

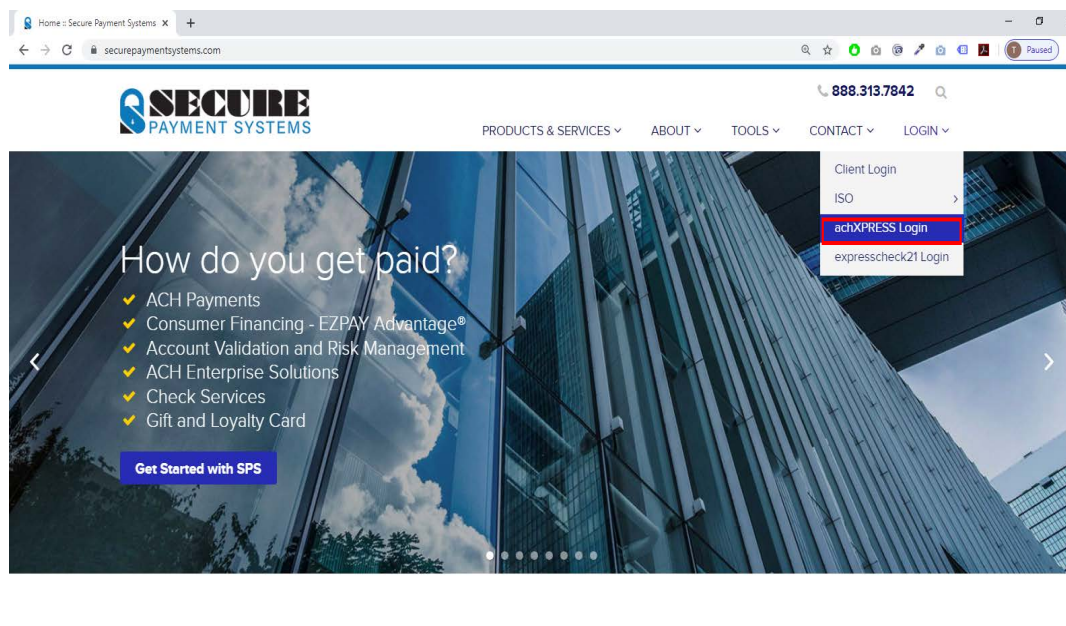
GIFT CARD WEB REPORTING SYSTEM

TABLE OF CONTENTS MARCH 2020

| <u>TOPIC</u> | <u>PAGE #</u> |
|---|----------------------|
| HOW DO I LOG IN AND GET TO THE GIFT CARD MENU? | 1 |
| HOW CAN I SEE A REPORT OF ALL MY TRANSACTIONS FOR A GIVEN DATE RANGE? | 2 |
| HOW CAN I SEE A REPORT LISTING ALL OF MY BATCHES FOR A GIVEN DATE RANGE? | 3 |
| HOW CAN I SEE THE TRANSACTION HISTORY FOR A SPECIFIC CARD? | 4 |
| HOW CAN I SEE MY DAILY ACTIVITY BROKEN DOWN BY TYPE OF TRANSACTION (ACTIVATION, REDEMPTION, BALANCE INCREASE, VOIDS/CREDITS, ETC)? | 5 |
| HOW CAN I SEE WHAT MONIES ARE BEING TRANSFERRED INTO AND OUT OF MY BANK ACCOUNT WHEN CARDS ARE SHARED BETWEEN PARTICIPATING STORES? | 5 |
| HOW CAN I SEE THE TRANSACTIONS IN A CURRENT BATCH THAT IS OPEN, OR A PRIOR BATCH THAT IS NOW CLOSED? | 6 |
| HOW CAN I SEE A SUMMARY MONTH-END REPORT THAT BREAKS DOWN CARDS SOLD IN MY STORE BUT REDEEMED ELSEWHERE, AND VICE VERSA, INCLUDING THE TOTAL UNUSED BALANCES OF MY STORE? | 7 |
| HOW CAN I SEE MY INVOICE FOR FEES DEBITED FROM MY BANK ACCOUNT? | 8 |

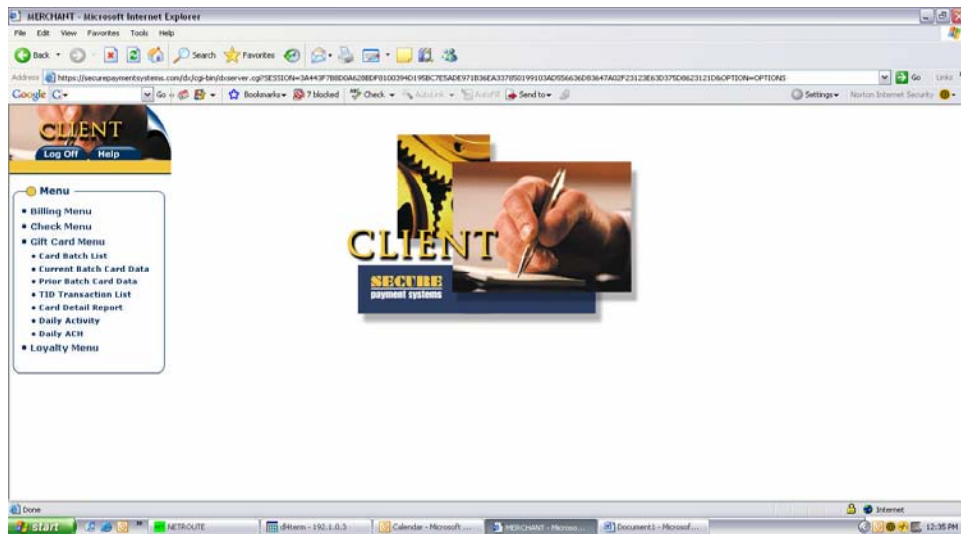
Type securepaymentsystems.com in your web browser to open the SPS web site

Once on the SPS Home Page (shown), click on LOGIN and select *Client Login Login* to be redirected to the SPS Client Login page.

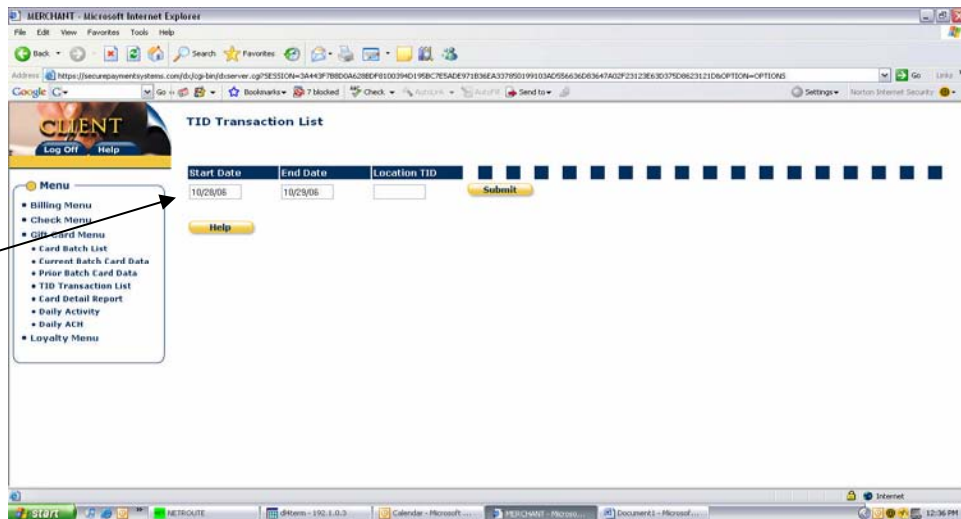


Please enter UserID” and “Password” User ID = Merchant# please use upper case

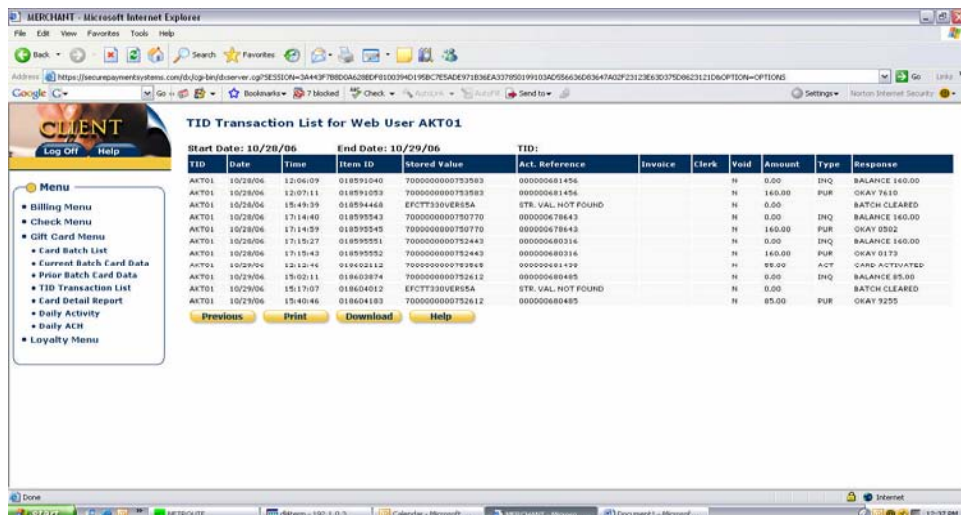
Please note
"Gift Card Menu"



Please click on TID
"Transaction List"
& enter date range
to view listing of
all transaction info



Please note the
"Transaction List"
for the specified
date range



Please click on the
“Card Detail Report”
& enter date range
to view a listing of
a card’s transactions

Card Detail Report

Start Date: 10/20/06 End Date: 10/29/06 Activation Reference: 00000060316

Submit

Help

Menu

- Billing Menu
- Check Menu
- Gift Card Menu
 - Card Batch List
 - Current Batch Card Data
 - Prior Batch Card Data
 - TID Transaction List
 - Card Detail Report
 - Daily Activity
 - Daily ACH
 - Loyalty Menu

Please note the
“Card Detail Report”
for the specified card
in that date range

Card Detail Report for Web User AKT01

Start Date: 10/20/06 End Date: 10/29/06 Activation Reference: 00000060316

| TID | Date | Time | Item ID | Stored Value | Invoice | Clerk | Void | Amount | Type | Response |
|-------|----------|----------|-----------|------------------|---------|-------|------|--------|------|----------------|
| AKT01 | 10/20/06 | 11:09:43 | 014599464 | 7000000000752443 | | | N | 149.00 | ACT | CARD ACTIVATED |
| AKT01 | 10/26/06 | 17:15:27 | 018595551 | 7000000000752443 | | | N | 0.00 | END | BALANCE 149.00 |
| AKT01 | 10/26/06 | 17:15:43 | 018595552 | 7000000000752443 | | | N | 149.00 | PUR | OKAY 0173 |

Previous Print Download Help

Please click on
“Daily Activity”
& enter a date to
view transactions
grouped by type

Daily Activity

Date: 10/28/06

Submit

Help

Menu

- Billing Menu
- Check Menu
- Gift Card Menu
 - Card Batch List
 - Current Batch Card Data
 - Prior Batch Card Data
 - TID Transaction List
 - Card Detail Report
 - Daily Activity
 - Daily ACH
 - Loyalty Menu

Please note the
“Daily Activity”
showing transactions
separated by type

MERCHANT - Microsoft Internet Explorer

Address: https://securepaymentsystems.com/djlog-bn/doserver.asp?SESSION=3443F78ED0A628EF8100394D19BC7E5ADE971836EA337950199103AD556A36D63647A02F231236X3D375D062312106OPT00N=OPT00N

CLIENT Log Off Help

Daily Activity for Web User AKT01
Date: 10/29/06

| | Store Mid # | Item ID | Card Ref. # | Type | Amount | Batch | Clerk |
|-------------|-------------|-----------|--------------|------|--------|-----------|-------|
| ACTIVATIONS | | | | | | | |
| TOTAL | AKT01-01 | 018402112 | 900000481438 | ACT | 35.00 | 000946446 | |
| | | | | | 55.00 | | |
| REDEMPTIONS | | | | | | | |
| TOTAL | AKT01-03 | 018404183 | 900000480495 | PUR | 95.00 | 000946490 | |
| | | | | | 85.00 | | |

Previous Print Download Help

Taskbar: Internet Explorer, NETROUTE, dstream - 192.1.0.3, Calendar - Microsoft..., MERCHANT - Netrou..., Document1 - Microsoft..., 12:42 PM

Please click on
“Daily ACH”
& enter a date to
view EFT transfer
data involving you
on that given date

MERCHANT - Microsoft Internet Explorer

Address: https://securepaymentsystems.com/djlog-bn/doserver.asp?SESSION=3443F78ED0A628EF8100394D19BC7E5ADE971836EA337950199103AD556A36D63647A02F231236X3D375D062312106OPT00N=OPT00N

CLIENT Log Off Help

Daily ACH

Date: 10/30/06 Submit

Help

Taskbar: Internet Explorer, NETROUTE, dstream - 192.1.0.3, Calendar - Microsoft..., MERCHANT - Netrou..., Document1 - Microsoft..., 12:43 PM

Please note the
“Daily ACH”
for EFT transactions
involving you

MERCHANT - Microsoft Internet Explorer

Address: https://securepaymentsystems.com/djlog-bn/doserver.asp?SESSION=3443F78ED0A628EF8100394D19BC7E5ADE971836EA337950199103AD556A36D63647A02F231236X3D375D062312106OPT00N=OPT00N

CLIENT Log Off Help

Daily ACH for Web User AKT01
Date: 10/30/06

| Merchant | Date | Credit | Debit | Net |
|----------|----------|--------|--------|---------|
| AKT01 | 10/30/06 | .00 | 150.00 | -150.00 |
| AKT01 | 10/30/06 | 85.00 | .00 | 85.00 |
| AKT01 | 10/30/06 | 80.00 | .00 | 80.00 |
| AKT02 | 10/30/06 | .00 | 80.00 | -80.00 |
| AKT03 | 10/30/06 | 150.00 | .00 | 150.00 |
| AKT04 | 10/30/06 | .00 | 85.00 | -85.00 |
| TOTALS | 6 | 315.00 | 315.00 | .00 |

Previous Print Download Help

Taskbar: Internet Explorer, NETROUTE, dstream - 192.1.0.3, Calendar - Microsoft..., MERCHANT - Netrou..., Document1 - Microsoft..., 12:44 PM

Card Batch List

Location TID: Start Open Date: End Open Date: Start Close Date: End Close Date:

Menu

- Billing Menu
- Check Menu
- Gift Card Menu
 - Card Batch List
 - Current Batch Card Data
 - Prior Batch Card Data
 - TID Transaction List
 - Card Detail Report
 - Daily Activity
 - Daily ACH
 - Loyalty Menu

Please click on
"BATCH LIST"
& enter a date range
to view summary
batch data for the
date range selected

Card Batch List for Web User AKT01

TID: AKT01 Open Dates: 10/28/06 - 10/29/06 Close Dates: -

| Opened | TID | Batch | Status | Closed | Activation Regular | Activation In Store Credit | Transaction Purchase Regular | Transaction Purchase Adjustment/Decrease | Voided | Credit | Balance Increase Regular | Balance Increase In Store Credit | Balance Increase Adjustment | Balance Transfer |
|----------|--------------------|----------------------------|----------------------|--|--------------------|----------------------------|------------------------------|--|-----------------------------|------------------|--------------------------|----------------------------------|-----------------------------|------------------|
| 10/28/06 | AKT01-02 | 000945622 | C | 10/29/06 | 0.00 | 0.00 | 100.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10/28/06 | AKT01-03 | 000945990 | C | 10/29/06 | 0.00 | 0.00 | 320.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10/29/06 | AKT01-01 | 000944444 | G | 10/29/06 | 55.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10/29/06 | AKT01-02 | 000944670 | C | 10/30/06 | 0.00 | 0.00 | 150.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Count | Activation Regular | Activation In Store Credit | Transaction Purchase | Transaction Purchase Adjustment/Decrease | Voided | Credit | Balance Increase Regular | Balance Increase In Store Credit | Balance Increase Adjustment | Balance Transfer | | | | |
| 4 | 55.00 | 0.00 | 630.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |

Please note the
"Daily Batches"
opened in that date
range

Current Batch Card Data

Location TID:

Menu

- Billing Menu
- Check Menu
- Gift Card Menu
 - Card Batch List
 - Current Batch Card Data
 - Prior Batch Card Data
 - TID Transaction List
 - Card Detail Report
 - Daily Activity
 - Daily ACH
 - Loyalty Menu

Please click on
"Current Batch
Gift Card Data"

Please note the
“Current Batch”
transaction data

MERCHANT - Microsoft Internet Explorer

Address: https://securepaymentsystems.com/d/jsp/bn/bsrview.jsp?SESSION=3443F780D6A28E9F1003940195BC7E5ADE971836EA337950199103AC556A36D63647A02F23123E63D375D062312106OPT10N=OPT10N5

Current Batch Card Data for Web User AKT01

TID: AKT01

| Status | Current Batch | Sync Counter | Open Date | Open Time | Last Batch | Opened Date | Opened Time | Closed Date | Closed Time |
|--------|---------------|--------------|-----------|-----------|------------|-------------|-------------|-------------|-------------|
| 0 | 000129137 | 9 | 10/10/03 | 12:10:25 | 000003602 | 12/12/01 | 09:23:14 | 12/12/01 | 17:05:20 |

| Item ID | Type | Output Code | Local Date/Time | Act Reference | Amount | Auth Code | Void |
|-----------|------|-------------|-------------------|---------------|--------|-----------|------|
| 006143941 | ACT | A00 | 10/10/03 12:10:34 | AKT000002483 | 400.00 | | N |
| 006219451 | PUR | T00 | 11/14/03 09:46:12 | AKT000002577 | 92.00 | 009795 | N |
| 006319574 | INQ | 100 | 11/14/03 10:05:51 | AKT000002577 | 0.00 | | N |
| 006851454 | PUR | T00 | 01/31/04 12:08:01 | AKT000003721 | 130.00 | 008546 | N |
| 013064779 | ACT | A00 | 12/19/05 12:47:56 | 000000479223 | 50.00 | | Y |
| 013887002 | ACT | A00 | 12/19/05 13:48:09 | 000000479224 | 50.00 | | Y |
| 013887019 | ACT | A00 | 12/19/05 13:48:29 | 000000479225 | 50.00 | | Y |
| 013887019 | VD | V00 | 12/19/05 14:37:31 | 000000479229 | 50.00 | | N |
| 013887279 | VD | V00 | 12/19/05 14:37:50 | 000000479224 | 50.00 | | N |
| 013887448 | VD | V00 | 12/19/05 14:38:23 | 000000479225 | 50.00 | | N |

Activation Regular: 4 550.00
 Activation In Store Credit: 0 0.00
 Transaction Purchase Regular: 2 212.00
 Transaction Purchase Adjustment/Decrement: 0 0.00
 Voided: 3 150.00
 Credit: 0 0.00
 Balance Increase Regular: 0 0.00
 Balance Increase In Store Credit: 0 0.00
 Balance Increase Adjustment: 0 0.00
 Balance Transfer: 0 0.00
 Total: 9 912.00

Previous Print Download Help

Please click on
“Prior Batch”
Gift Card Data
and enter the
requested batch #

MERCHANT - Microsoft Internet Explorer

Address: https://securepaymentsystems.com/d/jsp/bn/bsrview.jsp?SESSION=3443F780D6A28E9F1003940195BC7E5ADE971836EA337950199103AC556A36D63647A02F23123E63D375D062312106OPT10N=OPT10N5

Prior Batch Card Data

Prior Batch: 000003602

Submit Help

Please note the
“Prior Batch”
transaction data

MERCHANT - Microsoft Internet Explorer

Address: https://securepaymentsystems.com/d/jsp/bn/bsrview.jsp?SESSION=3443F780D6A28E9F1003940195BC7E5ADE971836EA337950199103AC556A36D63647A02F23123E63D375D062312106OPT10N=OPT10N5

Prior Batch Card Data for Web User AKT01

Prior Batch: 000003602

| Item ID | Type | Output Code | Local Date/Time | Act Reference | Amount | Auth | Void |
|-----------|------|-------------|-------------------|---------------|--------|------|------|
| 002815945 | ACT | A00 | 12/12/01 09:18:47 | AKT000000329 | 100.00 | | N |
| 002815946 | ACT | A00 | 12/12/01 09:19:29 | AKT000000330 | 100.00 | | N |

Activation Regular: 2 200.00
 Activation In Store Credit: 0 0.00
 Transaction Purchase: 0 0.00
 Credit: 0 0.00
 Voided: 0 0.00
 Balance Increase Regular: 0 0.00
 Balance Transfer: 0 0.00
 Balance Increase In Store Credit: 0 0.00
 Total: 2 200.00

Previous Print Download Help

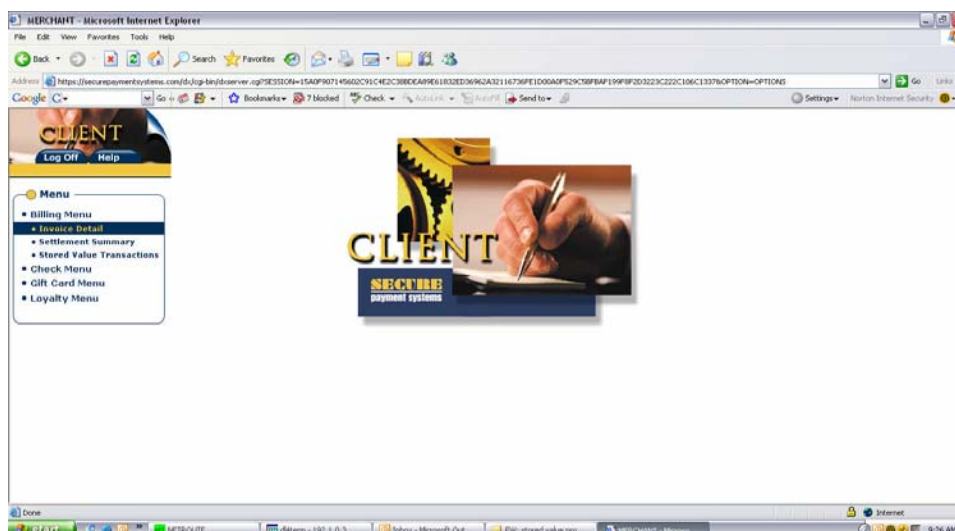
Please go to
“Billing Menu”
and click on Stored
Value Transactions
& enter merchant#
and invoice date to
view gift card info,
eft transfer summary
and unused balances

Please note the
“Gift Card” pdf
transaction data
grouped by type of
transaction in date
order, eft transfer
summary data, and
store unused balance

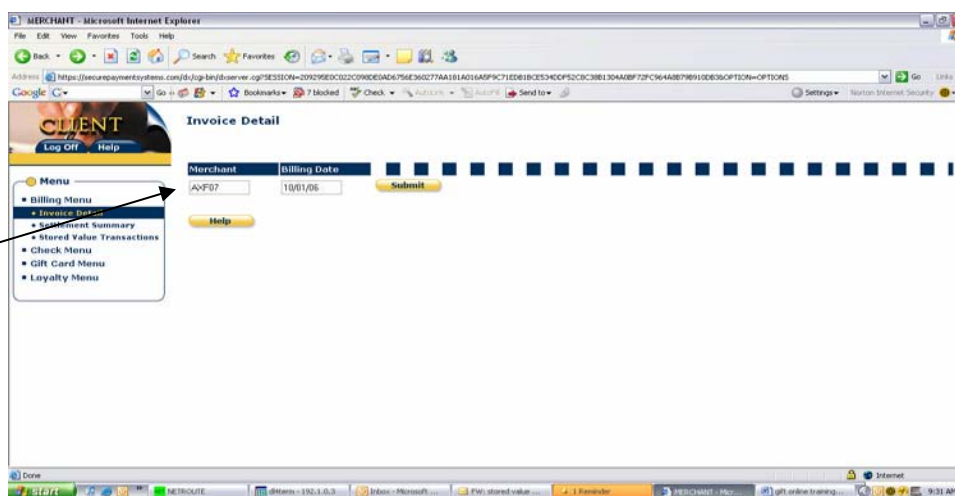
Please note the
“Gift Card” pdf
transaction data
grouped by type of
transaction in date
order, eft transfer
summary data, and
store unused balance

| RECEIVED HERE (ACTIVATED ELDERBROS) | DATE | AMOUNT | TYPE | ACTIVITY | ACTIVITY |
|-------------------------------------|----------|--------|------|----------|----------|
| RECEIVED HERE (ACTIVATED ELDERBROS) | 09/10/06 | 60.00 | PUR | ACT01 | ACT01 |
| RECEIVED HERE (ACTIVATED ELDERBROS) | 09/14/06 | 60.00 | PUR | ACT01 | ACT01 |
| RECEIVED HERE (ACTIVATED ELDERBROS) | 09/17/06 | 60.00 | PUR | ACT01 | ACT01 |
| RECEIVED HERE (ACTIVATED ELDERBROS) | 09/21/06 | 60.00 | PUR | ACT01 | ACT01 |
| RECEIVED HERE (ACTIVATED ELDERBROS) | 09/25/06 | 60.00 | PUR | ACT01 | ACT01 |
| RECEIVED HERE (ACTIVATED ELDERBROS) | 09/29/06 | 60.00 | PUR | ACT01 | ACT01 |
| TOTAL | | 360.00 | | | |
| RECEIVED HERE (ACTIVATED ELDERBROS) | 09/10/06 | 60.00 | PUR | ACT01 | ACT01 |
| TOTAL | | 360.00 | | | |
| RECEIVED HERE (ACTIVATED ELDERBROS) | 09/10/06 | 60.00 | PUR | ACT01 | ACT01 |
| RECEIVED HERE (ACTIVATED ELDERBROS) | 09/14/06 | 60.00 | PUR | ACT01 | ACT01 |
| RECEIVED HERE (ACTIVATED ELDERBROS) | 09/17/06 | 60.00 | PUR | ACT01 | ACT01 |
| RECEIVED HERE (ACTIVATED ELDERBROS) | 09/21/06 | 60.00 | PUR | ACT01 | ACT01 |
| RECEIVED HERE (ACTIVATED ELDERBROS) | 09/25/06 | 60.00 | PUR | ACT01 | ACT01 |
| RECEIVED HERE (ACTIVATED ELDERBROS) | 09/29/06 | 60.00 | PUR | ACT01 | ACT01 |
| TOTAL | | 360.00 | | | |
| RECEIVED HERE (ACTIVATED ELDERBROS) | 09/10/06 | 60.00 | PUR | ACT01 | ACT01 |
| RECEIVED HERE (ACTIVATED ELDERBROS) | 09/14/06 | 60.00 | PUR | ACT01 | ACT01 |
| RECEIVED HERE (ACTIVATED ELDERBROS) | 09/17/06 | 60.00 | PUR | ACT01 | ACT01 |
| RECEIVED HERE (ACTIVATED ELDERBROS) | 09/21/06 | 60.00 | PUR | ACT01 | ACT01 |
| RECEIVED HERE (ACTIVATED ELDERBROS) | 09/25/06 | 60.00 | PUR | ACT01 | ACT01 |
| RECEIVED HERE (ACTIVATED ELDERBROS) | 09/29/06 | 60.00 | PUR | ACT01 | ACT01 |
| TOTAL | | 360.00 | | | |

To view invoice
please go to
"Invoice Detail"
in the Billing Menu



Please enter
merchant # and
invoice date to see
amount due



Please note the
Invoice Detail

