NOTE: If any information is missing from you Vantiv setup sheet please email the Vantiv tech support agent that provided your setup sheet.

1.) In **AIMsi** go under **Maintenance > General Maintenance > Workstations**
2.) Select Tab 6 CC
3.) Select sub tab Vantiv
4.) On POS Gateway select Vantiv.
5.) If you do Autopays or web payments select Vantiv for "Auto/Web Pay Gateway" or leave blank.
6.) Enter your Merchant name you have assigned with Vantiv per letter you received that is on the See page 2 example.
7.) Enter your Merchant ID as found in the "Merchant Number" field of the letter you received from Vantiv see page 3 example.
8.) Enter your EMV Merchant ID from letter provided by Vantiv. See page 3 for example.
9.) Enter the NETePay IP Address of the computer running the NETePay program if the local computer is not running NETePay. (Note: You will need a license for each workstation if you are installing NETePay on multiple computers. You can get this from Vantiv.) If using Terminal Server enter local host setting of 127.0.0.1 per previous NETePay setup.
10.) Check **Enable EMV**.

You will also enter your port # for your hardware device as it is connected to your computer. You do have the option of enabling the ability to display the address verification and card value verification per the highlight on the example image below.

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1-800-846-4472
techsupport@vantiv.com

Thank you for referring a new merchant account to Vantiv Integrated Payments!
We are pleased to inform you that we have opened a new payment processing account for Tri-Technical Systems, Inc (Tri-Tech). The below information is important for the individual who will set up your merchant's POS system. Please forward these instructions as needed. Please be sure to run test transactions during set up. If you have any questions during the installation, or if you are not able to run a successful transaction, contact Vantiv Integrated Payments Customer Support: 800-846-4472.

DBA Name	Awesome Retail
Address	3162 Cedar Crest Ridge
Owner Name	Joe Awesome
City, ST Zip	Dubuque, IA 52003
Email Address	support@technology4retailers.com
Phone Number	563-556-3556
End to End Encryption	True
Tokenization	True
EMV Chip	True
Contactless	True
Batch Close Type	

step 6 here   *step 7 & 8 here*

Deployment ID	Awesome	Lane Count	2	Terminal ID	755847002

1) **Download, Install, and Configure the Mercury-Specific In-Store NETePay:**
   The Mercury EMVUS solution requires the installation of NETePay software. The required NETePay component is listed as "NETePay for Mercury 'In-Store'" and is available at the following link: http://datacapepay.com/epay50/2946/download/. The most recent version of NETePay should be installed. Once this NETePay software has been installed, the setup screen will require the input of a Deployment ID. We recommend that the NETePay application be placed in the Windows 'StartUp' folder to ensure that the NETePay starts automatically when the computer reboots.

   > **The Mercury In-Store NETePay (OOS) software is preloaded with Mercury's credit processing server addresses. To configure the server address on each POS station: If single lane, use 127.0.0.1. If multi-lane with a single instance of the NETePay software use the IP address of the machine that NETePay is loaded on.**

2) **Download Updated Parameters to the PIN-pad using a "Parameter Download":**
   A **"Parameter Download"** must be done through the POS software before a merchant can begin processing with the EMV solution.
   The PIN-pad will say "<u>WELCOME</u>" on the default screen once the "Parameter Download" has been successfully completed. If the PIN-pad says "<u>MERCURY</u>", the device has NOT received its parameter download.
   Please contact the POS software provider for details on running a **"Parameter Download"** command with the specific POS software you're installing.

Please enable the POS system for all major CREDIT cards. This will alleviate a need for reprogramming if the Merchant wishes to update at a later time.

Visa	☑	MasterCard	☑	Discover	☑	American Express	☑
JCB	☑	Debit	☐	EBT	☐	Food Stamps	☐

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                                                          Blick

When setting up your merchant's POS system, we ask that you:

Manage installation and troubleshooting

While Vantiv Integrated Payments strives to understand every POS system with which we are integrated, we may not know all of the details necessary for a streamlined installation, and troubleshooting. Please utilize the POS developer's support resources, and allow time to correct problems with the merchant.

Train your merchants on the credit card user interface

Vantiv Integrated Payments will send your merchant their merchant number, and a document that describes the various types of transactions, their uses, and common credit card related issues. However, we ask that you introduce your merchants to the POS system you install for them. Most specifically, it is important to instruct your merchants how to: Close batches (unless they are Time Initiated close), Add tip amounts (restaurants), Voids, Returns and Adjust transactions, Override duplicate transactions, Handle CALL NDC responses and capture Voice Authorized transactions, check the Merchant portal to see their transactions.

For every new merchant account, Vantiv Integrated Payments will:

Create a merchant account for all card services

We have created and tested the Tri-Technical Systems, Inc (Tri-Tech) account, and encountered no problems. This includes credit underwriting, working with Amex/Discover, etc., and testing the final account.

Provide a new merchant kit

Vantiv Integrated Payments will send your merchant a Welcome Kit that includes decals, a user guide, and sales slips (if an imprinter was ordered).

Offer technical support

Vantiv Integrated Payments will answer your merchant's questions regarding the types of cards they can accept, adding new card types, deposits and rates, statements, etc. We will also assist merchants with specific transaction issues, and help them use the merchant portal to view and understand transactions.
Vantiv Integrated Payments Customer Support: 800-846-4472

Offer installation support

As mentioned previously, we will attempt to answer questions about installation issues, but rely on you to provide information about configuring your merchant's POS system

Feel free to contact us if you have any questions. Thank you again for referring Tri-Technical Systems, Inc (Tri-Tech) to Vantiv Integrated Payments.

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