



“payd” transactions on Android, Blackberry and Apple devices

- Ensure that mobile device has internet access
- Download the free eSelect Plus app (**not** the “payd” app)
- Insert “payd” device in the headphone jack. Ensure that speakerphone is off, but that the mobile device’s volume is up.
- Log in with the following information:
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Username: _____

Store ID: _____

Password: _____

**When you are finished with the device, don’t forget to LOG
OUT under the “settings” icon.**

Testing Device:

To test running a transaction on the device, “Demo Mode” may be selected under the “Settings” icon. Note that no transactions can be charged in Demo Mode, so disable it before any real transactions.

Purchases:

Press the “purchase” icon and enter information **EXCLUDING** the Order ID. Customer ID may be the name of the customer (more details on the type of purchase may be added—for example: “Toby Belch – Donation”). Enter purchase amount with decimals for cents.

Cards may be swiped on the device, but the “keyed” option allows for manual entry of credit card information. *Do not use the “CASH” option. Keyed entry is less secure and incurs a higher transaction fee.*

Note: Receipts cannot be printed, but entering an email address allows for an electronic receipt to be emailed.

A screen prompting a customer signature will show up. Customers can sign on smartphones or tablets with their finger or a stylus. There is an option to skip this, otherwise press “DONE” when customer is finished signing.

A display for successful transactions will say “APPROVED” and show the details of the transaction. At the bottom of that screen, you will have the option to send the email receipt. It will not be sent until you press “SEND EMAIL RECEIPT.”

To enter another purchase, press “back” and start the process again.

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