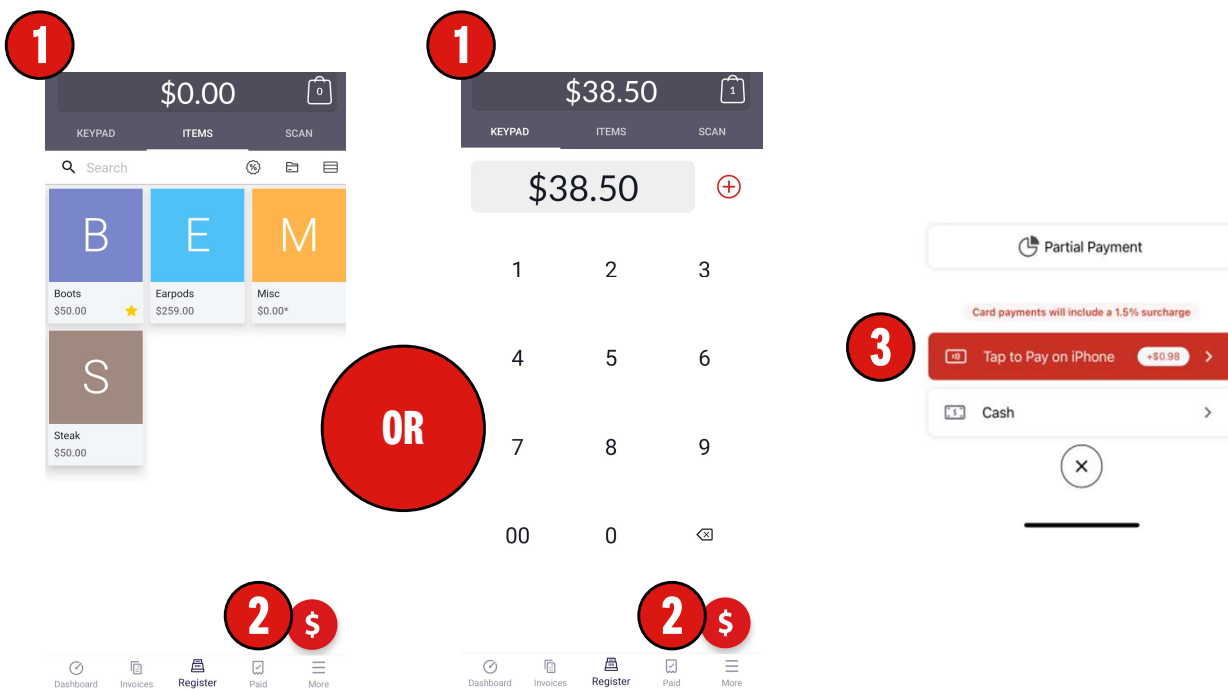


# How to accept contactless payments (iPhone)

1. Add items to a basket by tapping on the item+ OR enter the value from the keypad (tap on the + button to create multiple line items from the keypad).
2. Tap on \$ to begin the payment process.
3. Tap on the **Tap to Pay on iPhone** button and follow the onscreen prompts to tap a contactless card, digital wallet or wearable against the NFC reader on your device\*.



To accept payment from a physical card, place the card horizontally on the top edge of the iPhone and hold for a few seconds



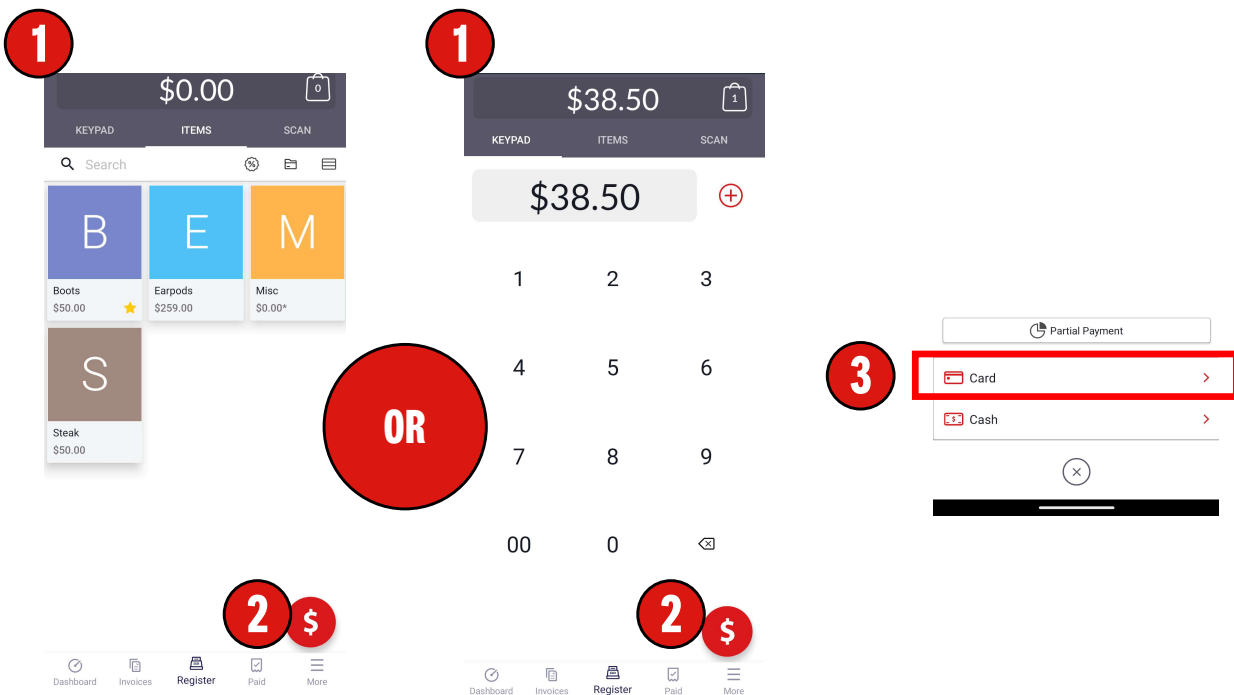
+ When **Always Prompt** is enabled, you will be able to enter additional item information, then tap on the + button from the pop-up screen to add the item to the basket.

\*To familiarise yourself with your device's NFC reader location, you should review the "Using your device's contactless reader in-app training".



# How to accept contactless payments (Android)

1. Add items to a basket by tapping on the item+ OR enter the value from the keypad (tap on the + button to create multiple line items from the keypad).
2. Tap on \$ to begin the payment process.
3. Tap on the **Card** button and follow the onscreen prompts to tap a contactless card, digital wallet or wearable against the NFC reader on your device\*.



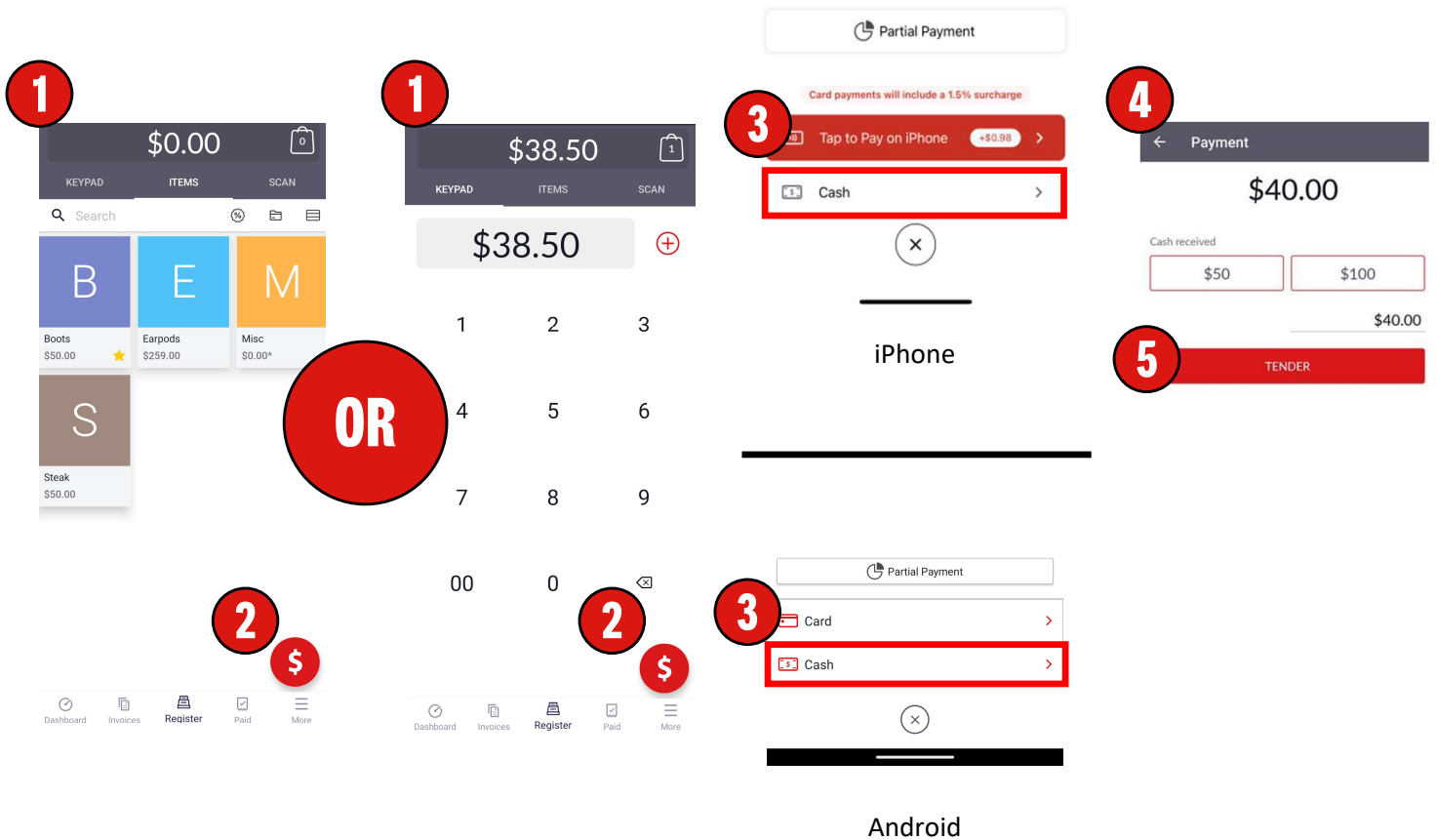
+ When **Always Prompt** is enabled, you will be able to enter additional item information, then tap on the + button from the pop-up screen to add the item to the basket.

\*To familiarise yourself with your device's NFC reader location, you should review the "Using your device's contactless reader in-app training".



# How to accept cash payments

1. Add items to a basket by tapping on the item\* OR enter the value from the keypad (tap on the + button to create multiple line items from the keypad).
2. Tap on \$ to begin the payment process.
3. Tap on the **Cash** button.
4. Tap on either the default values or enter the amount handed over by the customer.
5. Tap on the **Tender** button and the completion screen will display how much change you need to return to the customer.



+ When **Always Prompt** is enabled, you will be able to enter additional item information, then tap on the + button from the pop-up screen to add the item to the basket.



# Payment options

## Card

eftpos, Mastercard & Visa are accepted.

Contactless cards/smart phone/smart watch to make payment. Merchant can send a receipt instantly via SMS or email.

**Note:** for higher value transactions, customers may be prompted to input a PIN.

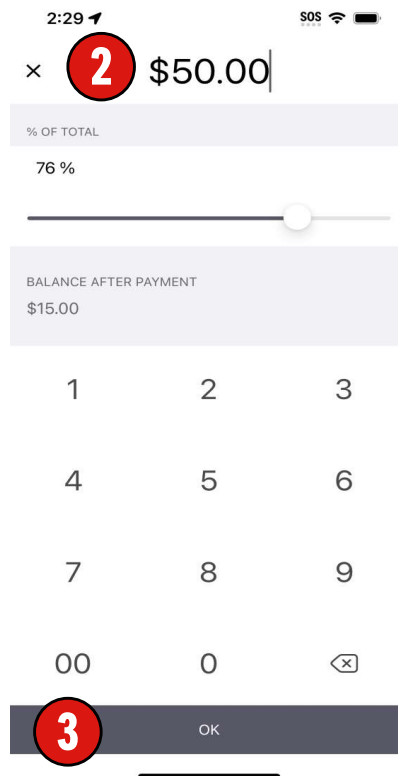
## Cash

Enter total dollar value the customer has paid, tap tender provided and the app will display how much change needs to be given back to the customer.

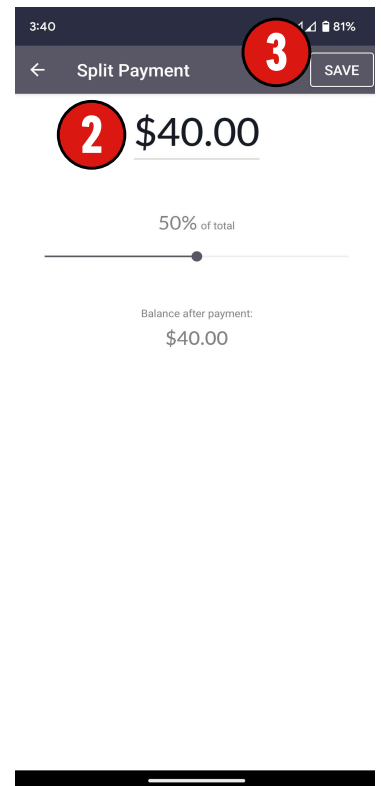
**Note:** cash payments will need to be reconciled by the user and are not settled by EFTPOS Air.

# Partial payments

1. Customers may make a partial payment, allowing the customer to pay off the remainder later, or to split the payment, tap on the **Partial Payment** button on the payment screen.
2. Tap on the amount to enter the amount to be charged OR slide the percentage slider to set the value.
3. Tap on the **Ok** button (on iPhone), or the **Save** button (on Android) to return to the payment screen.
4. Follow the steps from the *How to Accept Payments* QRG to complete the payment.



iPhone



Android

