

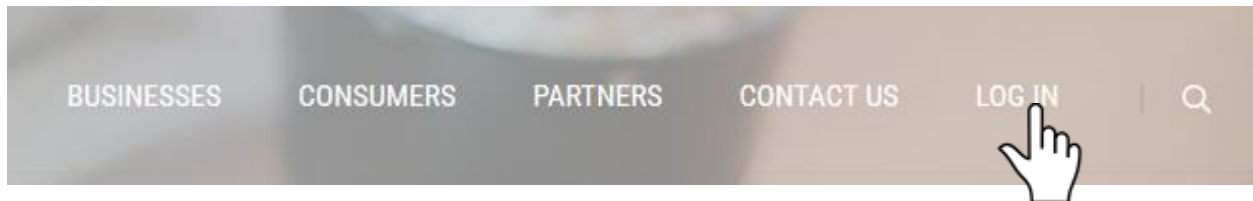
XPRESS-PAY ADMINISTRATION GUIDE

The Xpress-pay Team endeavors to educate and inform our clients how to use all available tools to ensure that vital information is readily available and your experience with ePayments is positive. To this end, this information will help you in performing common functions such as reports, adding users, and more.

This guide was authored and is being provided as a courtesy by the Xpress-pay Team. It contains a synopsis of information you'll commonly need in the course of accepting ePayments.

For additional assistance, please contact the Xpress Pay Support Department at (607) 753-6156. For security reasons, you will be asked for the physical address to which your account is registered. Please have this information available before calling.

Logging into the Xpress Pay Administration



To log in to your Xpress Pay Admin account, go to www.xpress-pay.com.

In the top right of that website, click *Log in*, then enter your credentials that were provided earlier. Click the *Log in* button to proceed.

If you forgot your password, click the *Forgot Your Password* link and follow the instructions. If you have difficulty, please contact us for further support.

Merchant Login

Log in here to run payment reports, import your billing files, or perform a host of other vital administrative functions for your account.

Resellers: Log in here to run a commission report.

Username:

Password:

[Forgot your password?](#)

LANDING PAGE – Main Menu

- **Reports** — Most users will only use this
- **Import Bills**
- **Add a Bill Type**
- **Add/maintain Secondary Administrators** — For Primary Administrators
- **Documentation**
- **Account Information** — Change your password here
- **Log Out**

Items in gray here will not apply to your account. If you wish to learn more, please contact your sales representative

For Primary Administrators

Change your password here

Select a Bill Type

- **Maintain Bill Type Record**
- **Maintain Interest Formula**
- **Add a Bill**
- **Remove this Bill Type**
- **Bill Deletion Menu**
- **Accept behind-the-counter payments**

Do not use as this as it will delete your payment type and all history



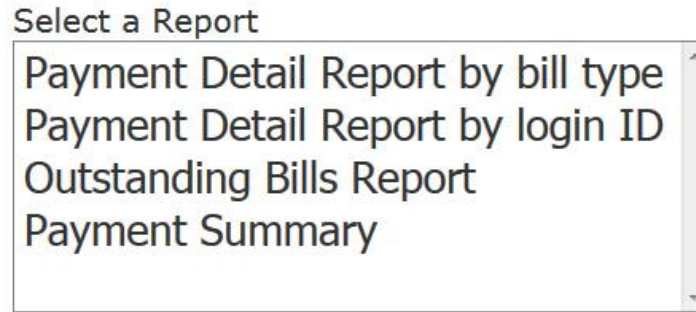
Depending on what privileges are assigned, you will see a Main Menu like the above. Certain features may not apply or be available as they depend on your security privileges.



Most users will only need to worry about accessing the **REPORTS**

We'll start with the Reports section, as this will be what is most commonly accessed.

REPORTS



There are four different reports provided for the use of tracking the payments made through Xpress-pay:

Payment Detail Report by bill type

- Used to view reports showing successful transactions for credit/debit cards and eChecks. The report will show details for the parameters you wish collected by Xpress-pay as well as the payer's name, address, phone number, and e-mail, as well as a date and time of the payment.

Payment Detail Report by Login ID

- If your account accepts "Behind the Counter Payments" (BTC), this allows the user to view reports to see which user(s) accepted payments and the details for each.

Outstanding Bills Report

- If you post (upload) bills to Xpress-pay, you can view a summary of outstanding bills including how much is still owed.

Payment Summary

- Used to view a summary of how many successful transactions have been processed. This concise report shows only totals by payment type and may be filtered by data range.

Payment Detail Report by Bill Type

Once you select Payment Detail Report by Bill Type, you will see a similar screen as shown to the right.

If you are accepting both credit/debit cards and eChecks, you have the option to view that type individually or show combined by selecting "All".

Select a Report
Payment Detail Report by bill type
Payment Detail Report by login ID
Outstanding Bills Report
Payment Summary

Payments to Report: All Credit/Debit Card eCheck

Select the bill types to report
24 Hour Towing (demo)
A to Z Towing (mobile demo)

Select All

Beginning Date: 3/01/2017 Ending Date: 3/10/2017

Finished Get Report

Next, select the payment type you wish to see the report on by clicking it (this highlights it for you). To select more than one, hold down the CTRL key on your keyboard and select additional bill types to highlight.

Beginning Date: 03/01/2017 Ending Date: 3/10/2017



By default, the current month is selected. To change this, click the calendar icon to pop up a calendar. You can use the arrows to change one month at a time, or you click on the month or year to select from a dropdown. Finally, select the day and the calendar will close.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Today is Fri, 10 Mar 2017

Remember that you can set both the start date and the end date.

Once you have the date range you wish to view, click **GET REPORT**.

Reports Export as:  

Xpress-Pay.com Payment Report
 State of New York, Demonstration Firm, Inc.
 Period: 09/01/2016 through 3/10/2017

24 Hour Towing (demo)

ID	Your name	Last Name, First Name	Bill Date	Amount
Invoice#	Address	City, State Zip	Payment Date	Interest
	Telephone#	Transaction ID	Payment Type	Site Fee
	Email	Quantity		Total
Sam Smith	Buttino, Jim	9/12/2016 8:08:19 AM	card	\$120.00
4076	6 Locust Avenue	9/12/2016 8:08:20 AM	card	\$0.00
	CORTLAND, NY 13045		0	\$3.40
	607-753-6156		1	
	jim@systemseast.com			
Total:				\$123.40
Bill Type Total:				\$123.40
Card Total				\$120.00
Interest				\$0.00
Site Fee				\$3.40
Total				\$123.40
eCheck Total				\$0.00
Grand Total				\$120.00
				\$0.00
				\$3.40
				\$123.40

Finished **Print** **Print your report**

Please note that reporting is not designed to reconcile accounts. Its purpose is to accrue a record of successful transactions that are processed by Xpress-pay.

Credit card transactions will be combined into one deposit for each business day and will settle into your bank account within 48 hours after they are accepted.

eCheck transactions will settle based on the payer's bank and therefore eChecks accepted on a single business day might not be deposited together. An acceptable timeframe for eCheck deposits is usually between 3-5 business days.



Payment Summary


The Payment Summary will generate the total amount collected for each bill type within a given date range. This will include any amounts collected for the site fees.



Select a Report

- Payment Detail Report by bill type
- Payment Detail Report by login ID
- Outstanding Bills Report
- Payment Summary**

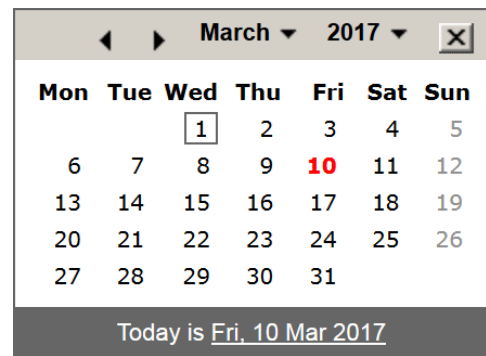
Payments to Report: All Credit/Debit Card eCheck

Beginning Date: 3/01/2017  Ending Date: 3/10/2017 

Finished **Get Report** 

Beginning Date: 03/01/2017  Ending Date: 3/10/2017 

By default, the current month is selected. To change this, click the calendar icon to pop up a calendar. You can use the arrows to change one month at a time, or you click on the month or year to select from a dropdown. Finally, select the day and the calendar will close.



Remember that you can set both the start date and the end date.

Once you have the date range you wish to view, click **GET REPORT**.

Xpress-Pay.com Payment Summary Report for 02/01/2017 through 3/10/2017

	Bills	Amount	Interest	Merchant fee	Site fee	Total
State of New York, Demonstration Firm, Inc.						
Energy (demo)	2	\$152.46	\$0.00	\$3.74	\$1.28	\$157.48
Insurance payment (no cobrand)	7	\$886.90	\$0.00	\$20.58	\$7.28	\$914.76
Invoice	1	\$100.00	\$0.00	\$2.50	\$0.70	\$103.20
Towing Payment Solutions (v2 demo)	1	\$100.00	\$0.00	\$2.40	\$1.00	\$103.40
Utility District 4 (demonstration)	6	\$501.00	\$0.00	\$11.72	\$4.71	\$517.43
Total:	17	\$1,740.36	\$0.00	\$40.94	\$14.97	\$1,796.27

Finished **Print**

A breakdown by payment type is provided for the number of bills paid, the amount, interest and penalties collected, the Merchant fee (amount collected for the merchant provider), Site fee (amount collected for Systems East, Inc.) and sum of all amounts collected.

Add/Maintain Secondary Administrators

Passwords must be eight characters, at least one upper case, one lower case, one special character and one number

Select the administrator to edit, then click Go

Select an Administrator to Edit

The first four fields are required

User name *

Password *

Confirm Password *

Name *

Telephone

Email

Address1

Address2

Address3

Address4

Click the payment types that the Secondary Administrator is to access. Hold down (Ctrl-click for multiple)

Bill Types

- 24 Hour Towing (demo)
- A Colorful Universe (demo)
- A to Z Towing (demo)
- A to Z Towing (mobile demo)
- A2Z Entertainment (demo)

- Produce Reports
- Import Bills
- Add a New Bill Type
- Add Bills
- View Documentation
- Allowed Functions**
- Change Account Information
- Maintain Bill Type Records
- Maintain Interest Formula
- Remove Bill Type
- Remove All Bills
- Accept behind-the-counter payments

For Secondary Administrators, check the boxes for the rights you wish to grant

If users need to accept behind the counter payments, put a checkmark in box.

Don't forget to save when done!

Account Information

Account Information is used primarily to change your username and password. It also includes several fields for additional information.

The form is divided into three sections: Login Information, Contact Information, and Site Link. It includes fields for Username, Password, Retype Password, Name, Telephone, Email, and four Address fields. A Site Link field contains a URL. At the bottom are Cancel and Save buttons. Callouts provide additional instructions: a password requirement (8 characters, upper/lower case, special character, number), a note that the Site Link is for web programmers, and a reminder to save.

Login Information

Username: UsernameHere

Password: ●●●●●●●●

Retype Password: ●●●●●●●●

Contact Information

Name: User Name Here

Telephone: 555-555-5555

Email: email@domain.com

Address 1:

Address 2:

Address 3:

Address 4:

Site Link

`https://www.xpress-pay.com/default.asp?state=New+York&municipality=Demonstration`

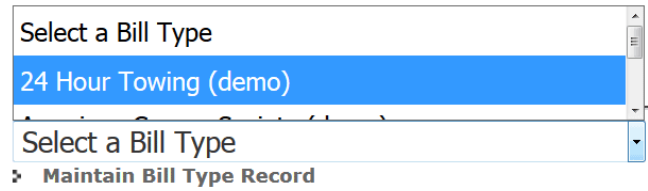
Buttons: Cancel, Save

Callouts:

- Passwords must be eight characters, at least one upper case, one lower case, one special character and one number
- Used for web programmers
- Don't forget to save when done!

Maintain Bill Type Record

Select the bill type you wish to work with from the dropdown menu, then click on the link “Maintain Bill Type Record”.



This will load a page like below:

The screenshot shows the "Maintain Bill Type Record" form. At the top, there are two dropdown menus: "State" (set to "New York") and "Business" (set to "Demonstration"). Below these are several form fields:

- Bill type***: 24 Hour Towing (demo)
- Active?**: Yes
- Active after**: 12:01 AM
- Active until**: 12:01 AM
- Importer Email**: (empty)
- Dependency**: None
- Bill locator narrative**: Not used
- Bill selector narrative**: Not used for Instant Payments
- Merchant receipt email address**: email@domain.com
- Merchant receipt text msg address**: (empty)

At the bottom, there are "Cancel" and "Save" buttons. A "Download instructions" link is also present.

Callouts (green boxes) provide additional information:

- Yes:** Payments are being accepted
- No:** Payments are not currently being accepted
- Use Date(s):** Payments are only to be accepted in between the specified date and time
- Importer Email:** If you post (upload) bills to Xpress-pay, the upload summary will be sent to this email address
- Bill selector narrative:** Emails a copy of the customer's receipt
- Merchant receipt text msg address:** Sends a text message to this wireless number and carrier when a customer pays (see Download Instructions)
- Save:** Don't forget to save when done!