

Intuit® GoPayment QuickStart Guide

Thank you for choosing Intuit® GoPayment. You're just a few steps away from accepting credit card payments on your new GoPayment supported mobile phone. To get started, follow the steps below.

NOTE: For support questions regarding your phone or carrier subscription order, please contact Let's Talk at 1-800-975-6856. For questions regarding Intuit GoPayment and your merchant account, please call 1-800-558-9558.

The following instructions are for the GoPayment administrator who manages the GoPayment account. If you are not the admin, jump to Step 3.

Step 1: Log in to the Merchant Service Center

The online Merchant Service Center will be the place where you can manage your GoPayment account, users and activity. It's accessible at any time from any PC with Internet access.

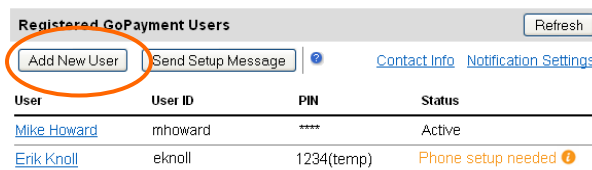
1. Open your computer's web browser and visit <https://merchantcenter.intuit.com/>.
2. Sign in with your Intuit User ID and Password. (If you do not have one, you must create one. To do so, you will need your merchant account number which can be found in your Intuit Payment Solutions approval email.)
3. From the top navigation, click "Manage merchant account", then "Manage GoPayment".
4. If this is your first visit, you'll need to confirm the contact information you want shown on your receipts. (You can change receipt information at any time by clicking the Contact Info link under the Manage GoPayment section.)


TIP: You can also print receipts on the spot by using the optional Bluetooth printer. Learn more at: <http://mobilepayment.intuit.com/supported-phone.php>.

Step 2: Create GoPayment phone users

GoPayment users will need to be created for yourself and any employee who will be taking payment on their mobile phone.

1. From the "Manage GoPayment" tab, click the **Add New User** button.



User	User ID	PIN	Status
Mike Howard	mhoward	****	Active
Erik Knoll	eknoll	1234(temp)	Phone setup needed 

TIP: If you're stuck or have a question, click the nearest question mark icon. Help opens, showing information specific to the task you're trying to complete.

2. Enter the user's basic information and then click submit.
 - a. Name of user
 - b. User ID (This is the ID the user uses each time he signs in to GoPayment from the mobile phone. Make it short and easy to remember.)
 - c. Email address (GoPayment sends invitations and instructions to this address. If your user doesn't have an email address, you can use yours or a general address belonging to your organization.)
3. Enter phone information and send setup message.
 - a. Enter mobile phone number of the user.
 - b. Select mobile phone network provider from the dropdown.
 - c. The checkbox should be checked only if the GoPayment application is already preloaded on the mobile phone.
4. The user you just created will get a text message on their phone and an email with more detailed installation instructions. You as the administrator must provide them with the temporary password and ID. The administrator will be able to access this info at any time and reset password and IDs when needed.

Repeat these steps for every user you want to create.

Step 3: Set up GoPayment on the phone (for downloadable app)

The following steps must be completed by the user on their mobile phone.

NOTE: If you will be using the mobile web browser version of GoPayment, simply go to www.gopayment.com and login. You do not need to follow the steps below. We suggest you bookmark the URL in your mobile web browser for easy access.

1. On the phone, reply "Y" or "Yes" to GoPayment's request to send you a text message.
2. You will receive another message. Open this setup message on the phone.
3. Open the link in the message or type HYPERLINK "http://www.gopayment.com/setup"www.gopayment.com/setup into your phone's browser. If prompted to allow access to the data network choose Always Allow.
4. Follow the on-screen instructions. Depending upon what handset you have, GoPayment either prompts you download and install the application on your phone, or redirects you to HYPERLINK "http://www.gopayment.com/"www.gopayment.com to complete user setup. If you're redirected, skip ahead to step 7.
5. Answer "yes" to any setup questions that follow.
6. Open or Run the application (typically found in "My Own" "Applications" or "Games" folder).
7. Enter the User ID and Temporary PIN provided on this page.
8. Create new PIN. PINs must be:
 - numeric
 - minimum of 4 and maximum of 8 characters long
 - different than your user id
9. Watch an optional demo video on the phone or go straight to charging a small test transaction to confirm setup. Successful GoPayment transactions will appear under Search and Reporting in the Merchant Service Center.

TIP: Whenever you charge an amount under \$10, GoPayment always verifies the amount to make sure there was no mistake.