

Register a Card Terminal

To register/configure a card terminal, complete the following steps:

1. From the **Administration** tab, select **Manage Card Processing>Card Terminal Configuration>Modify**. The *Step 1 of 3: Select OTC Endpoint and Card Terminal Type* page appears.



Application Tip

When configuring a card terminal and have not started the OLB application, you receive the following message: “*Card terminal detection failed. Ensure that the OLB application is running.*”

2. Select the OTC Endpoint. Select **Add**. The Endpoint appears under **Configured OTC Endpoint**.
3. Select the **Card Terminal Type** from the dropdown at the bottom of the page. Then select **Next** as shown in Figure 1.

Figure 1: Step 1 of 3 Select OTC Endpoint and Card Terminal Type Page

Card Terminal Configuration 1

Step 1 of 3: Select OTC Endpoint & Card Terminal Type

Available OTC Endpoints

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Chain Code	Merchant ID	ALC	OTC Endpoint	Description	Add
246	440	16238419	9	YhDkQqQd1vmCHkdmvzqcpk6Yao5oI8evqkMcvl	
852	441	58462117	9	qtELZ00364WBhHtcwTmXUtu0Bh1V5scQ2QRjn6kjhHfmkD4MGvVx43L	
735	442	26539454	6GY	yaMZF0ETZbbTABBmpXus5yzxRLjyeFwZwT	
537	443	30016394	S	Jra2AY0jn8ZyGBZ2N1qALq5F6Qh6EF3T	
873	444	39016746	5F	vNnF71b8LJannJv1bTud5Vjx0TMSU	
099	445	91610406	NNDXsd	vpTcmX07QkbpqjVA4mK8ve3tbZTnpskvO5h3EBQq18DpE	
534	446	74868471	Y6	SrpfYgesgqRufqmp1rjcnw0RkuSrQok9Lytb058ZzW5f1tjCUaza	
120	447	11680542	lp3QjRG	Q7gpfth5fYnkTSExp1fGcpeuBc9	
409	448	99346962	7qE	o55WtruhJgFSABkEZBeID	
705	449	40854737	6P	AHRe9vuaAdPrtqT75iaqYfYeuQp0JqQ71bztj6SpVjXk6IECohEzoZ2L	

[Add >>](#)

Configured OTC Endpoint

Chain Code	Merchant ID	ALC	OTC Endpoint	Description	
873	444	39016746	5F	vNnF71b8LJannJv1bTud5Vjx0TMSU	

[Remove](#)

Card Terminal Type

Card Terminal Type:
Select...

[Cancel](#) **Next >**



Application Tips

- You need to **upgrade the OLB** to a new version to avoid receiving an error when registering your device to OTCnet and using your **M440** card terminal.
- If you are an existing **MX925** user, you will also need to upgrade to the latest OLB to keep using the existing card terminals.

4. The *Step 2 of 3: Terminal Registration* page appears, as shown in Figure 2. Enter the **Card Terminal Internet Protocol (IP) Address** and select **Register**.

Figure 2: Terminal Registration, Enter Card Terminal IP Address

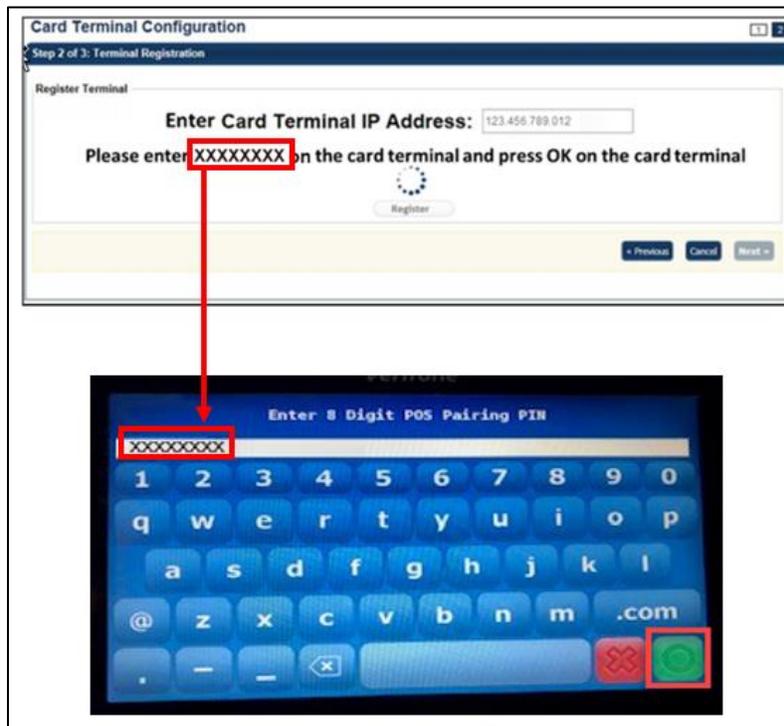


Application Tip

Internet Protocol (IP) Address is a unique number or address that computing devices (e.g., laptops, tablets, mobile phones, etc.) connected to a computer network, use to identify themselves and communicate with other devices in an IP-based network (e.g., the Internet). Please contact your deployment specialist to help you retrieve your IP address at: fiscalservice.otcdeployment@citi.com.

5. The system searches for the pairing pin. A pairing pin displays.
6. Enter the **Pairing Pin** on the card terminal, as shown in Figure 3. Press the **green button**. The green button indicates “OK” on the card terminal. The system compares Merchant IDs.

Figure 3: Step 2 of 3: Card Terminal Registration and Entering the Pairing Pin in the Card Terminal

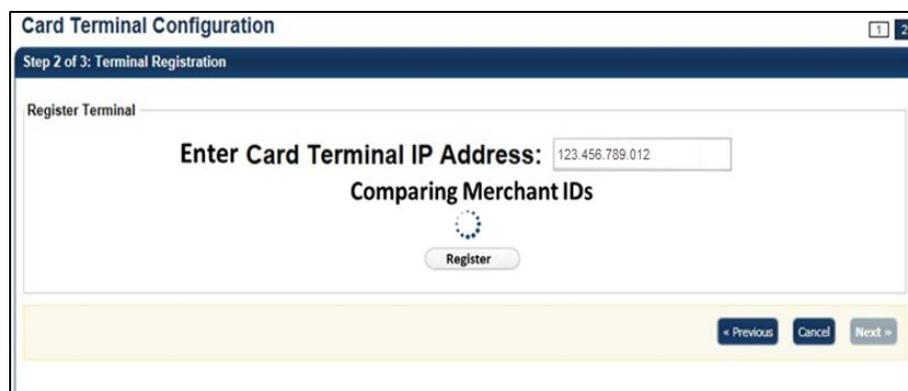


Application Tips

- A pairing pin is a unique eight-character OTCnet-generated number used to pair OTCnet and the card terminal.
- It may take 15-20 seconds to receive a pairing pin.
- The pairing pin number is entered on the card terminal.

7. The system compares **Merchant IDs** as shown in Figure 4.

Figure 4. Step 2 of 3: Terminal Registration, Comparing Merchant IDs message





Application Tips

- A **Merchant ID** is a unique designator assigned by Worldpay to reflect the processing location.
- Each agency has several Merchant IDs under a single **Chain Code**, to distinguish which agency location processed card transactions.
- The **Merchant ID** is entered at the lower-level endpoint in OTCnet.

8. The “*Registration Successful!*” message appears. Select **Next**.
9. The “*Connection successful!*” message appears. Select **Next**.
10. The *Step 3 of 3: Review the Terminal Configuration* page appears. Select **Submit** as shown in Figure 5.

Figure 5. Step 3 of 3: Review the Card Terminal Configuration

Location: Home >> Administration >> Manage Card Processing >> Terminal Configuration >> Modify

Terminal Configuration [1] [2] [3]

Step 3 of 3: Review the Terminal Configuration

Please review the Terminal Configuration record and click submit to save the changes

OTC Endpoint & Card Terminal Type Configuration [Edit]

Configured OTC Endpoint & Card Terminal Type

Chain Code	Merchant ID	ALC	OTC Endpoint	Description	Card Terminal Type
1234AB	8889819998	8889819	8889819998	Duke field AF Lod	M440

Application Configuration [Unregister]

Card Terminal Serial Number	998492938201
Host Name	8AH5CG5213M3D
IP Address	192.168.101.253

< Previous Cancel **Submit**



Application Tips

- Select the **Edit** hyperlink to modify the information entered.
- Select the **Unregister** hyperlink to unregister the terminal.

11. The *Confirmation* page appears. View the card terminal configurations, they are automatically populated.



Additional Button

Select **Return Home** to return to the OTCnet Home Page.



Application Tips

- When you try to refund a transaction on the **Card Transaction History Details** page with a different card terminal than the configured card terminal, the following error displays at the top of the screen: *“Registration was not found/valid, or the terminal is offline/busy.”*
 - When you try to perform a card transaction on the **Process Payment** page with a different card terminal than the configured card terminal, the following error displays at the top of the screen: *“Registration was not found/valid, or the terminal is offline/busy.”*
 - If you have a terminal model saved in **Card Terminal Configuration** but have a different physical card terminal connected when going through Step 2 of 3 Terminal Registration, the registration will fail with the following error displayed at the top of the screen: *“Card terminal Merchant ID does not match the Merchant ID of the configured endpoint or terminal type does not match the selected type. Please select Previous to restart Terminal Configuration.”*
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