

Paymetron Installation and Setup Guide

Thank you for ordering Paymetron!

This step-by-step installation and setup guide will help guide you through the installation of Paymetron.

Check List:

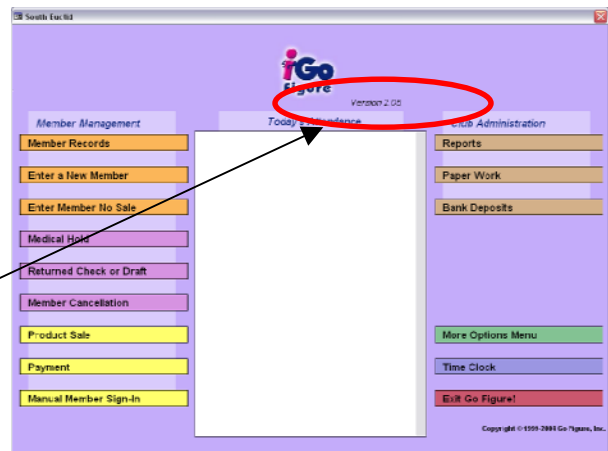
- I am currently using Go Figure's software version 2.05 or higher.**
(If you do not have 2.05 or higher, then please contact Go Figure's customer support at 1-877-GO-FIGURE or visit their website at www.igofigure.com)
- I am able to establish an Internet connection.**
*(If you currently do not have access to the Internet, then please contact your local Internet service provider and have this setup. ***Please note that you will not be able to use this version of Paymetron without an Internet connection. ***)*
- I currently have an established merchant account and I have my merchant account numbers available for entry into Paymetron, or I am in the process of setting up my merchant account and I should have my merchant account numbers soon.**
(If you do not have an established merchant account, then please go to our website at www.paymetron.com and fill out our on-line application.)

***If you would like further details on how Paymetron works with Go Figure, please refer to Appendix B of the User Guide.**

STEP 1: Check Your Go Figure Program for the Version Number:

1. To locate the current version number of Go Figure you are using, simply click on the **Main Menu** in Go Figure and look below and to the right of the **Go Figure logo**.
2. If you do not have 2.05 or greater, please upgrade your software before attempting to run Paymetron.

Version 2.05



STEP 2: Installing Paymetron

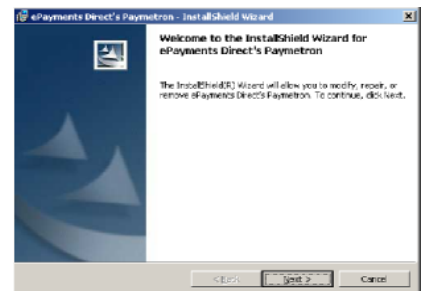
Installing from the Paymetron CD-ROM:

1. Insert the Paymetron CD into your CD-ROM drive.
2. The setup program will start automatically after a few seconds and will guide you step-by-step through the installation process. This will only take a few minutes to complete.

****If the setup does not start automatically, click on: Start > My Computer, double-click on the CD-ROM drive (usually D:\ or E:\) and double-click the Setup file. Click "OK" and the installation will begin.***

Downloading and Installing from the Paymetron Website:

1. Go to www.paymetron.com and login (Your user name and password are the same as when you filled out the application), and click on "Customers" and then click on "Support."
2. Once you have reached the support page you will see "Product Downloads," under there you will see a file that has a "download" link, click on the "Download" link to begin download.
3. You will be prompted: "Would you like to open the file or save it to your computer?" Choose "Open" and the installation will begin shortly after files are copied to your computer.
4. A wizard will appear and will take you through the rest of the installation process.



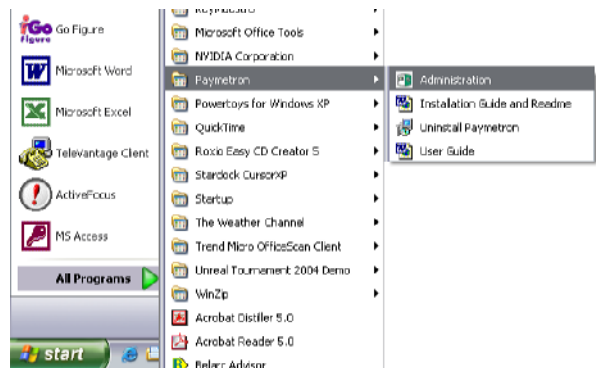
****You may receive a prompt to restart Windows before the installation will be complete***

Once the installation is complete, Paymetron can be found under:

Start > All Programs > Paymetron.



A shortcut will also be placed on your computers desktop.



Step 3: Checking your Internet Connection

Paymetron uses your Internet connection to process card transactions.

- If you already have an established Internet connection, please proceed to step 4.
- If you are unsure whether you have an Internet connection, try to open your web browser and if you are able to access a web page, you have an Internet connection.
- If you need to setup Internet access, please contact a local Internet service provider (ISP).
- If you cannot access the Internet and you do have an established Internet account, please contact your Internet service provider (ISP) to help resolve the issue.

Step 4: Product Registration & License Key

After the installation is complete, you will need to have your software registered. Please contact ePayments Direct with your "Site Code" and we will give you your "License Key." Please see the step-by-step pictures that follow.

Email: license@epaymentsdirect.com

Phone: 1.866.854.0015

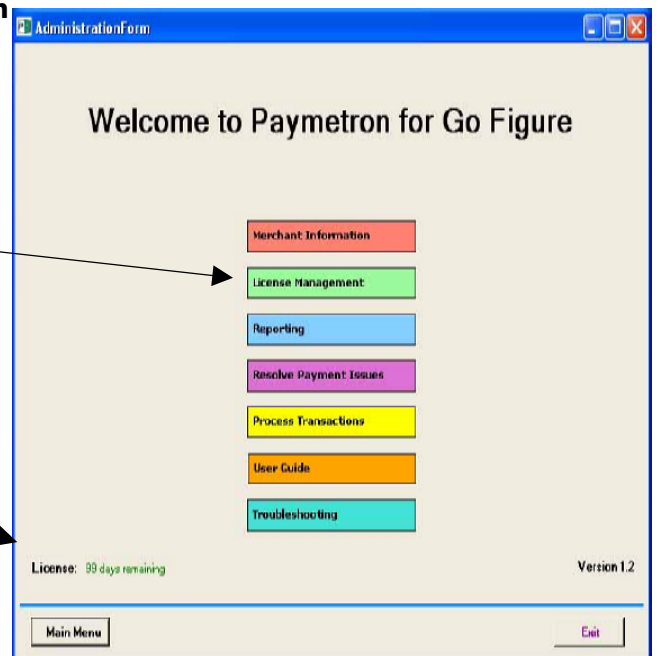
To view your Site Code:

Click on: **Start > All Programs > Paymetron**

Click on "**License Management**" to continue.

License Management

The current license status is provided at the bottom-left of this screen.



Product Registration & License Key (Continued)

You must submit this "Site Code" to ePayments Direct.

Enter the number given to you by ePayments Direct into the "License Key" field and click "Update."

The main menu displays the number of days remaining until you will need to register again.

****Please note that once you click on the update button the license key will disappear, do not worry because the key is designed to use only once.***

The screenshot shows a window titled "AdministrationForm" with the subtitle "Update Paymetron License". At the top, it displays "Current Status 95 days remaining". Step 1 is "Call, email, or fax customer support, and provide this site code". A text box labeled "Site Code" contains the value "4887 2158 EDC1 0EA8". A note below states: "Note: this application can be closed after providing your site code to support. When the license key is provided later, reopen this program, move to this page, and, ignoring the new site code, continue with step 2." Step 2 is "Receive the product license key from customer support and enter it here". A text box labeled "License Key" is empty. A green "Update" button is positioned below the "License Key" field. At the bottom of the window, there are "Main Menu" and "Exit" buttons.

Step 5: Merchant Account Information

Before processing card transactions, you must first have a merchant account with a merchant bank. If you would like to use an existing merchant account, you must have a **Merchant ID and Terminal ID** that uses **First Data's CardNET North** platform for processing transactions. Please contact your current merchant provider to determine whether they use this platform.

ePayments Direct has negotiated *Special Rates* for Paymetron Users with our Merchant Account Partner, MerchantWarehouse. If your merchant account is incompatible with First Data's CardNET North, or if you wish to compare rates, information and application forms for MerchantWarehouse can be found on our website at www.paymetron.com, or call us at 1.866.854.0015.

Entering Your Merchant Account Information:



After you have received your merchant account information, run Paymetron by double-clicking on the desktop icon or click on: **Start > All Programs > Paymetron.**

Merchant Account Information (Continued)

Now, click the “**Merchant Information**” button on the Main Menu.

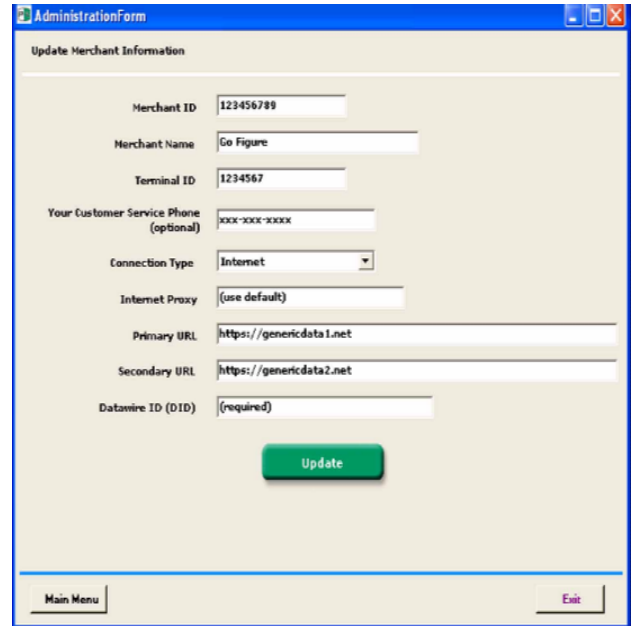
Merchant Information

Enter your information into the following fields:

- **Merchant ID**
- **Merchant Name**
- **Terminal ID**
- **Datawire ID**
- **Customer Service Phone Number**

Click the “**Update**” button to save the information and you will be directed back to the main menu.

**Note: You may update this information at any time.*



Step 6: Enable Paymetron in Go Figure

Important: If you have been previously charging cards, it is important to ensure that you have no remaining transactions in your “Bank Deposits” tab in Go Figure. Charge any existing transactions and make sure all existing card charges are CLEARED from Go Figure’s “Bank Deposits” tab before you enable Paymetron. *****If these charges are not cleared from “Bank Deposits,” Paymetron will process them again, resulting in duplicate charges.*****

Enabling Paymetron:

Initiate Paymetron in Go Figure by looking under: *Main Menu > More Options Menu > My Club Defaults > Paymetron > Enable Credit Card Payment.*

Click on the “**Enable Credit Card Payment**” check box to activate Paymetron in Go Figure.

Enable Credit Card Payment.

Click **OK** to save the changes.

Setup is Complete!

You are now setup to process card payments through Paymetron.

The Next Important Step:

Please take a few moments to read over the User Guide. It will provide you with a better understanding on how Paymetron and Go Figure work together. The User Guide is located under: ***Start > All Programs > Paymetron > User Guide.***

The User Guide section "Processing your First Credit Card" is a great way to get started.

ePayments Direct Contact Information:

- Websites: www.epaymentsdirect.com / www.paymetron.com
- Information Inquiries: info@epaymentsdirect.com
- License Registration: license@epaymentsdirect.com
- Technical Support: support@epaymentsdirect.com
- Toll Free Number: 1.866.854.0015