.00	294	09/17/2004
252926	William Cassidy	Tedder IV	10.00	151	05/29/2004
323968	Brandon C	Murrell	10.00	2070	01/17/2007

Count = 14 \$140.00

Page 1 of 2 (14 items) [1] 2

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From this screen you can use filtering to locate more specific items. For example, simply type the first few letters of the last name you are looking for. In this case, I am looking for any transactions where the last name starts with 'will'.

Check ID	First Name	Last Name	Amt	No.	Check Date
	will				
229199	Richard L.	Hicks	10.00	511	04/27/2006
251131	Bobby Joe	Shaw	10.00	556	06/02/2004
251132	Bobby Joe	Shaw	10.00	555	06/03/2004
251876	Shannon R.	William	10.00	140	12/04/2003
252026	Gary	Foster	10.00	297	03/05/2004
252498	Joyce	Gill	10.00	684	12/31/2003
252762	William A.	Bickett	10.00	294	09/17/2004
252926	William Cassidy	Tedder IV	10.00	151	05/29/2004
323968	Brandon C	Murrell	10.00	2070	01/17/2007

Count = 14 \$140.00

Page 1 of 2 (14 items) [1] 2

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The page will automatically refresh and only the items that meet my criteria are displayed.

Check ID	First Name	Last Name	Amt	No.	Check Date
	will				
252762	William A.	Bickett	10.00	294	09/17/2004
252926	William Cassidy	Tedder IV	10.00	151	05/29/2004

Count = 2 \$20.00

[Back](#)

To reset it to the original display, simply remove 'will' from the filter box. The page will be refreshed and the display returned to the prior view.

To return to the main search page, simply click the Back button. In addition to filtering...you can group your report by any desired column. Simply click and drag the column header to the area directly under paging.

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Drag a **Status** column

Click here to sort by Status

Check ID	Last Name	Amt	No.	Check Date	Status
251092	Randel S.	100.00	991	05/03/2004	Hold Cannot Locate
251154	Josh	100.00	780	10/30/2003	Hold Cannot Locate
251878	Elizabeth F.	100.00	1036	04/07/2004	Skip Trace 2
251879	Frank	123.50	2223	05/28/2004	Hard Collections
252446	Chris	170.00	564	10/11/2004	Skip Trace 2
252478	Genrel P.	200.00	1202	08/11/2004	Hard Collections
252480	Genrel P.	200.00	1205	08/30/2004	Hard Collections
252485	Genrel P.	200.00	1211	10/07/2004	Hard Collections
252486	Genrel P.	200.00	1208	09/09/2004	Hard Collections

In this example I have chosen to group by Status. I am given a total count with dollar amount for each grouped item.

Status ▾

Check ID	First	Last	Amt	No.	Check Date
<input type="checkbox"/> Status: Collection legal letter sent (Count = 2, \$231.21)					
<input type="checkbox"/> Status: Funds are being verified with the bank (Count = 1, \$180.00)					
<input type="checkbox"/> Status: Hard Collections (Count = 16, \$2,930.23)					
<input type="checkbox"/> Status: Hold Cannot Locate (Count = 2, \$200.00)					
<input type="checkbox"/> Status: Ready for Lawyer 1 (Count = 1, \$212.00)					
<input type="checkbox"/> Status: Skip Trace 2 (Count = 2, \$270.00)					

You can then expand a grouped item to view the details by clicking the '+' symbol.

Status ▾

Check ID	First Name	Last Name	Amt	No.	Check Date
<input type="checkbox"/> Status: Collection legal letter sent (Count = 2, \$231.21)					
364586	Shawn	McCawley	100.00	4352	06/07/2007
366946	Shawn	McCawley	131.21	4380	06/08/2007
<input type="checkbox"/> Status: Funds are being verified with the bank (Count = 1, \$180.00)					
<input type="checkbox"/> Status: Hard Collections (Count = 16, \$2,930.23)					
<input type="checkbox"/> Status: Hold Cannot Locate (Count = 2, \$200.00)					
<input type="checkbox"/> Status: Ready for Lawyer 1 (Count = 1, \$212.00)					
<input type="checkbox"/> Status: Skip Trace 2 (Count = 2, \$270.00)					
Count = 24			\$4,023.44		

Custom Reports

If you find you have the need for a particular data return frequently, you can save your search criteria as a Custom Report. Simply make your selections, type a Report Name, and click Save. Your report will then be accessible by clicking the 'View Saved Reports' button.

⏏
Search Criteria
Click to collapse...

Saved Reports

Report Name:

Select your search criteria

Current Search Criteria

Columns	Operator	Search String	
Amount	>=	100.00	Delete

✓ **You have successfully inserted report: Transactions over \$100**

⏏
Search Criteria
Click to expand...

[Close](#)

AccountID	Custom Report Name	Entered Date	Edit	Clone	Delete
5403	Transactions over \$100	4/17/2008 10:33:29 AM	Edit	Clone	Delete

To load the report specifications, simply click the report name. Doing so will take you to the custom report screen and list all the search criteria you previously specified.

From this screen you can also Edit/Clone/Delete a current report. If editing, simply make the desired changes. You will be prompted that this will overwrite the current report. To clone, you will be presented with a field in which to type the new report name. This new report will contain the exact search criteria as the original report. Finally, Delete will remove the current report from the list.

Users

The following section applies to Merchant Processors only.

Add New Users

To add a new user, you will need to assign at minimum a User ID, Password, Name, and Merchant Account Access. You can choose to assign a temporary password when adding the user then check mark the 'Force Password Change' button so the user will be required to change their password on their first login. You can also choose to add a Pin Pad Code. This will require that the end-user enter the 4-digit pin that you assign after entering their login credentials. You can change this Pin Pad Code at any time. Once assigned, you can simply disable it by removing the 4-digit number for the user and you're your changes.

User Details

* User Id:

* Password:

Pin Pad Code:

* Name:

Address Line 1:

Address Line 2:

City:

State: Zip:

Home Phone:

Work Phone:

Pager:

Cell Phone:

Email:

Lock Out User:

InActive User:

Force Password Change:

Display Acct. Numbers:

* Required Fields

User Account Access

All Accounts *Check Accounts To Add*

Drag a column header here to group by that column

<input type="checkbox"/>	ID	Name	SalesID	GroupID
<input type="checkbox"/>				
<input type="checkbox"/>	6389	...	36	
<input type="checkbox"/>	7775	...	503	
<input type="checkbox"/>	623945	...	503	
<input type="checkbox"/>	9544	...	503	
<input type="checkbox"/>	7335	...	36	
<input type="checkbox"/>	6920	...	36	
<input type="checkbox"/>	7748	...	49	
<input type="checkbox"/>	7170	...	36	
<input type="checkbox"/>	9861	...	77	
<input type="checkbox"/>	8771	...	503	

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[Check All](#) [Uncheck All](#)

XLS

Assigned Accounts *Uncheck Accounts To Remove*

<input type="checkbox"/>	ID	Name
No data to display		

[Check All](#) [Uncheck All](#)

Default Account

For accounts with several merchants, you can choose to sort by Account ID, Account Name, Sales ID, or Group ID by clicking on the column header to make account location easier. You can also filter these fields by simply typing the first few characters of the Account ID / Name which will bring items that meet the criteria to the top of the list. In addition, the Check All or Uncheck All links under the grid can be used. Selecting them will select/deselect all merchants (not just those shown on the first page of the grid). The "Assigned Accounts" grid will display all Merchant Accounts currently assigned to a user.

Default Account

In addition, for users who are grouped to multiple merchant accounts, a default account can now be selected. If no default is selected, it will display the first Account ID numerically when the user logs in. However, if you select a default merchant, it will display the Account ID selected when the user logs in.

As a reminder, make sure to enter a password that meets the minimum requirements. When satisfied, click OK to add the new user.

Search Users

Search User allows a Merchant Processor to search for users by Account ID, User ID, Group ID, or Full Name. **Only active users are returned and displayed.** Entering part of the value will return all results that meet the criteria for the User ID and Full Name selections. For example: Below I have searched for just the word "add". My results reflect all User ID's that have "add" located at any position in the User ID. When searching by Account ID or Group ID the entire search string is required.

Upon receiving your results you can Edit/Clone a user as well as Export the returned list to the format of your choosing.

Search By	Value
UserID	cbyler
<input type="button" value="Submit"/>	

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Drag a column header here to group by that column			
#	User ID	Full Name	#
	<input type="text"/>	<input type="text"/>	
	cbyler	Testing 3013	Edit Clone
	cbyler1	Cherice	Edit Clone
	cbyler107	FARSWach User	Edit Clone
	cbyler5403	5403 User	Edit Clone
	cbyler5981	5981 User	Edit Clone
	cbyler6254	6254 User	Edit Clone
	cbyler6941	6941 User	Edit Clone
	cbyler9276	cbyler9276	Edit Clone
	cbyler96	FARS User	Edit Clone
	cbyler96mp	FARS MP	Edit Clone

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Edit User

To Edit a user, select the Edit hyperlink, make your desired changes, and click OK. The Edit screen allows you to not only edit the user credentials and merchant accounts assigned, but also Lock Out or Inactivate a user, Force a Password Change, and modify their account number display.

Clone User

To clone a user, select the Clone hyperlink. You will need to indicate a new User ID, Password, and Name. Simply make any other desired changes and when satisfied, click OK.

As well, you can export a list of all users in Microsoft Excel format.