



GoPayment QuickStart Guide

Visit the Merchant Service Center

Manage users, phones and mobile service using Intuit's Merchant Service Center site.

1. Open your computer's web browser and visit <https://merchantcenter.intuit.com/>.
2. Sign in with your Intuit User ID and Password.

3. Click Manage merchant account



4. Click Manage GoPayment

5. Confirm contact info for receipts

If this is your first visit to Manage GoPayment, you see a form containing your contact information. Use these fields to confirm or change the information you want customers to see on receipts. (You can change receipt information any time. To do so, click the Manage GoPayment screen's **Contact Info** link.)

How does GoPayment handle receipts?



GoPayment lets you send customers an email or text message receipt right from your phone!



Tip: You can also print receipts on the spot! Just pair your phone with a Bluetooth printer. Learn more at: <http://mobilepayment.intuit.com/supported-phone.php>.

Create GoPayment phone users

Create yourself and others as GoPayment users on your account.

Add a new user

Add GoPayment user accounts for anyone who will take payments by mobile phone, including you. To get started, click the **Add New User** button.

Registered GoPayment Users Refresh			
Add New User	Send Setup Message	?	Contact Info Notification Settings
User	User ID	PIN	Status
Mike Howard	mhoward	****	Active
Erik Knoll	eknoll	1234(temp)	Phone setup needed !

1. Click Add New User

Tip: As you set up GoPayment, 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 first and last name.

Step 1 - Enter User Information

* Required field

Enter user information.

First Name: *

Last Name: *

GoPayment User ID: * ?

ID used to log into GoPayment from your phone

Email: *

3. Create a User ID

The user enters this ID each time he signs in to GoPayment from the phone. Make it short and easy to remember.

4. Enter the user's email address

GoPayment sends invitations and instructions to this address. If your user doesn't have an email address, you can use your own or a general address belonging to your organization

5. Click **Submit**.

Having trouble? Contact Support

Reach GoPayment support at **800-558-9558**.

Enter phone info and send setup message

Step 2 - Enter Phone Information and Send Setup Message

* Required field

 **Account created for Stevie Box.**

Enter the mobile number and select the wireless service provider for the phone.

1. Enter mobile phone number

Mobile Number:

Wireless Provider:

2. Select mobile phone network provider

GoPayment is already set up on this phone.

3. Click Send

Send

Leave this checkbox turned off for now. Later, you can use it to reassign an existing GoPayment phone to a new user. You'd create the user, enter the number and turn on this checkbox. Then the user can sign in, but skips full phone setup.

After you've entered the mobile number and selected the wireless service provider, click the Send button to send the setup message to the mobile number entered and finish activation on the phone.

Set up on phone

The user must complete setup on the phone.

Step 3 - Setup on Phone

 **Setup message has been sent to: 617-555-1505**

On the phone, open the message and follow instructions to complete setup. 

User ID: **sbox**
Temporary PIN: **5657**

Phone user needs the User ID and Temporary PIN to complete setup.

Continue

1. Share sign-in credentials with the phone user

2. Help the user complete setup on the phone by following these steps:

- a. On the phone, reply Y or Yes to GoPayment's request to send you a text message.



With a yes reply, you agree to receive text messages from GoPayment. Once you agree from your phone, GoPayment never asks again.

- b. Open the next message you get, which is a setup text message from your GoPayment administrator.
- c. Open the download link in the message or, if you can't, type **gopayment.com** into your phone's mobile browser. If your phone prompts you to allow access to the data network, choose **Always allow** and answer **Yes** to any questions that follow.
- d. Click the download link. Depending on what handset you have, GoPayment prompts you to do one of the following:
- Download and install the application on your phone.
 - Go to the mobile web site instead. Skip ahead to **Step g**.

Two ways to use GoPayment: Application vs. Mobile Web Site

- **GoPayment Application.** You can install the GoPayment application directly on GoPayment-compatible handsets (<http://mobilepayment.intuit.com/supported-phone.php>). Advantages of the installed version include faster response time and integration with a Bluetooth printer/swiper so you can swipe cards and print receipts on the spot.
- **GoPayment Mobile Web Site.** If you can't install GoPayment on your phone, you can still use the service. The mobile web site is almost identical to the GoPayment application, but it lives on the Web. You can access and use this version via your mobile web browser by visiting gopayment.com. The main advantage of the mobile web site is that it works on any handset that can access the Internet.

Tip: If you'll use the mobile web site, bookmark the site in your mobile phone browser.

- e. Answer yes to all setup questions.
- f. Open GoPayment.
If you get a Run/Open prompt at the end of setup, click Yes.
If your phone lands you on another screen, find GoPayment in Games, Applications or My Stuff.

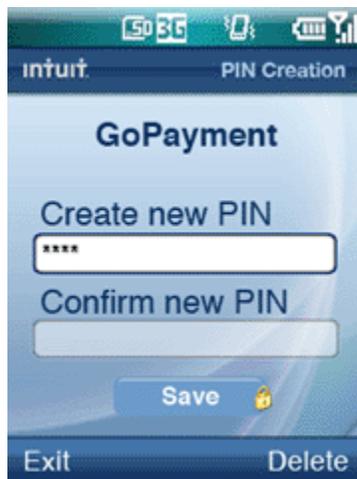


Look for this GoPayment icon.

- g. Enter the User ID and Temporary PIN generated during GoPayment User setup (see Figure on the previous page). This info is always available on the Merchant Service Center's Manage GoPayment screen.



- h. Create new PIN.
GoPayment prompts you to create a new PIN. You need to enter this PIN every time you access GoPayment, so make it easy to remember. PINs must be
 - Numeric
 - Minimum of 4 and maximum of 8 numeric characters long
 - Different than your User ID



- i. Confirm phone setup by charging a small test transaction.
Charge an actual credit card a small amount (for 1 or 2 cents). After the charge goes through, click the **Void Charge** button to revoke the charge and avoid a processing fee.
Tip: Whenever you charge an amount under \$10, GoPayment verifies the amount, to make sure you didn't forget to enter the proper number of zeros.