

# Pay Online User Guide

## How to use your Pay Online Service



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



# Pay Online

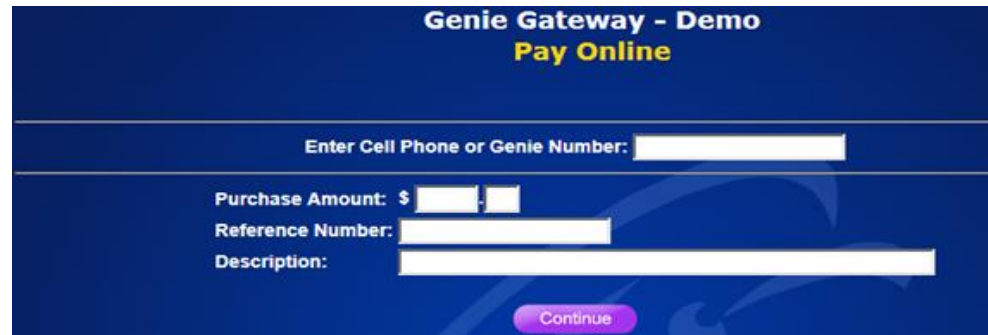


Unlike the VPOS services which are designed for Call Centers and phone order processing services, **the Pay Online service is designed to enable all your customers to send you a payment anytime without a phone call.** To receive a payment within 5 minutes, you do not have to speak with your customer, 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 you 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 screenshot shows a web form titled "Genie Gateway - Demo Pay Online". The form has a dark blue background with white text and input fields. At the top, it says "Genie Gateway - Demo" in white and "Pay Online" in yellow. Below this, there are four input fields: "Enter Cell Phone or Genie Number:" (a long white box), "Purchase Amount: \$" (a small white box with a decimal point), "Reference Number:" (a medium-length white box), and "Description:" (a long white box). At the bottom center, there is a purple button with the word "Continue" in white.



**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.

**Genie Gateway - Demo**  
**Pay Online**

Please complete the information to create an account  
and send your payment of \$1.00 to Genie Gateway - Demo.

First Name:  Last Name:   
Cell Phone: 8181234567 E-Mail:

Address:   
City:   
State:    
Zip:

**Checking Account Information Required:**  
Bank ABA Routing Number:  [Where is Account Number on Check?](#)  
Bank Account No:   
Reenter Bank Account No:



# Add Pay Online to Your Website

**Genie CashBox - Demo - Checkout**

1 Enter your Genie Number  
9996355070

2 Enter your PassCode  
.....

3 Enter Amount







4 Promotional Code

5 Description

No. Items 1

[Send Payment](#)

Click Item To Continue

Product Image	Product Name	Price
	<b>T-Shirt TEST PAGE2</b> Royal Blue Tee with Gateway logo, 100% cotton.	15.00 
	<b>New Release CD</b> Country Artist Travis Nelson new release "Turn Out The Stars"	12.00 
	<b>Baseball Cap</b> We have caps in several colors. All sizes.	9.95 



# 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]



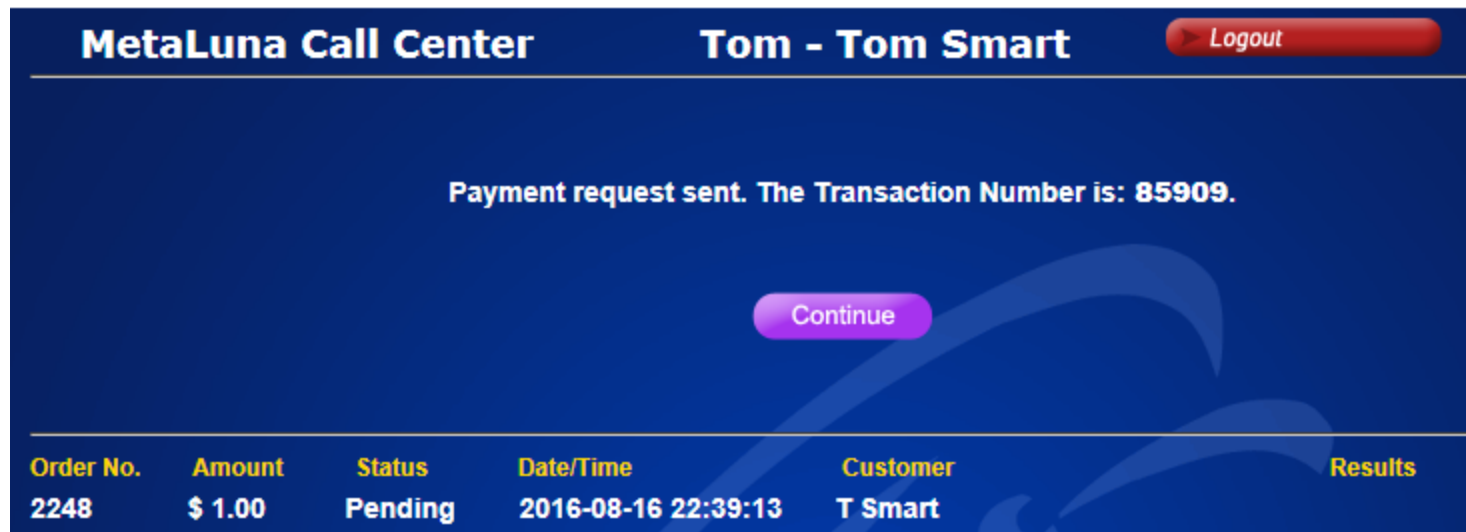
OPENING BALANCE	CLOSING BALANCE
9999	9999

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.



The screenshot shows a dark blue interface for the MetaLuna Call Center. At the top left, it says "MetaLuna Call Center" and "Tom - Tom Smart". On the top right, there is a red "Logout" button. The main message in the center reads "Payment request sent. The Transaction Number is: 85909." Below this message is a purple "Continue" button. At the bottom, there is a table with the following data:

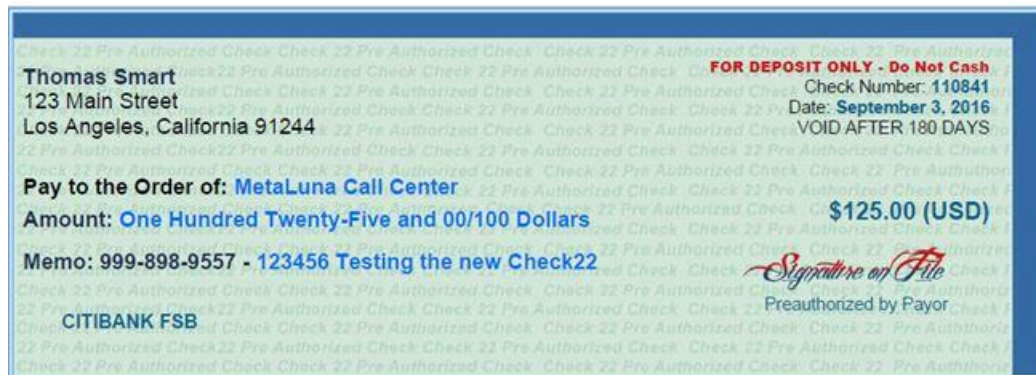
Order No.	Amount	Status	Date/Time	Customer	Results
2248	\$ 1.00	Pending	2016-08-16 22:39:13	T Smart	



# 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



Cut carefully across the dotted line above

**Keep For Your Records**

Date: September 3, 2016  
Time: 5:51:00 AM (PST)  
Check Number: 110841  
CashBox Number: 999-898-9557  
Amount: \$125.00 (USD)  
Pay to the Order of: MetaLuna Call Center  
Address: 123 Main Street , Los Angeles, California 91244 United States  
Memo: 123456 Testing the new Check22





# 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](http://ggwy.info/P2P_Payments)
- CashBox: <http://ggwy.info/CashBox>
- Genie Gateway: [http://ggwy.info/Genie\\_Gateway](http://ggwy.info/Genie_Gateway)
- Genie Messenger: [http://ggwy.info/Genie\\_Messenger](http://ggwy.info/Genie_Messenger)
- Company INFO: [http://ggwy.info/Company\\_INFO](http://ggwy.info/Company_INFO)
- Contact Us: [http://ggwy.info/Contact\\_Us](http://ggwy.info/Contact_Us)
- Pay Online User Guide: <http://www.GGWY.Info/PayOnline/>

