

MyPayter Quick Start Guide

Welcome to the MyPayter Terminal Management Portal. The MyPayter Portal provides detailed insight into your transactions and the ability to create customized reports. Thanks to the real-time connection with the terminals, you'll have an instant overview of which terminals are on-line.

Set password

You will receive an email invitation to set a password for your account. The 'Set Password' button will lead you to our Reset password site. We have generated a unique secure code for you, in case the code is not automatically populated, please copy this code from the invitation email.

The diagram illustrates the process of setting a password and logging in. It consists of three main components: an email invitation, a 'Reset password' page, and a 'Login' page.

Email Invitation: The email is titled 'New Password' and contains the following information:

- Username: `name@company.com`
- Domain: `YOUR_COMPANY`
- A 'Set Password' button.
- A URL: <https://www.mypayer.com/#/login/reset/>
- Reset code: `a1b4c5eabd`
- Expiration information: 'This password reset link is valid for a limited time, and expires on: September 3, 2019 9:13:25'
- Footer: 'MyPayter © 2017 Payter technologies.'

Reset password page: This page is titled 'Reset password' and contains the following elements:

- A heading: 'Please enter a new password.'
- A text input field containing the reset code: `a1b4c5eabd`.
- A password input field with a toggle for visibility.
- A 'Set password' button.
- A 'To login' link.

Login page: This page is titled 'Login' and contains the following elements:

- A heading: 'Sign in to your account'
- A text input field for the email address: `name@company.com`.
- A password input field with a toggle for visibility.
- A text input field for the company name: `YOUR_COMPANY`.
- A 'Login' button.
- A 'Forgot password?' link.

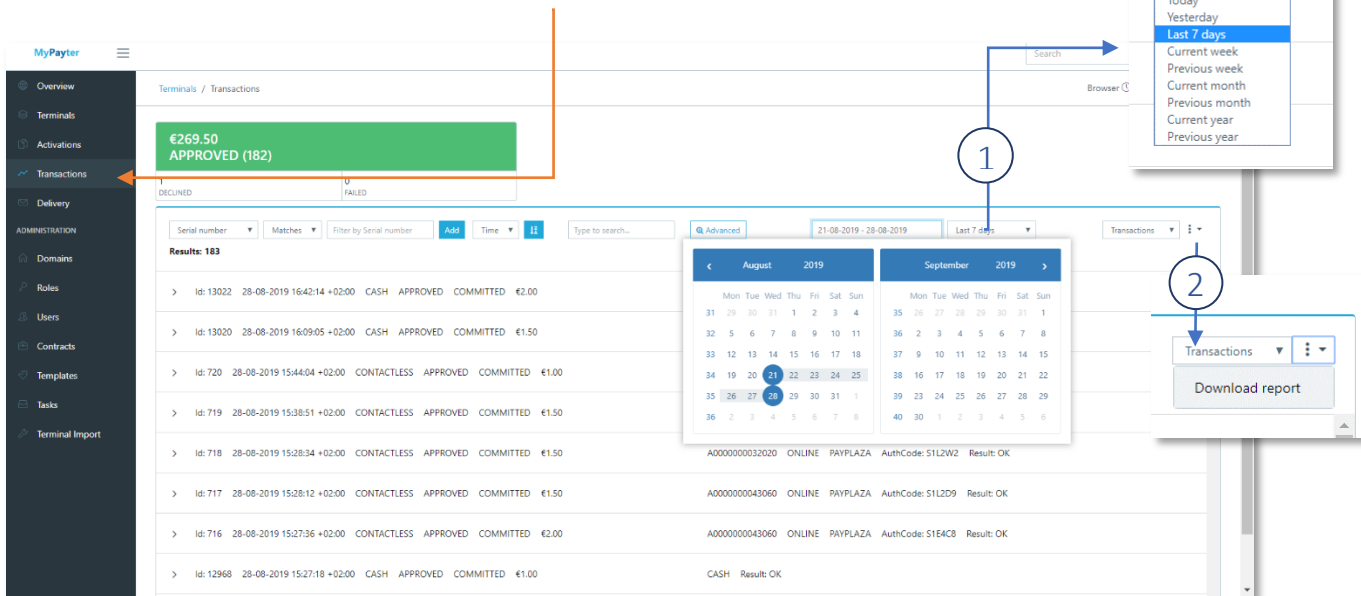
Arrows and numbered circles (1, 2, 3) indicate the flow of the process: (1) from the 'Set Password' button in the email to the 'Reset password' page; (2) from the URL in the email to the 'Login' page; (3) from the 'Set password' button in the 'Reset password' page to the 'Login' page.

Logging in for the first time

After setting a password, you can login to the MyPayter portal using your credentials via <https://www.mypayer.com/#>, with your e-mail address (2), Company name and password (3). Please be aware, the login is case sensitive, check your capslock when entering the details.

Generating reports

Once logged in to MyPayter you can generate a specific overview by selecting 'Transactions' in the menu.



The period can be set by selecting a 'start and end' date or by selecting a preset period in the 'dropdown menu' (1), e.g. 'Current month'.

To download the overview, press the menu button (2) and select 'Download report'.

Reports

The totals of the terminals during the selected period will be presented on the first sheet of the report. The second sheet contains a detailed overview of all transactions process during the period.

SerialNumber	Name	Type	TID	Currency	Status	Count	Total
P6X2018xxxxxxx	Reference 1	CASH	---	EUR	APPROVED	102	147,50
					DECLINED	0	
					CANCELLED	0	
					FAILED	0	
		PAYPLAZA	1234	EUR	APPROVED	34	48,00
					DECLINED	1	

SerialNumber	Name	Type	TID	Currency	Status	Count	Total
157	2019-08-22 12:18:13	2019-08-22 12:18:23	CONTACTLESS	ONLINE	1,00 EUR	573	
158	2019-08-22 11:58:31	2019-08-22 11:58:31	CASH	CASH	1,00 EUR	12440	
159	2019-08-22 11:21:19	2019-08-22 11:21:19	CASH	CASH	2,50 EUR	12199	
160	2019-08-22 11:20:25	2019-08-22 11:20:25	CASH	CASH	1,00 EUR	12437	
161	2019-08-22 11:04:31	2019-08-22 11:04:31	CASH	CASH	1,00 EUR	13069	
162	2019-08-22 11:04:31	2019-08-22 11:04:31	CASH	CASH	1,00 EUR	13088	
163	2019-08-22 10:49:40	2019-08-22 10:49:40	CASH	CASH	2,00 EUR	12436	
164	2019-08-22 10:49:21	2019-08-22 10:49:21	CASH	CASH	2,00 EUR	12485	
165	2019-08-21 20:01:26	2019-08-21 20:01:35	CONTACTLESS	ONLINE	1,50 EUR	687	
166	2019-08-21 18:20:57	2019-08-21 18:20:57	CASH	CASH	2,50 EUR	11850	
167	2019-08-21 15:35:45	2019-08-21 15:35:57	CONTACTLESS	ONLINE	1,00 EUR	686	
168	2019-08-21 15:26:47	2019-08-21 15:26:47	CASH	CASH	1,50 EUR	12390	
169	2019-08-21 15:01:39	2019-08-21 15:01:39	CASH	CASH	2,00 EUR	12389	
170	2019-08-21 14:51:53	2019-08-21 14:51:53	CASH	CASH	1,00 EUR	13046	
171	2019-08-21 13:38:31	2019-08-21 13:38:38	CONTACTLESS	ONLINE	2,50 EUR	572	
172	2019-08-21 13:09:16	2019-08-21 13:09:16	CASH	CASH	1,50 EUR	12388	
173	2019-08-21 12:45:38	2019-08-21 12:45:47	CONTACTLESS	ONLINE	0,50 EUR	571	
174	2019-08-21 12:45:39	2019-08-21 12:45:50	CONTACTLESS	ONLINE	0,50 EUR	570	
175	2019-08-21 12:44:02	2019-08-21 12:44:02	CASH	CASH	4,50 EUR	13013	
176	2019-08-21 11:38:44	2019-08-21 11:38:52	CONTACTLESS	ONLINE	2,50 EUR	569	
177	2019-08-21 11:38:24	2019-08-21 11:38:35	CONTACTLESS	ONLINE	2,50 EUR	568	
178	2019-08-21 11:38:07	2019-08-21 11:38:07	CASH	CASH	2,00 EUR	12890	
179	2019-08-21 10:24:43	2019-08-21 10:24:43	CASH	CASH	2,00 EUR	12382	
180	2019-08-21 10:02:34	2019-08-21 10:02:34	CASH	CASH	1,00 EUR	12381	
181	2019-08-21 10:01:57	2019-08-21 10:01:57	CASH	CASH	1,00 EUR	12380	
182	2019-08-21 10:01:33	2019-08-21 10:01:33	CASH	CASH	1,50 EUR	12379	
183	2019-08-21 10:01:12	2019-08-21 10:01:12	CASH	CASH	1,50 EUR	12378	
184	2019-08-21 07:54:56	2019-08-21 07:54:56	CASH	CASH	1,00 EUR	12371	

Questions

Still any question, we like to help. Please feel free to contact Payter via email support@payter.nl or phone +31 85 40 123 80 during business hours between 9.00 - 17.00 .

Disclaimer This Manual has been created with the utmost care. Unfortunately, it is always possible that information, as stated is outdated or incorrect for example, by typing errors. All information contained in this document is provided "AS IS"; and is subject to changes without notice.