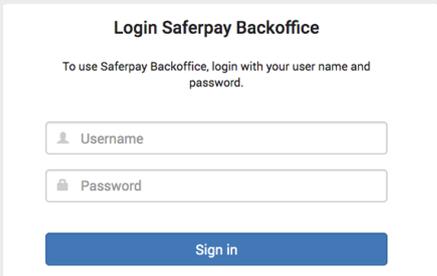
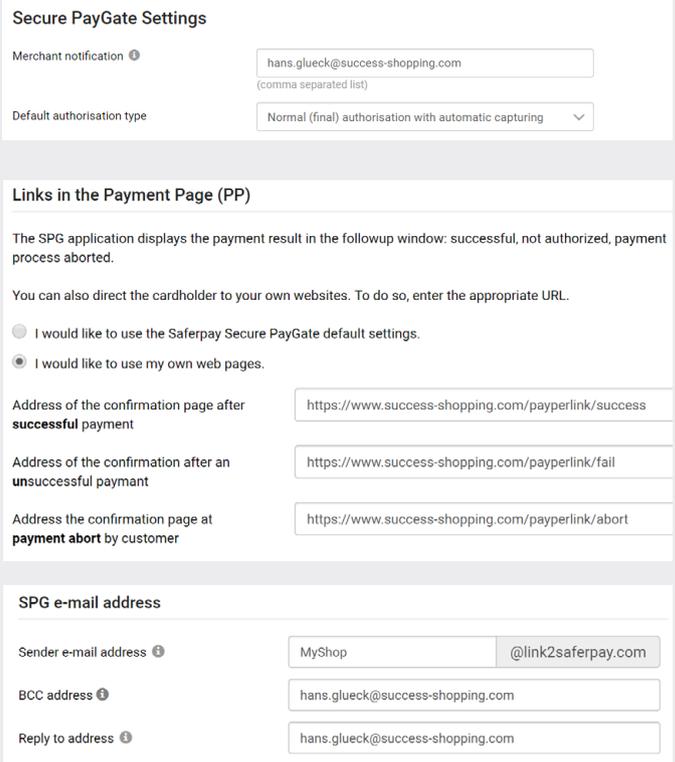


QUICK GUIDE

SAFERPAY SECURE PAYGATE

SETTINGS FOR SECURE PAYGATE

In order to be able to use Secure PayGate, you must set the basic settings when you first access the system.

<p>1 Access via saferpay.com/BO/Login</p>	
<p>2 Login with your username and password.</p>	
<p>3 Under "Secure PayGate" select the menu item "Settings".</p>	

- 3.1** Configuring the basic settings:
- First enter an e-mail address to which the notifications of successful payments should be sent.
 - Select the desired standard authorisation type.

Note: for the options "Pre-authorisation" and "Normal (final) authorisation", the authorisations must be captured manually in the journal overview.
 - Set payment confirmations under "Links in the PP".

You can redirect the customer to your own websites for successful, unsuccessful and aborted payments or use the Saferpay Secure PayGate default settings.

SPG e-mail addresses:
Next, enter a "Sender e-mail address", a "BCC address" and a "Reply to address". You can freely choose the prefix of the "Sender e-mail address".

- 4 Incorporating the T&Cs:
- The T&Cs are sent to the customers as an attachment. This fulfils the requirements of credit card companies regarding the notification of your T&Cs. Select the language and attach the T&Cs in the respective language.
 - Please note that the T&Cs (if applicable) are automatically attached in the language selected when the e-mail is sent.

Incorporation of general business conditions

The e-mail containing your offer includes a warning to the customer to the effect that using Secure PayGate implies acceptance of your general business conditions. You can incorporate these conditions here as a PDF document individually for each language.

Languages	File name:
<input type="checkbox"/> Deutsch	AGB-de.pdf
<input type="checkbox"/> English	AGB-en.pdf

Attachment: Terms and Conditions of Business in Deutsch

No file chosen

CREATING AN OFFER

- 1 Under "Secure PayGate" select the menu item "Overview".

Secure PayGate

- Overview**
- Templates
- Settings

- 2 You can use the drop-down menu to select an offer template you have created or the "Individual offer" option.

Individual offer

Offer for customized bike with 97 gears
EUR 1360.00

Angebot Velo mit 97 Gängen
EUR 1360.00

- 3 Select the desired terminal.

17821884 MyShop SPG Terminal

Secure PayGate Success Shopping Co., Erfolgsstraße 1a, DE-12345 Berlin

- 4 Creating an offer
- Fill in the payment information in the first section. (amount, reference number, etc.)
 - In the "Amount" field, enter the amount to be paid.
 - In the "Authorization Type" field, select the type of authorisation.
 - Enter your booking number or reference number, for example, in the "Reference number" field.
 - In the "Expiration Date" field, enter how long the offer should be valid for.
 - Enter the customer data in the "Customer address" section.
 - Prepare the e-mail to your customers in the "Message" table.
 - You have the option of uploading additional documents (GTCs, offers) via "additional attachment".
 - The payment link redirects the customer directly to his payment (link only becomes activate after saving).

Amount * EUR 1360.00 Authorization Type Normal (Final) Authorization

Reference number * Order 0027 Expiration Date * 21.01.2020

Customer address

Customer is allowed to change address data

Salutation Ms. Company

First name Nina Last name Meier

Street / No. Meierstreet 12

Postal code and city 10557 Berlin Country Germany

Message

Language Deutsch

Recipient * Nina.Meier@email.com Reply to address * hans.glueck@sucess-shopping.com

CC BCC hans.glueck@sucess-shopping.com

Re: * Offer for customized bike with 97 gears

Message *
Dear Ms. Meier
as discussed on the phone, I hereby send you our offer for a customized bike with 97 gears. Please click on 'Pay now' to pay the offer. we will deliver the bike within 7 days to your shipping destination
Dearest
Hans Glueck

Salutation and signature

Attachments AGB-de.pdf (2MB)
additional attachment No file chosen

- 5 Saving/sending the offer
- Save:** Save the offer without sending it. The payment link is automatically saved to the clipboard. You can then insert the link to send it flexibly via e-mail, Skype, various social media channels, etc.
 - Open in e-mail program:** Open the e-mail in your e-mail program (attachments are not transferred to the e-mail program).

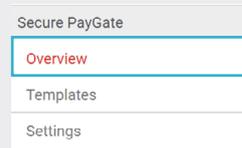
* mandatory fields
** The payment link is copied to the clipboard when saving.
*** You must have an e-mail program installed to use this function. Attachments that have already been created cannot be transferred to your e-mail program. Insert these in your e-mail program again.

EDITING AN OFFER

- 1 Log in as usual with your username and password at saferpay.com/BO/Login.



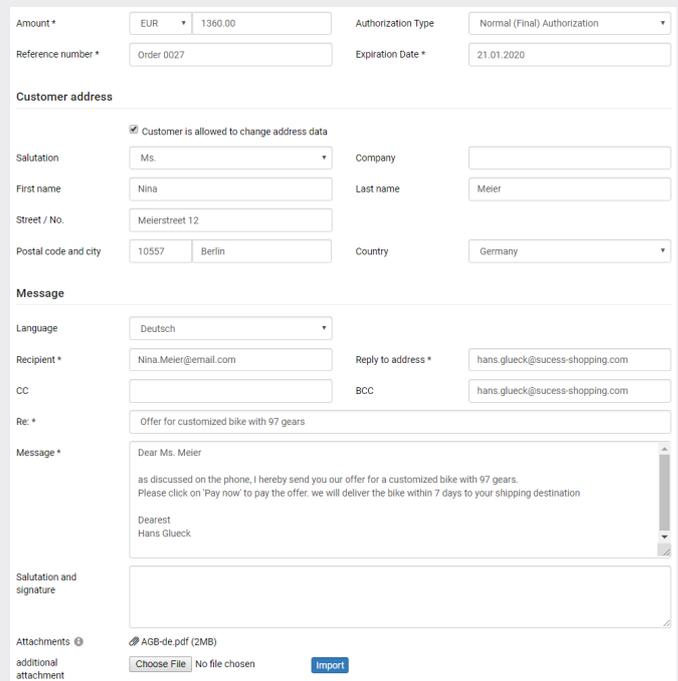
- 2 Under "Secure PayGate" select the menu item "Overview".



- 3 Click on "Details" in the overview page to edit an existing offer.

Changed by	Terminal	Account Description	Application	
	17830620	Simulationen	RestApi	Details
	17830620	Simulationen	RestApi	Details
	17830620	Simulationen	RestApi	Details

- 4 Edit your entries.



- 5 Saving/sending the offer
 - **Save:** Save the offer without sending it. The payment link is automatically saved to the clipboard. You can then insert the link to send it flexibly via e-mail, Skype, various social media channels, etc.
 - **Open in e-mail program:** Open the e-mail in your e-mail program (attachments are not transferred to the e-mail program).



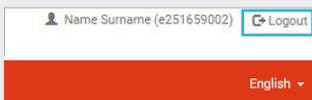
PAYMENT FUNCTIONS

Payment	Credit card payments are authorised online and then automatically captured. The result is displayed within a few seconds.
Reservation	The payment amount is authorised and reserved online. In the Saferpay Backoffice the transaction is displayed in the journal as "Reservation". The payment is only finalized when you capture the reservation.
Credits	Use this function to refund an amount to a cardholder.
Cancellation	Alternatively: You can cancel transactions provided they have the status "Reservation". All transactions can be displayed in the journal area. Clicking on "Details" provides a "Cancel" option for reservations.

ADMINISTRATIVE FUNCTIONS

Journal	In the Saferpay journal you have the option of initiating credits, searching by individual transaction, displaying cancelled and older reservations/bookings or exporting data.
Daily closing statement	Payments and credits are submitted to the credit card companies with the daily closing statement. Daily closing statements which have already been executed can be viewed under "Daily closing statement".
Settings	You can find the settings for notifications and the overview of your Saferpay terminals here.
Templates	Process or create your offers using templates in the Backoffice.

PROCESSING OPTIONS

Card verification number	The three-digit sequence is printed directly after the credit card number in the signature strip on the back of the card.	
Card verification number (American Express)	The four-digit verification number for American Express however is located on the front of the credit card.	
Reference number	This is an optional field on the credit card payment form. This allows you to label transactions with your own order or job number.	
Sales description	This is an optional field on the credit card payment and electronic direct debit form and helps the buyer to allocate the payment.	
Templates	If an offer is to be used frequently, it is useful to create a template. Click on "Templates" and then "Add new template"	
Logout	You can leave the Saferpay Backoffice using the "Logout" button. The session ends automatically if there is no activity after 30 minutes.	

IMPORTANT INFORMATION

Capturing reservation	Reservations must be captured within a few days. Otherwise the authorised payment amount expires. Please capture the payment in the Saferpay journal overview.
Executing daily closing statement	Only after a daily closing will the payments be submitted to the credit card companies and, depending on your payment date, credited to your bank account. It is therefore essential that you carry out a day-end closing. You can configure your account to automatically execute the daily closing statement once every day (22:00). Reservations are only processed if they have been captured. Open reservations are displayed in the journal overview.
User ID and password	Only personnel authorised by you should have access to your login details. Please keep these details in a safe place.
User manual	The user manual and other information is available in the download area of your Saferpay Backoffice.

YOUR LOCAL POINT OF CONTACT CAN BE FOUND AT:
six-payment-services.com/contacts

six-payment-services.com
 worldline.com