Pay Online User Guide
How to use your Pay Online Service

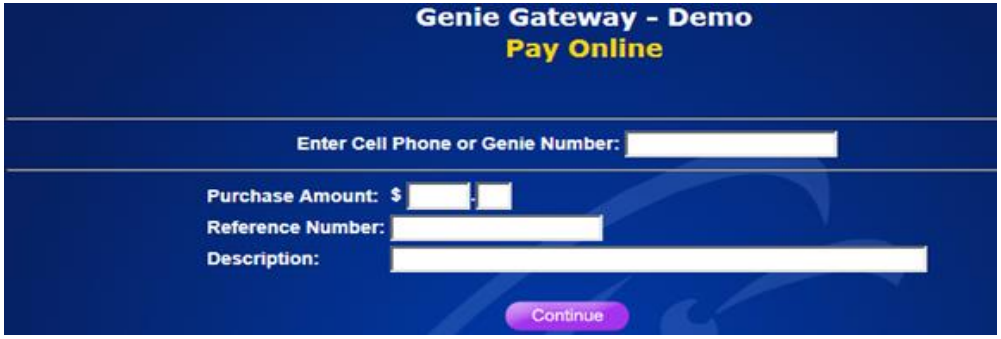
Pay Online User Guide: http://www.GGWY.Info/PayOnline/

Pay Online

Unlike the VPOS services which are designed for Call Centers and phone order processing services, **the Pay Online service is designed to enable all your customers to send you a payment anytime without a phone call**. To receive a payment within 5 minutes, you do not have to speak with your customer, just ask them to click on the Pay Online icon and follow the instructions.

If you do not have a website, your customer can click on the Pay Online icon on your Genie Gateway, **if you have a website** you can cut and paste the icon to your website, or your can also cut and paste the Pay Online icon to your monthly statements, or to any email you send requesting a payment.

How to Process Pay Online Payments



The Pay Online service is designed to enable all your customers to send you a payment, online, anytime.

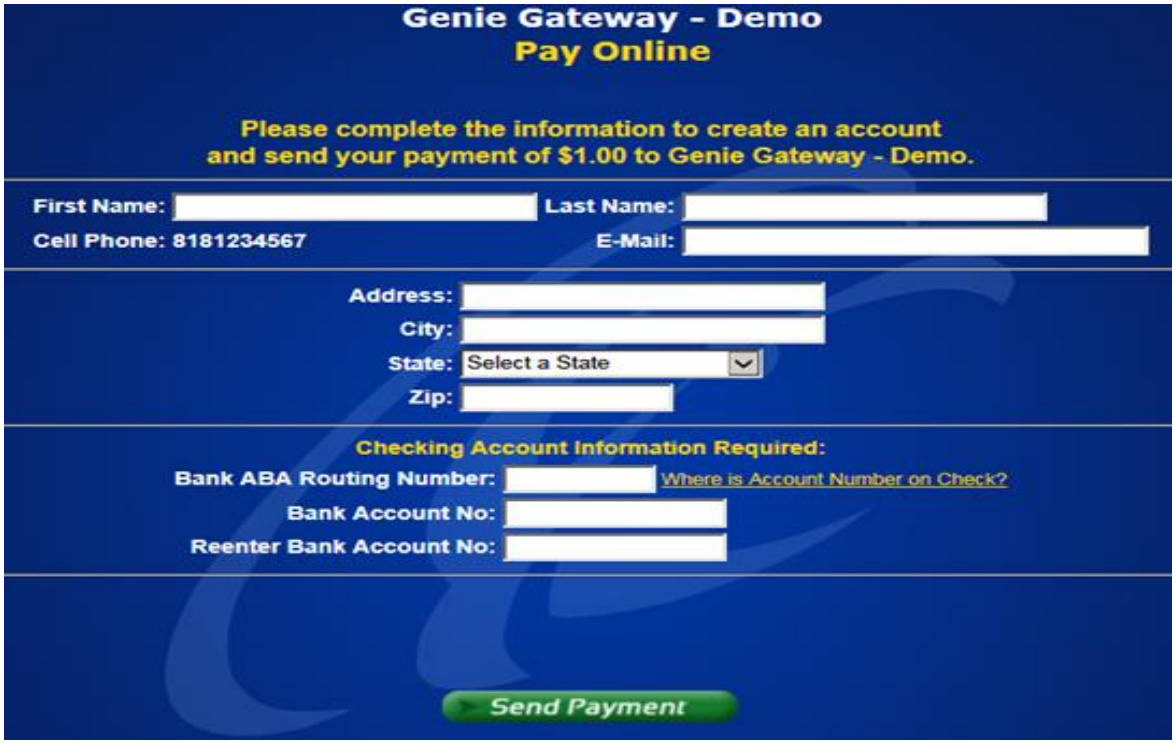
When your customer clicks on your Pay Online icon / button, they will ONLY need to enter their cell phone number, the payment amount, a description for the payment, and then click on the continue button.

If your customer is a returning customer their cell number is recognized and within a few seconds they will receive a text message to approve their payment. Please see the next page if the cell number is not recognized

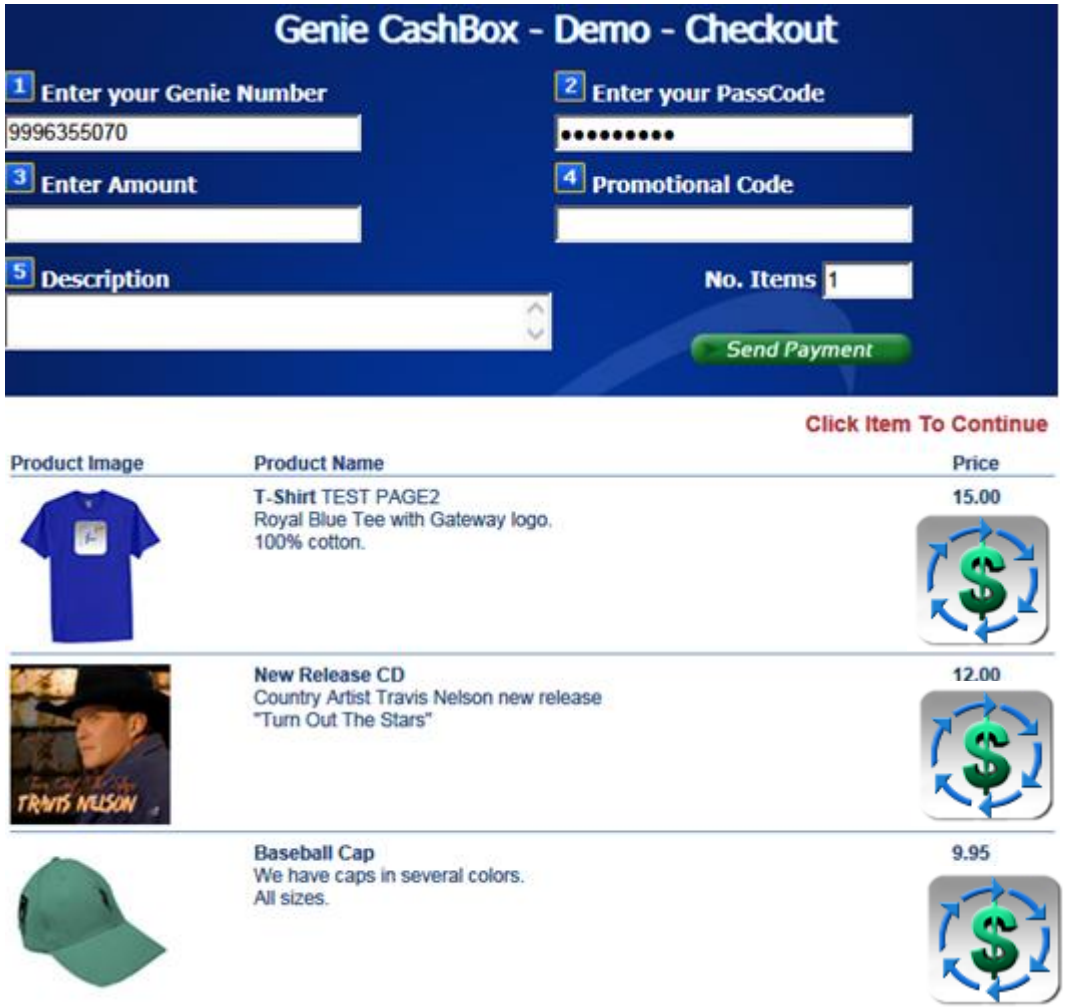
Once your payment is approved you will receive a PDF via email, containing a printable Check22, ready for deposit to your bank account.

Pay Online - New Customers

If the cell number entered is not recognized then the screen to the left will be displayed asking for required Customer Information.



Add Pay Online to Your Website



Cut and Paste Pay Online on Your Monthly Statements

[Company Name]
[Street Address, City, ST ZIP Code]
[phone] [fax]
[email]

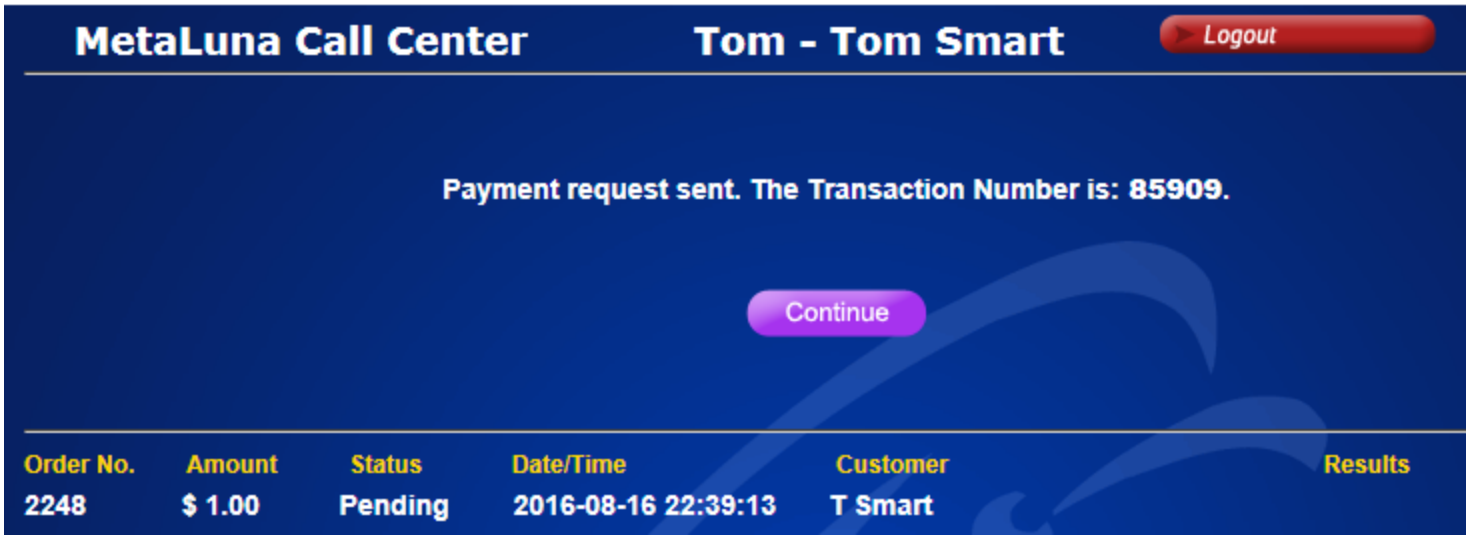
DATE: [CLICK TO SELECT DATE]

OPENING BALANCE	CLOSING BALANCE
9999	9999

DESCRIPTION	DEBIT	CREDIT	TOTAL
Finance charge on overdue balance at 1.5%			

Payment Confirmation

As the final step when the payment request was submitted Genie will display a Payment Confirmation message (please see below) and within 5 minutes a Check22 will be emailed to the email address we have on file for you. A sample Check22 can be viewed on next page.



Check22s Will Be Emailed to You Within 5 Minutes

Using the Check22:

- Print the check. For best results, use a MICR (Magnetic Ink Character Recognition) compatible printer and MICR magnetic ink cartridge.
- Cut at the line marked "Cut Here". You can use plain paper but we can provide sample perforated check paper with endorsement section on the back and details for ordering additional stock.
- Keep the lower section, marked " Keep for Your Records"
- Include the Check22 from the top of the page in your regular deposits

Appendix – Useful Links

- GenieCard: http://ggwy.info/**GenieCard**
- Check22: http://ggwy.info/**Check22**
- GenieChecking: http://ggwy.info/**GenieChecking**
- P2P Payments: http://ggwy.info/**P2P_Payments**
- CashBox: http://ggwy.info/**CashBox**
- Genie Gateway: http://ggwy.info/**Genie_Gateway**
- Genie Messenger: http://ggwy.info/**Genie_Messenger**
- Company INFO: http://ggwy.info/**Company_INFO**
- Contact Us: http://ggwy.info/**Contact_Us**
- Pay Online User Guide: http://www.GGWY.Info/PayOnline/