

# Virtual terminal – Pinpad integration manual

## LOGIN:

Go to [www.ipospays.com](http://www.ipospays.com)

Type your username & password to login

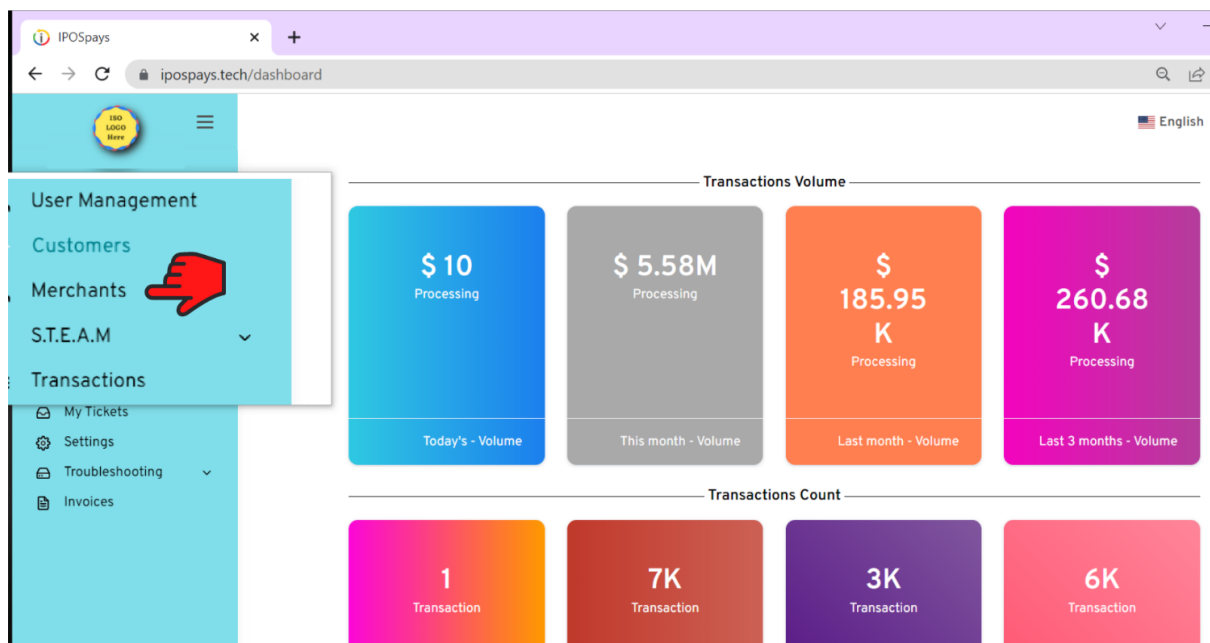
## [How to enable virtual terminal and Pinpad integration while onboarding a merchant](#)

### Onboarding a merchant

Refer user manual to know how to onboard a merchant. In Step 5 of the user manual under the Modules & Privileges tab check the CloudPOS tab.

### Creating a TPN

**Step 1:** Click Merchants.



**Step 2:** Enter the Merchant name in the search bar and select the Merchant from the left side of the screen.

The screenshot shows the IPOSays merchant management interface. A search bar at the top contains the text 'John'. Below the search bar, there is a table of merchants. A red hand icon points to the search bar and another red hand icon points to the first merchant entry in the table.

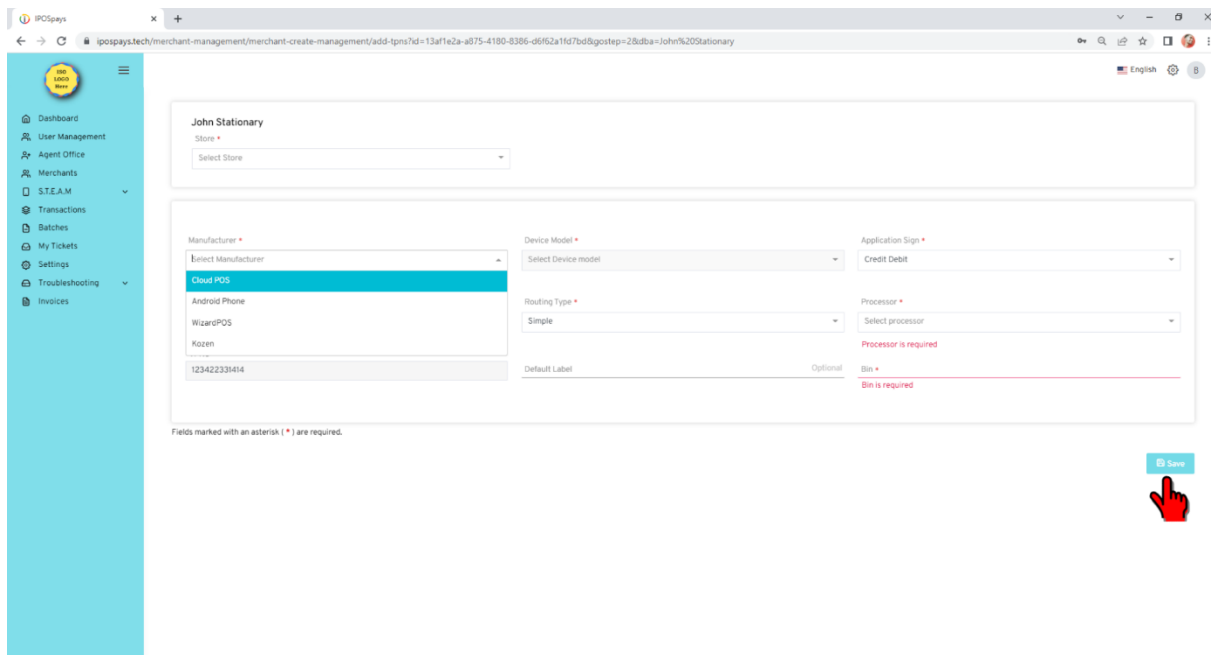
DBA	Stores	Last Tx
John Stationary	Stores 2	Yesterday
John Stationary	Stores 1	123422455611
John Auto parts	Stores 2	2 days ago

**Step 3:** Click Add Device button.

The screenshot shows the IPOSays merchant management interface. The search bar still contains 'John'. The 'Add Device' button in the 'Devices (3)' section is highlighted with a red hand icon.

TPN	Device Model	Application Sign
123422697533	P5	CROT
123422731669	Cloud POS	CROT
123422358687	P5	CROT

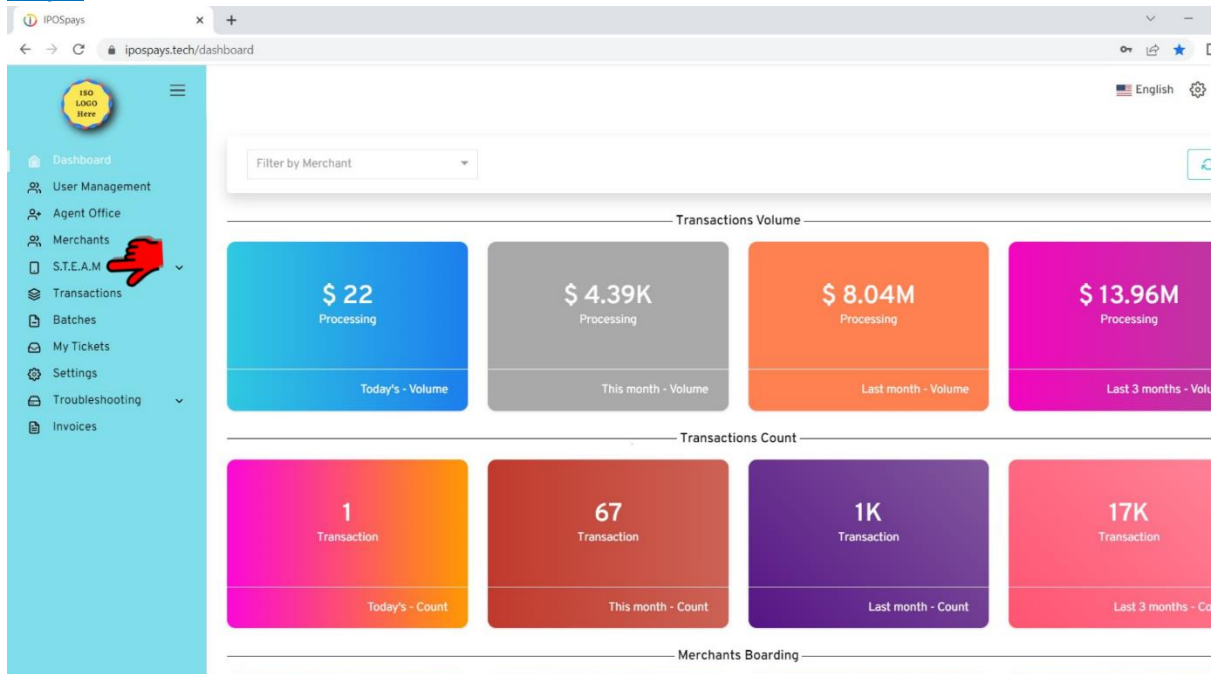
**Step 4:** Select CloudPOS from the “Select Manufacturer” dropdown. Fill out the rest of the merchant details as on the VAR SHEET and click the Save button.



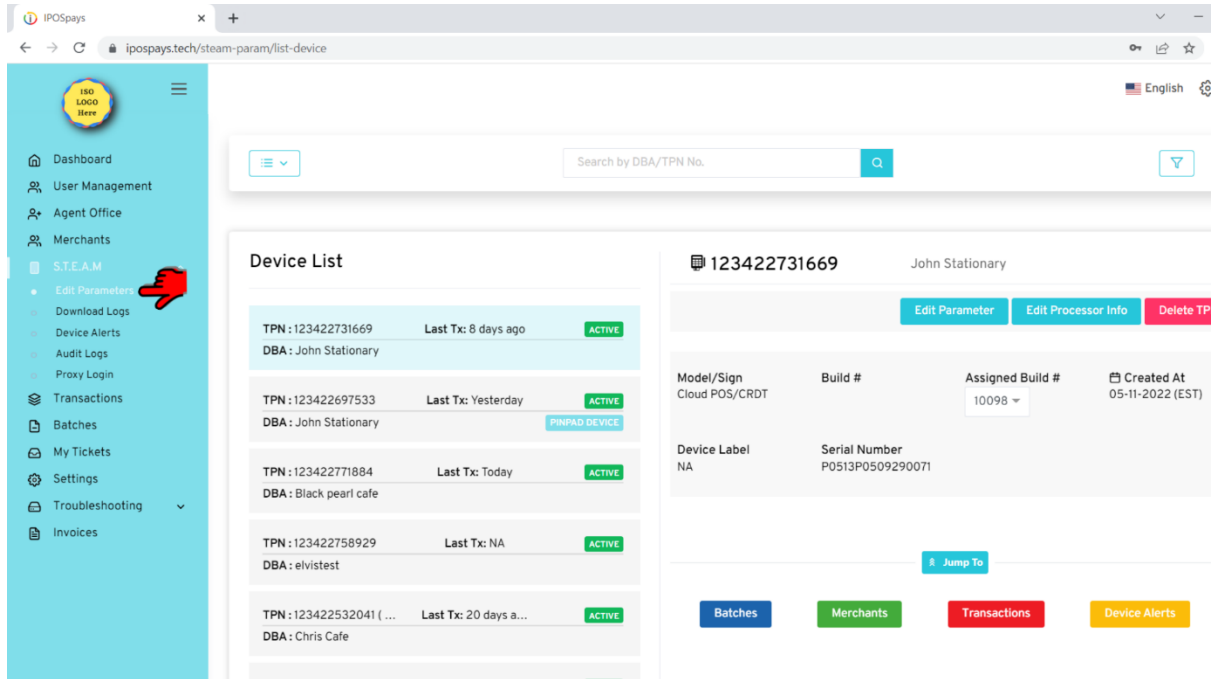
Now a TPN will be created.

### Enabling Spin Cloud

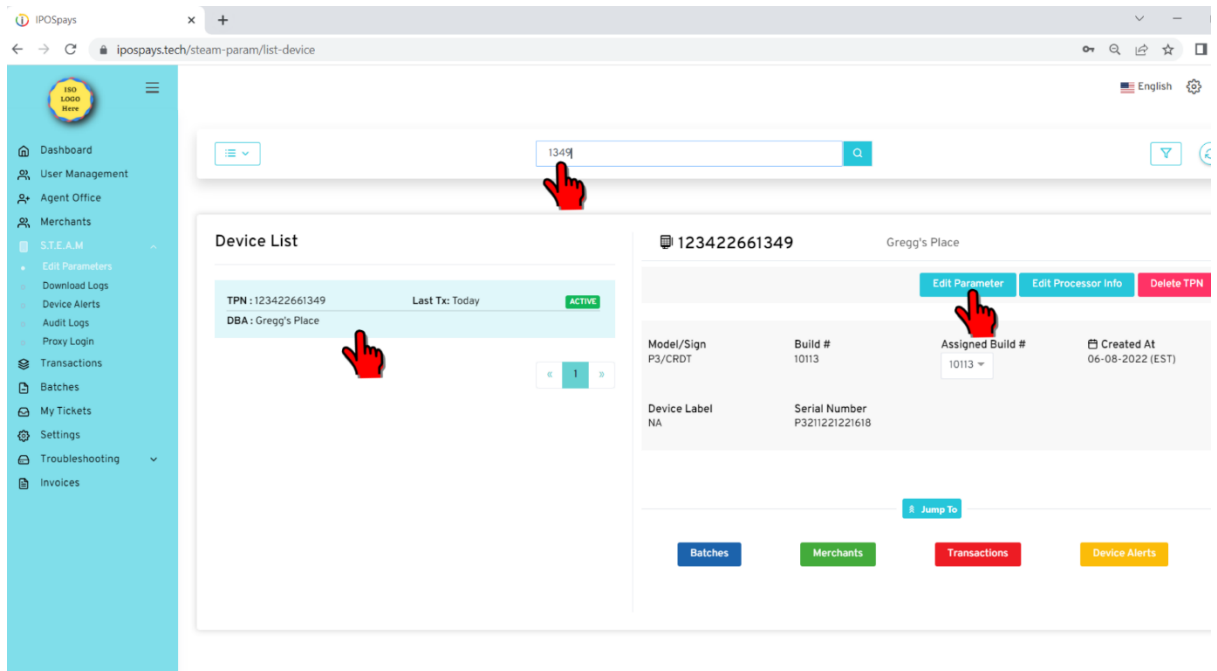
**Step 1:** Click S.T.E.A.M.



**Step 3:** Click Edit Parameters.



**Step 4:** Enter the created TPN in the search bar and select the TPN on the left side of the screen. Click the Edit Parameter button.



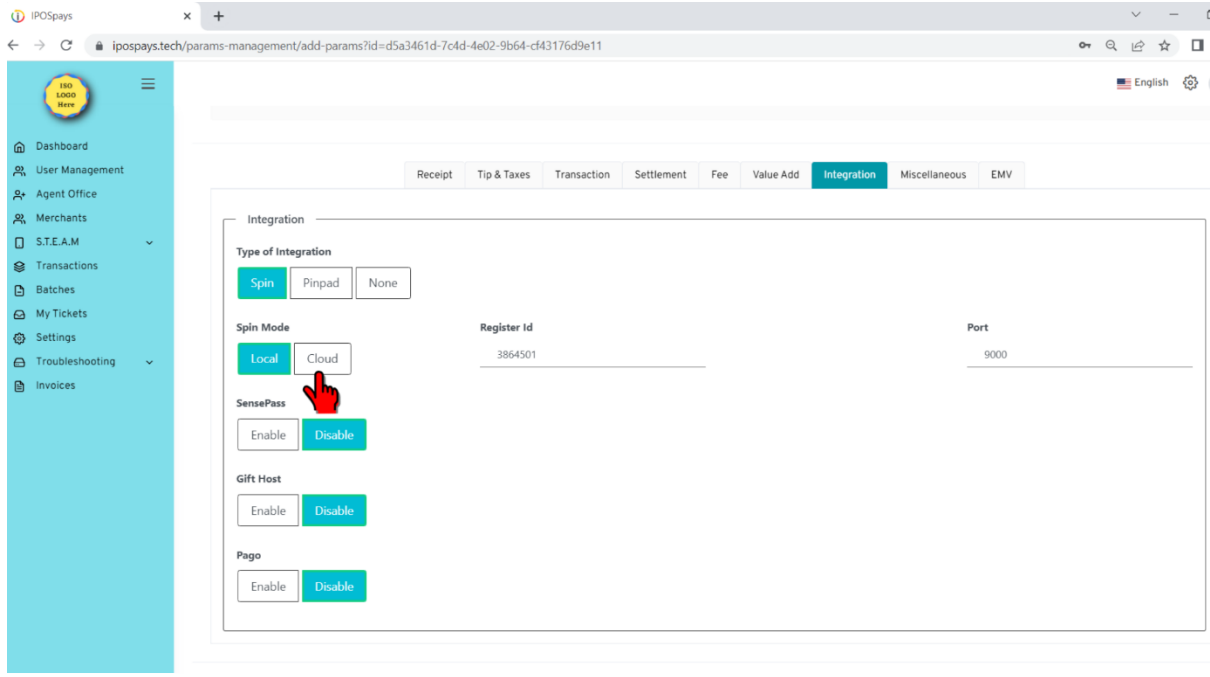
### Step 5: Click Integration section.

The screenshot shows the IPOSpays web application interface. On the left is a teal sidebar with a menu containing: Dashboard, User Management, Agent Office, Merchants, S.T.E.A.M, Transactions, Batches, My Tickets, Settings, Troubleshooting, and Invoices. The main content area has a header with fields for TPN (123422731669), Sign/Model (CRDT/Cloud POS), Current Build # (10098), Assigned Build # (10098), and Apply Template (Select). Below this is a horizontal tab bar with options: Receipt, Tip & Taxes, Transaction, Settlement, Fee, Value Add, Integration, Miscellaneous, and EMV. The 'Integration' tab is highlighted in teal, and a red hand cursor is pointing to it. The main content area is divided into sections: Header (with fields for John Stationary, Palace enclave, New York, NY, 10098, and 325-876-0964), Footer (with fields for Thank you! Visit again. and Please Enter Footer 2), Print Choices (with Merchant Copy and Customer Copy options), and Disclaimer (with text: Cardholder acknowledges receipt of goods and obligations set forth by the cardholder's agreement with issuer).

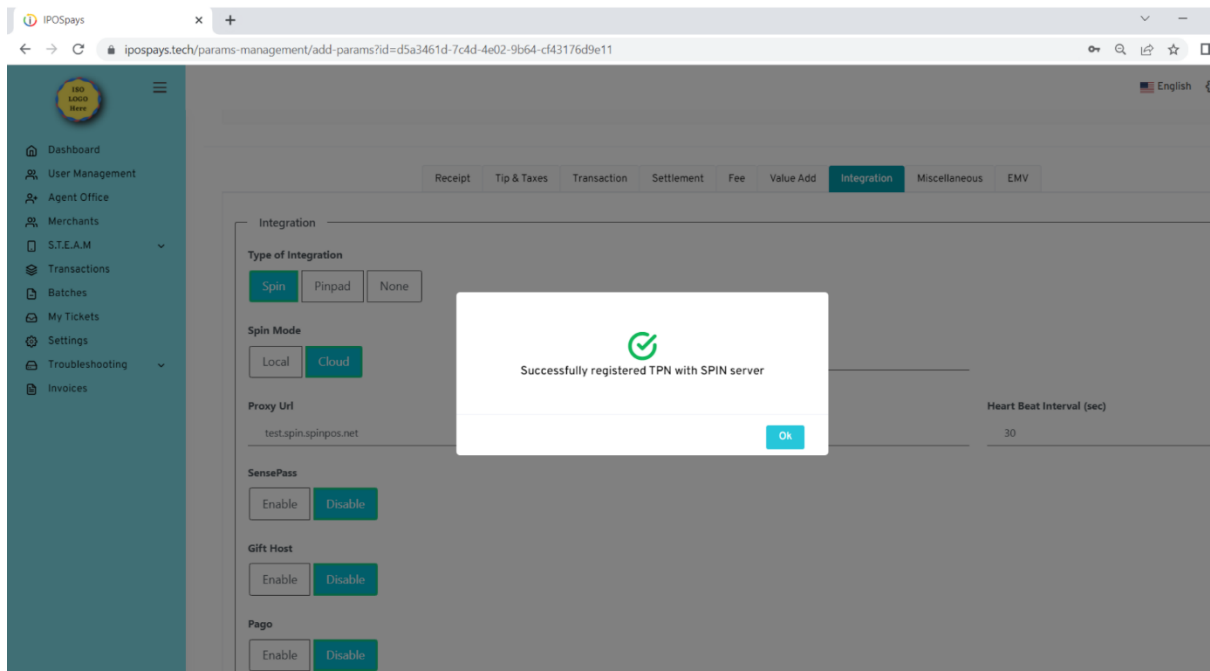
### Step 6: Select Spin.

The screenshot shows the IPOSpays web application interface with the Integration tab selected. The header fields are: TPN (123422661349), Sign/Model (CRDT/P3), Current Build # (10113), Assigned Build # (10113), and Apply Template (Select). The horizontal tab bar shows 'Integration' highlighted in teal. The main content area is titled 'Integration' and contains three sections: 'Type of Integration' with buttons for Spin, Pinpad, and None (where 'Spin' is highlighted with a red hand cursor); 'Sensor' with 'Enable' and 'Disable' buttons; 'Gift Host' with 'Enable' and 'Disable' buttons; and 'Pago' with 'Enable' and 'Disable' buttons.

## Step 7: Select Cloud under Spin Mode.



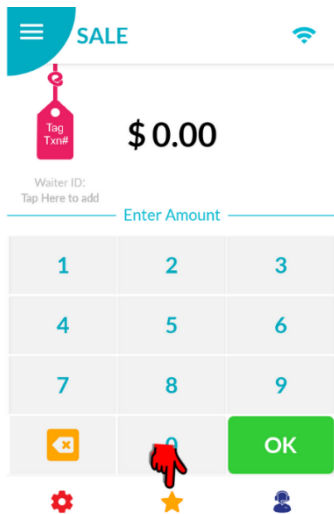
## Step 8: Now the TPN will be connected to the CloudPOS and you will see the below screen.



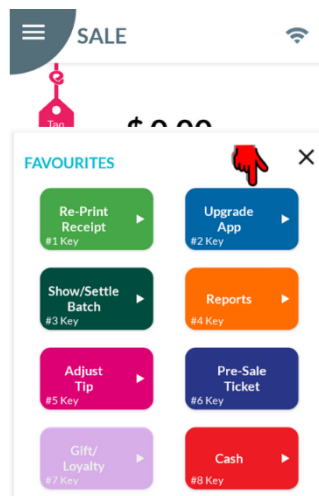
## [How to use pinpad for virtual terminal for a sale](#)

Go to [www.ipospays.com](http://www.ipospays.com)

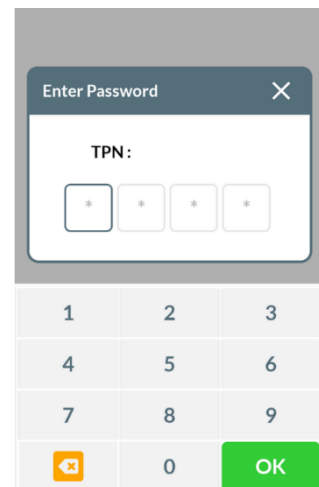
Type your username & password to login.



**Step 1:** Select the Favourites icon on the POS device.



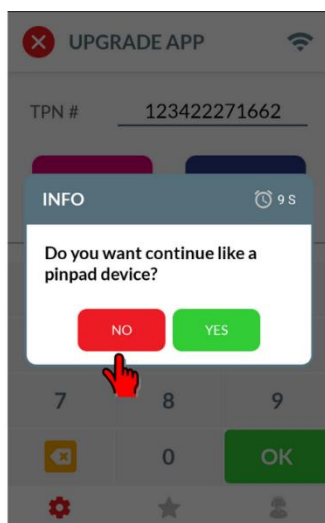
**Step 2:** Click Upgrade App button.



**Step 3:** Enter your current TPN password.



**Step 4:** Enter the newly created CloudPOS enabled TPN.



**Step 5:** Click No.



**Step 6:** You will see the above screen.



Listening for transaction....



**Step 7:** Spin screen will appear on POS.

**Step 8:** Login in and click CloudPOS.

The screenshot shows a web browser window with the URL `ipospays.tech/dashboard`. The dashboard features a sidebar menu on the left with the following items: Dashboard, User Management, S.T.E.A.M., Transactions, CloudPOS (highlighted with a red hand icon), Batches, My Customers, My Tickets, Settings, and Troubleshooting. The main content area is divided into three sections: Transactions Volume, Transactions Count, and Extras. The Transactions Volume section contains four cards: Today's - Volume (\$204), This month - Volume (\$250), Last month - Volume (\$8.20K), and Last 3 months - Volume (\$8.45K). The Transactions Count section contains four cards: Today's - Count (6), This month - Count (8), Last month - Count (13), and Last 3 months - Count (21). The Extras section contains two cards: Average Ticket Size (\$402.48) and Card | Cash | Others (98% | 0% | 2%).

Transactions Volume			
\$204 Processing Today's - Volume	\$250 Processing This month - Volume	\$8.20K Processing Last month - Volume	\$8.45K Processing Last 3 months - Volume

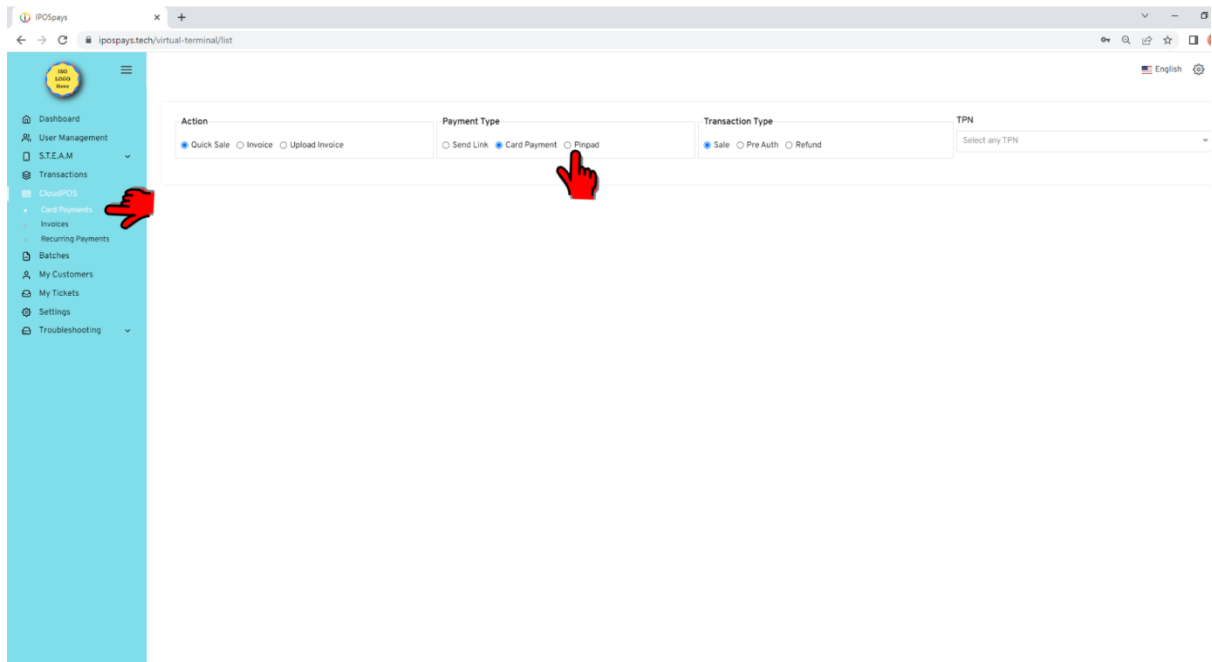
Transactions Count			
6 Transaction Today's - Count	8 Transaction This month - Count	13 Transaction Last month - Count	21 Transaction Last 3 months - Count

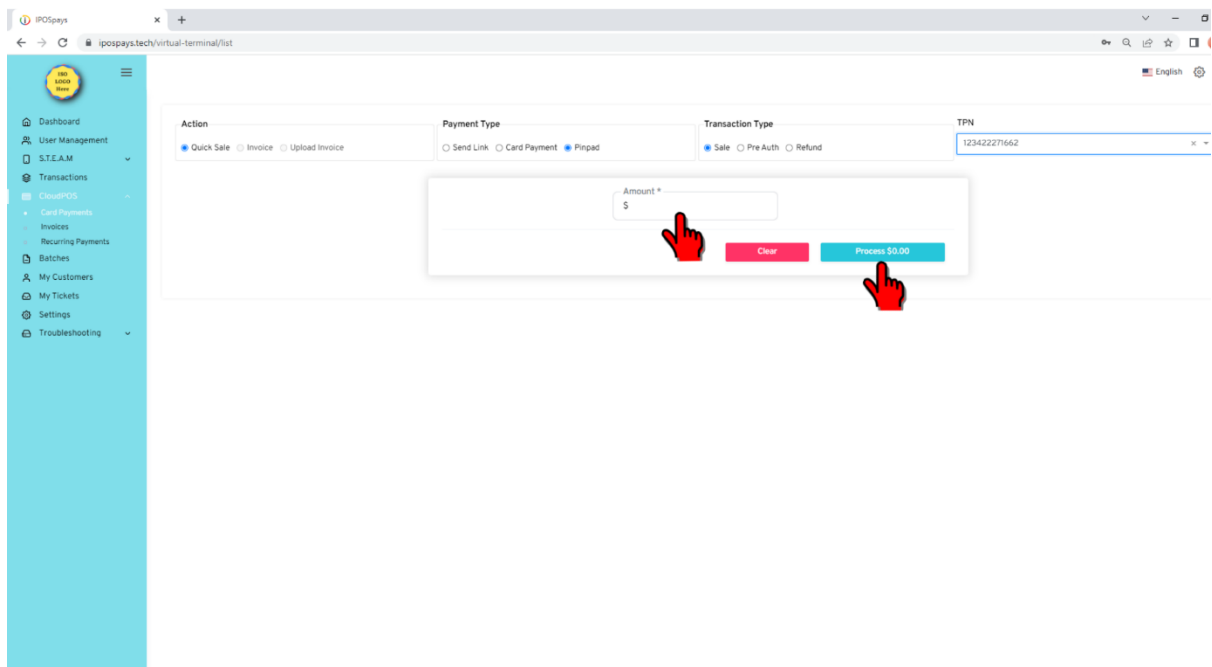
Extras	
\$402.48 Average Ticket Size	98%   0%   2% Card   Cash   Others





**Step 9:** Click Card Payments and select Pinpad.




**Step 10:** Enter the amount and select Process.



**Step 10:** The sale will appear on POS and follow the standard transaction procedure

 SALE 

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**\$23.11** 

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BreakUp

Sale	\$22.22
Custom Fee	\$0.89



Thanks for your Business!