



# myPayments

Functionalities and look & feel

January 16

# myPayments – the online customer portal



myPayments is the new internet portal for Merchants of SIX Payment Services. It allows online access to most important details, reports and information on transactions and payments processed by SIX Payment Services.

## Main functionalities:

- Overview of settlements with different views
- Overview of daily closings made at the terminals
- General information on transactions by status, card brand, total amount, charges and commissions, and DCC.
- Export of data and information in either CSV or Excel format
- Access and download option for PDF notices

# Dashboard on front page

The dashboard features a navigation bar at the top with tabs for 'Settlements', 'Daily closings', and 'Documents'. A welcome message states: 'Welcome to myPayments – the portal that gives you an overview of all your cashless payments. You can find information regarding payments, deliveries and individual transactions under "Settlements" and "Daily closings". Effective immediately, you can export transactions as an Excel or CSV file. You can download your credit notices and reports as a PDF file in the Documents area.'

**Navigation bar**

**Widgets with preview and swift access to all features**

**Graphic analysis of activities in the last nine months**

**Graphic of distribution of card brands used**

**Settlements**

Month	Value (CHF)
05/2015	330k
06/2015	300k
07/2015	330k
08/2015	310k
09/2015	260k
10/2015	280k
11/2015	260k
12/2015	310k
01/2016	160k

**Daily closings of the last 30 days**

Card Brand	Percentage
Maestro-CH	71.67%
Maestro	0.67%
VISA	6.96%
MasterCard	13.77%
V PAY	6.92%

**Documents**

Status	Date	Document Type	Download
✉	22/01/2016	Reimbursement	Download
✉	22/01/2016	Reimbursement	Download
✉	21/01/2016	Reimbursement	Download
✉	21/01/2016	Reimbursement	Download
✉	20/01/2016	Reimbursement	Download

# Settlements overview

Overview of outbound payments, including still pending ones

Option of exporting a list of payments as a CSV or Excel file

CSV Excel

Payment Date	Partner ID	Partner Name	Type	Account No.	Delivery	Commission	Financial adjustments	Total	Reference
26.07.2015 - 22.01.									
Next scheduled settlement date is 22/01/2016.	220182				CHF 53.50	CHF -0.83			>
Current ⓘ	213705				CHF 708.00	CHF -8.58			>
Current ⓘ	93426				CHF 103.60	CHF			>
Current ⓘ	93242				CHF 1,160.60	CHF			>
21/01/2016	220182		Payment		CHF 60.40	CHF			674 > >>
21/01/2016	213705		Payment		CHF 312.00	CHF			> >>
21/01/2016	182013		Payment		CHF 485.70	CHF			241 > >>
21/01/2016	177028		Payment		CHF 52.00	CHF -0.31	CHF 51.69	201601210020231	> >>
21/01/2016	168318		Payment		CHF 262.00	CHF -1.47	CHF 260.53	201601210036622	> >>
21/01/2016	93426		Payment		CHF 716.10	CHF -9.42	CHF 706.68	201601210020218	> >>

Forward button to view delivery total by card brands

Fast forward button to directly view transaction level

# Settlement delivery details: card brand view

## Settlements

Settlements / Payment Details

### Payment Details

Partner	Payment Date 03/10/2015	Value Date 06/10/2015
Delivery CHF 120.50	Commission CHF -2.19	Total CHF 118.49
Account No.		Payment into Text

Drill down to the individual positions for a payment

Option of exporting the individual positions as a CSV or Excel file

### Positions

CSV Excel

Description	Date	VP No.	Partner Name	Product	Delivery	Commission	DCC Kickback	Financial adjustments	Total			
Delivery Total					CHF	120.50	CHF	-2.19	CHF	0.18	CHF	118.49
Delivery	03/10/2015	172016239			CHF	67.00	CHF	-1.27	CHF		CHF	65.73
Delivery	03/10/2015	172016239			CHF	16.50	CHF	-0.30	CHF		CHF	16.20
Delivery	03/10/2015	172016239			CHF	18.00	CHF	-0.22	CHF	0.18	CHF	17.96
Delivery	03/10/2015	172016239			CHF	19.00	CHF	-0.40	CHF		CHF	18.60

# Transaction view

## Settlements

Settlements / Payment Details / Transactions

### Delivery Group Details

Partner	Date	Terminal Number
	03/10/2015	30095498
Reference submitted	Quantity	
	2	
Gross	Commission	Net amount
CHF 16.50		CHF 16.20

Option of exporting the individual transaction as a CSV or Excel file

Transaction view of a payment position

### Transactions

CSV Excel

Date	Status	Type	Reference	Card Number	Transaction amount	Exchange Rate	Gross amount	Commission	DCC Kickback	Net amount
03/10/2015	Processed	First Presentment (Retail)		.... 0896	CHF 8.00	1.000000	CHF 8.00	CHF -0.15		CHF 7.85
03/10/2015	Processed	First Presentment (Retail)		.... 0297	CHF 8.50	1.000000	CHF 8.50	CHF -0.15		CHF 8.35

10 25 50 100

# Daily closings

Overview of daily closings of terminal deliveries

## Daily closings

Daily closings

CSV Excel

Date	Partner ID	Partner Name	Type	Terminal Number	Reference submitted	Brand	Quantity	Gross
26.07.2015 - 22.01.2016								
03/10/2015			☺	30095498		VISA	2 USD	20.10
03/10/2015			☺	30095498		MasterCard	1 USD	19.05
03/10/2015			☺	30095498		MasterCard	1 CHF	67.00
03/10/2015			☺	30095498		MasterCard	2 CHF	16.50
02/10/2015			☺	30095498		VISA	1 USD	17.49
26/09/2015			☺	30095498		VISA	1 CHF	14.00
24/09/2015			☺	30095498		VISA	1 USD	12.19
20/09/2015			☺	30095498		MasterCard	1 CHF	21.00
19/09/2015			☺	30095498		MasterCard	2 CHF	51.00
19/09/2015			☺	30095498		MasterCard	1 EUR	11.33

Forward to transaction view

# Daily closings transaction view

Transaction level view of daily closings

## Daily closings

Daily closings / Transactions

### Delivery Group Details



Partner	Date 03/10/2015	Terminal Number 30095498
Reference submitted	Quantity 2	
Gross USD 19.00	Commission USD -0.40	Net amount USD 18.60

### Transactions

CSV Excel

Date	Status	Type	Reference	Card Number	Transaction amount	Exchange Rate	Gross amount	Commission	DCC Kickback	Net amount
03/10/2015	Processed	First Presentment (Retail)		7867	USD 10.05	0.944831	CHF 9.50	CHF -0.20		CHF 9.30
03/10/2015	Processed	First Presentment (Retail)		2579	USD 10.05	0.944831	CHF 9.50	CHF -0.20		CHF 9.30

10 25 50 100



# Notices

**Documents**

Overview of all notices

Download notices in PDF format



Status	Date	Partner ID	Partner Name	Document Type	Detail level	Period From	Period up to	Download
<input type="checkbox"/>	26.07.2015 - 22.01.2016							<input type="checkbox"/>
<input checked="" type="checkbox"/>	22/01/2016			Reimbursement	Recapitulation	21/01/2016	21/01/2016	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	22/01/2016			Reimbursement	Settlement	21/01/2016	21/01/2016	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	21/01/2016			Reimbursement	Recapitulation	20/01/2016	20/01/2016	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	21/01/2016			Reimbursement	Settlement	20/01/2016	20/01/2016	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	20/01/2016			Reimbursement	Recapitulation	19/01/2016	19/01/2016	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	20/01/2016			Reimbursement	Settlement	19/01/2016	19/01/2016	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	19/01/2016			Reimbursement	Recapitulation	18/01/2016	18/01/2016	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	19/01/2016			Reimbursement	Settlement	18/01/2016	18/01/2016	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	18/01/2016			Reimbursement	Recapitulation	17/01/2016	17/01/2016	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	18/01/2016			Reimbursement	Settlement	17/01/2016	17/01/2016	<input checked="" type="checkbox"/>

# CSV and Excel export for each table/view

Settlements | Daily closings | Documents | Support & Contact

201412051735\_Transaktionen.xlsx - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

Datum	Partner	PLZ	Ort	Status	Typ	Kartennummer	DCC	Währung	Eingelieferte Betrag	Eingelieferter Betrag	Wachselkurs
04.12.2014 22:57:00	147593	120100	Genève	Ready	First Presentment(Retail)	0216	nein	CHF	120	120	1
04.12.2014 22:51:00	147593	120100	Genève	Ready	First Presentment(Retail)	0781	nein	CHF	58	58	1
04.12.2014 22:51:00	147593	120100	Genève	Ready	First Presentment(Retail)	0467	nein	CHF	690	690	1
04.12.2014 22:47:00	147593	120100	Genève	Ready	First Presentment(Retail)	0641	nein	CHF	399	399	1
04.12.2014 22:37:00	147593	120100	Genève	Ready	First Presentment(Retail)	0666	nein	CHF	90	90	1
04.12.2014 22:06:00	147593	120100	Genève	Ready	First Presentment(Retail)	0214	nein	CHF	381	381	1
04.12.2014 21:39:00	147593	120100	Genève	Ready	First Presentment(Retail)	0771	nein	CHF	182	182	1
04.12.2014 19:31:00	147593	120100	Genève	Ready	First Presentment(Retail)	0484	nein	CHF	59	59	1
04.12.2014 19:30:00	147593	120100	Genève	Ready	First Presentment(Retail)	0430	nein	CHF	157	157	1
04.12.2014 19:26:00	147593	120100	Genève	Ready	First Presentment(Retail)	0308	nein	CHF	26	26	1
04.12.2014 19:14:00	147593	120100	Genève	Ready	First Presentment(Retail)	0737	nein	CHF	50	50	1
04.12.2014 18:24:00	147593	120100	Genève	Ready	First Presentment(Retail)	0796	nein	CHF	30	30	1
04.12.2014 18:18:00	147593	120100	Genève	Ready	First Presentment(Retail)	0250	nein	CHF	18	18	1
04.12.2014 15:53:00	147593	120100	Genève	Ready	First Presentment(Retail)	0641	nein	CHF	110	110	1
04.12.2014 15:29:00	147593	120100	Genève	Ready	First Presentment(Retail)	0958	nein	CHF	450	450	1
04.12.2014 13:49:00	147593	120100	Genève	Ready	First Presentment(Retail)	0192	nein	CHF	39	39	1
04.12.2014 12:05:00	147593	120100	Genève	Ready	First Presentment(Retail)	0881	nein	CHF	27	27	1
04.12.2014 11:37:00	147593	120100	Genève	Ready	First Presentment(Retail)	0134	nein	CHF	27	27	1
04.12.2014 10:11:00	147593	120100	Genève	Ready	First Presentment(Retail)	0298	nein	CHF	150	150	1

CSV or Excel export of all tables and views

Commission	DCC Kickback	Financial adjustments	Total			
CHF	-2.19	CHF 0.18	CHF 118.49			
Delivery	03/10/2015	172016239	CHF 67.00	CHF -1.27	CHF 65.73	
Delivery	03/10/2015	172016239	CHF 16.50	CHF -0.30	CHF 16.20	
Delivery	03/10/2015	172016239	CHF 18.00	CHF -0.22	CHF 0.18	CHF 17.96
Delivery	03/10/2015	172016239	CHF 19.00	CHF -0.40	CHF 18.60	

# Multilingual

English - Christine Ruckebrod (mp0975-2279) -

- Deutsch
- English
- Français
- Italiano

Home | Settlements | Daily closings | Documents | Support & Contact

Welcome to myPayments – the portal that gives you an overview of all your cashless payments.

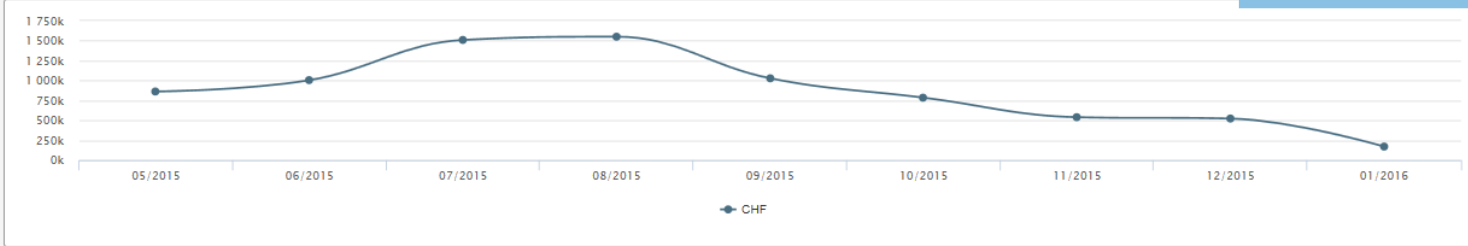
You can find information regarding payments, deliveries and individual transactions under "Settlements" and "Daily closings". Effective immediately, you can export transactions as an Excel or CSV file.

You can download your credit notices and reports as a PDF file in the Documents area.

## Dashboard

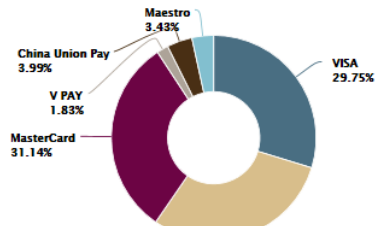
Available in 4 languages

### Settlements



Show details

### Daily closings of the last 30 days



### Documents

Status	Date	Document Type	Download
✉	22/01/2016	Reimbursement	Download
✉	22/01/2016	Reimbursement	Download
✉	21/01/2016	Reimbursement	Download
✉	21/01/2016	Reimbursement	Download
✉	20/01/2016	Reimbursement	Download

# User guide and support

## Support & Contact

- › Administration basics
- › Dashboard
- › Settlements
- › Daily closing
- › Documents

### Administration basics

#### How do I change my personal details and access rights?

Please contact our [helpdesk](#) to request a change to your personal data.

#### How do I change my password?

You can change your password [here](#).

#### How can another person from my company request an account?

Please contact our [helpdesk](#) to have an additional user set up.

#### How can I make suggestions for the further development of myPayments?

We are always pleased to receive feedback on myPayments from our clients. Please send your suggestions and comments to the following e-mail address [mypayments@six-payment-services.com](mailto:mypayments@six-payment-services.com).

### Dashboard

#### Settlements graphic

The Settlements graphic shows your financial activities over the last nine months. Use the «Show details» button to see the table of all payments made over the last nine months.

#### Daily closing graphic

This graphic shows your month to date turnover by card brand. Move the mouse over the brand to see the corresponding turnover in your payment currency. Use the «Show details» button to call up the daily closing table of the last nine months.

#### Documents (PDF) table

The table contains a list of your company's last five statements. You can download a statement directly by clicking the PDF symbol. Clicking the «Show all» button produces a list of all your statements for the last nine months.

Online FAQs with  
user guide and  
contact link to  
customer support