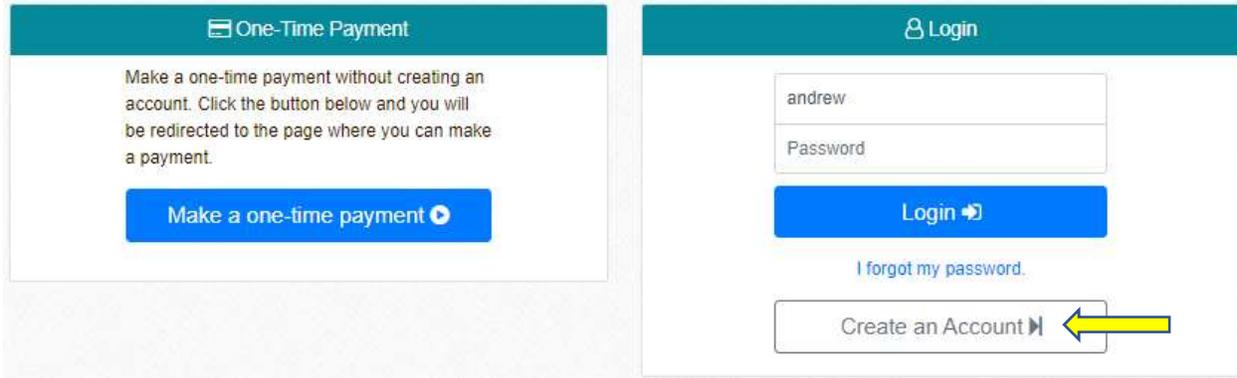


HOW TO CREATE AN ACCOUNT AND HOW TO PROCESS A QUICKPAY

1) If your account has not been created, click on “Create an Account” button.



The image shows two side-by-side panels from a web application. The left panel is titled "One-Time Payment" and contains a blue button labeled "Make a one-time payment". The right panel is titled "Login" and contains a text input field with "andrew", a password input field, a blue "Login" button, a link "I forgot my password.", and a "Create an Account" button. A yellow arrow points to the "Create an Account" button.

One-Time Payment

Make a one-time payment without creating an account. Click the button below and you will be redirected to the page where you can make a payment.

Make a one-time payment

Login

andrew

Password

Login

[I forgot my password.](#)

Create an Account

2) Create your new user account by completing/filling in the below, including your payment card information; then, click on checkbox to agree on Payment Terms of Service; then, click on Create an Account button.

Create an Account - [REDACTED]

To create an account and make payments, please enter all the information below. Please note that your preferred payment method will not be charged at this time.

Account Information	Billing Information
<input type="text" value="Name"/>	<input type="text" value="Address"/>
<input type="text" value="Company Name"/>	<input type="text" value="Address Continued"/>
<input type="text" value="Mobile Phone Number"/>	<input type="text" value="City"/>
<input type="text" value="Email"/>	<input style="border-bottom: 1px solid #ccc;" type="text" value="United States"/>
<input type="text" value="Confirm Email Address"/>	<input style="border-bottom: 1px solid #ccc;" type="text" value="State"/>
<input type="text" value="Username"/>	<input type="text" value="Zip Code"/>
<input type="text" value="Password"/>	

Password must meet at least 3 out of 4 of the following complexity rules and be at least 10 characters long.

- at least one uppercase letter (A-Z)
- at least one lowercase letter (a-z)
- at least one digit (0-9)
- at least one special character (#, %, !, etc.)

<input type="text" value="Confirm Password"/>	Notification Preference
	Notifications will be sent out for one-time payments and recurring payments. You will not receive any marketing emails or phone calls from NCR.
	<input type="radio"/> None <input checked="" type="radio"/> Email <input type="radio"/> SMS <input type="radio"/> Email & SMS

Payment Method

Your payment method will not be charged at this time and is used only for the establishment of a payment profile for future payments.

<input type="text" value="Name on Card"/>	
<input type="text" value="Card Number"/>	
<input style="border-bottom: 1px solid #ccc;" type="text" value="Expiration Month"/>	<input style="border-bottom: 1px solid #ccc;" type="text" value="Expiration Year"/>

By registering, I agree to the [Payment Terms of Service](#).

3) Once your new account is created (or after logging in), your profile will look like below with your address and payment method information.

Dashboard (Andrew Albano) - [REDACTED]

The screenshot displays a user dashboard for Andrew Albano. At the top, there is a teal header for 'Account Information'. Below this, the user's details are listed: Name (Andrew Albano), Company Name, Email Address (andrew.albano@ncr.com), Address (4450 Sojourn Dr 500B Addison, TX 75001), and Payment Method (Visa [REDACTED] 01/22). Two yellow arrows point to the Address and Payment Method fields. Below the account information is a teal header for 'QuickPay'. This section contains two dropdown menus for 'Select a Payment Account' and 'Select a Payment Profile', followed by a blue 'QuickPay' button with a lightning bolt icon. The dashboard also features six interactive tiles: 'Address Information' (Add and edit billing addresses), 'Payment Methods' (Add and edit saved payment information), 'Customer Details' (Edit additional customer information), 'Payment History' (View previous payments and attempts), 'Payment Plans & AutoPay' (Manage scheduled and AutoPay payments), and 'QuickPay Payment Accounts' (Add and edit account information). The 'Payment Methods' tile is highlighted with a red border.

Note: You can change or add another payment method by clicking on [Payment Methods](#) link above.

4) Click on Customer Details button for additional customer information.

Dashboard (Andrew) - [REDACTED]

Account Information

Name:	Andrew	Address:	
Company Name:		4450 Sojourn Dr 500B Addison, TX 75001	
Email Address:	andrew.albano@ncr.com	Payment Method:	
		Visa 411111 **** 1111 12/23	

QuickPay

Select a Payment Account ▼ Select a Payment Profile ▼ **QuickPay**

 Address Information Add and edit billing addresses.	 Payment Methods Add and edit saved payment information.	 Customer Details ← Edit additional customer information.
 Payment History View previous payments and attempts.	 Payment Plans & AutoPay Manage scheduled and AutoPay payments.	 QuickPay Payment Accounts Add and edit account information.

5) You can choose to receive payment notification after you have processed your payment either by email or SMS (text) message, or both, by selecting what is appropriate; then, click on Save Customer Details button.

You can also change your password as necessary on this page by clicking on [Change Password](#).

Customer Details (Andrew) - [REDACTED]

[Back To Dashboard](#)

Name	<input type="text" value="Andrew"/>
Email	<input type="text" value="andrew.albano@ncr.com"/>
Phone Number	<input type="text" value="2142177111"/>
Company Name	<input type="text"/>

Customer Notification Preference

Email Only SMS Only Email & SMS None

Once you have saved your additional information, the system will redirect to the Dashboard page.

6) Click on QuickPay Payment Accounts to enable QuickPay option. This option allows you to quickly pay using your selected payment account/profile.

Dashboard (Andrew) - [REDACTED]

The screenshot shows the 'Account Information' section with the following details:

Name:	Andrew	Address:	4450 Sojourn Dr 500B Addison, TX 75001
Company Name:		Payment Method:	Visa 411111 **** 1111 12/23
Email Address:	andrew.albano@ncr.com		

Below this is the 'QuickPay' section, which includes two dropdown menus: 'Select a Payment Account' and 'Select a Payment Profile', followed by a blue 'QuickPay' button. A grid of six service tiles is shown below:

- Address Information**: Add and edit billing addresses
- Payment Methods**: Add and edit saved payment information
- Customer Details**: Edit additional customer information
- Payment History**: View previous payments and attempts
- Payment Plans & AutoPay**: Manage scheduled and AutoPay payments
- QuickPay Payment Accounts**: Add and edit account information (highlighted with a yellow arrow)

7) Click on Add Quick Payment Account.

QuickPay Payment Accounts (Andrew)

The screenshot shows the 'QuickPay Payment Accounts' page. At the top left, there is a blue link labeled 'Back To Dashboard'. Below it is a large white rectangular area containing a blue plus sign (+) and the text 'Add QuickPay Payment Account' in blue.

8) Choose your Payment Type from the drop-down menu; then, add your Account Number; then, click on Save button. (NOTE: There will not be a Test Number on your instance.)

Add QuickPay Payment Account

[Back to QuickPay Payment Accounts](#)

Add QuickPay Payment Account

Payment Type*

Account Number*

Test Number*

[Save](#)

9) Once you have saved your Payment Type and Account Number, the QuickPay Payment Account would show on the page as follows.

QuickPay Payment Accounts (Andrew) - [REDACTED]

[Back To Dashboard](#)

[+](#)
Add QuickPay Payment Account

Utility
Account Number: 123456789

[Edit](#) | [Remove](#)

You will be able to Edit | Remove same when necessary.

Click on [Back to Dashboard](#) to return to the main page.

10) To process a QuickPay, select the Payment Account and Payment Profile; then, click on QuickPay button to submit your payment.

Dashboard (Andrew) - [REDACTED]

Account Information

Name:	Andrew	Address:	4450 Sojourn Dr 500B Addison, TX 75001
Company Name:		Payment Method:	Visa 411111 **** 1111 12/23
Email Address:	andrew.albano@ncr.com		

QuickPay

Utility 123456789 Visa 411111 **** 1111 12/23 **QuickPay** ←

Address Information
Add and edit billing addresses

Payment Methods
Add and edit saved payment information

Customer Details
Edit additional customer information

Payment History
View previous payments and attempts

Payment Plans & AutoPay
Manage scheduled and AutoPay payments

QuickPay Payment Accounts
Add and edit account information

11) Enter your payment amount; then, click on Next Step button.

QuickPay - 1 JetPay

Shopping Cart

Payment Profile: Visa 411111 **** 1111 12/23

Payment Type: Utility

Account Number - 123456789 Test Number - 111111119

Payment \$ ←

Next Step ▶

12) Once you check on box to authorize payment, you can click on Make Payment button to process your payment.

Make A Payment - Review Payment - [REDACTED]

The screenshot shows a payment review interface. At the top, there are two tabs: 'Cart Information' and 'Payment Information'. The main content is divided into two columns. The left column is titled 'Review Payment' and contains a table with the following items:

Item	Amount
Utility	\$1.00
Total Amount Due:	\$1.00
411111 ***** 1111 expires 12/2023	(\$1.00)
Total Payment Methods:	(\$1.00)

Below the table is a 'Billing Contact Information' section with the following details:

Andrew (214) 217-7111
4450 Sojourn Dr
500B
Addison, TX 75001
andrew.albano@ncr.com

At the bottom of the left column, there is a checkbox labeled 'I agree to the [Payment Terms of Service](#) and authorize this payment.' and a blue button labeled 'Make Payment'. A yellow arrow points to the 'Make Payment' button.

The right column is titled 'Shopping Cart' and contains a table with the following items:

Utility	\$1.00
Subtotal	\$1.00

Below the table is a 'Payment Details' section with the following information:

Utility
123456789 - 1111111119 - \$1.00

At the bottom of the right column, there is a button labeled 'Cancel Transaction'.

System will process your payment and will show your receipt.



Thank You for Your Payment
Approved
2/6/2020 2:47 PM Central Standard Time

Customer Name Andrew

Effective Date

2/6/2020

Approved 20000900

Item	Amount
Utility	\$1.00
Subtotal:	\$1.00
Total Charged to: Visa 457431 **** 0394 01/24	\$1.00
Total Amount Paid:	\$1.00

Collection Mode: web (manatron)

Payment Details

Utility

Account Number: 123456789 - Test Number: 111111119 - Andrew - \$1.00