

Introduction

This document will walk you through the three simple forms needed to activate and properly configure your Swiper credit card acceptance solution for ACDI. This packet should include three forms: EFT Authorization form, e-Port Activation Form, and e-Port connect services agreement. These forms must be filled out completely before your ACDI Swiper can be used. Please fax all forms to 610.989.9695 or email them to customersupport@usatech.com

e-Port Connect Services Agreement

All 4 pages of the agreement must be submitted. Please make sure to fill out all required fields to ensure speedy processing.

Page 1

Please enter your company name at the very top field labeled: Customer/Company Name.

Page 2

There is nothing to sign but please be sure to return this page.

Page 3

Please Initial the AVERAGE VEND PRICE that you believe your Swiper will vend. The ACDI Swiper has a settable minimum vend setting. This minimum vend setting can help you ensure that you meet the particular average vend you are seeking.

Page 4

Please initial the desired NETWORK DATA SERVICE PLAN. Most ACDI customers will choose the top choice, Cashless Only. Also below the Network Data Service Plans, fill out your company information. Leave the right side bottom of the page blank to be filled out by USA Technologies.



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EFT Authorization Form

This form allows funds from your ACDI Swiper device to be directly deposited into the checking or savings account of your choice. An EFT form must be properly filled out for each bank account that funds will be transferred to. One form per account.

Trading Partner Name

This is the official name of your company or institution.

Remit to Address

This is the official address that should be present on your statements and invoices.

- Street Address / P.O. Box – Enter Street address to be associated with statements and invoices.
- City, State and Zipcode – Enter the City, State and Zipcode to remit statements and invoices.
- Company Tax ID Number – Company Tax Identification Number

Banking Information

This must be a U.S. Domestic Bank. Please fill out all information in this section.

- Name of Bank – Official Name of U.S. Domestic Banking Institution
- Street Address / P.O. Box City, State and Zipcode – Enter Street address of bank.
- Company Name or Individual Name on Account – Must read exactly as listed on bank statement.
- Checking or Savings – Note whether the account is a checking or savings account.

EFT Information

Obtain this information directly from your bank. This information is usually found on the bottom of your checking or savings slips. To help ensure information in this section is entered correctly, sending a copy of a canceled check with this form is recommended.

- Bank ABA Number – Also known as routing number.
- Bank Account Number – This is the number of the account that funds will be deposited into.

Your Bank Contact

Someone at your bank that we can verify that your information is correct.

- Contact Name and Title – The Full Name and title of bank employee that can be contacted for verification.
- Contact Phone and Fax – Phone number of person and Valid Fax number.

Authorization

An authorized signee on the checking or savings account must sign and date this form to make it valid.



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E-Port Activation Form (One per Swiper)

The e-Port activation form is separated into 5 separate sections. Please fill out each section to ensure that your unit is properly activated and configured.

Location Information

It is very important to fill out accurate address information. If the card holder calls asking where this machine was sitting and no information is on file. They may try to dispute the charge with their bank.

- Location Name – Name of the location where the machine is located. Example: UALR Library
- Street Address – Street where the machine is located.
- Specific Location – Indicates the exact location at the address provided above(Example: main floor near circulation desk)
- Primary Contact and Phone Number – This person can be a centralized contact or whoever maintains this particular site.
- Secondary Contact and Phone Number – A second person, this again can be a centralized contact or whoever maintains this particular site.

e-Port Information

This is specific information that will help properly setup the credit card terminal portion of your solution.

- Date Installed – This is the date that the unit will be put into use. If in doubt, simply put today's date.
- E-Port Serial Number – This is the serial number of your terminal. This number is typically printed on a sticker on your unit or can be retrieved by holding down the end button while the unit is in a ready state. Example : EE100010123
- Vending Machine Make and Model – This information has already been pre-entered in the form for your convenience.
- ACDI Serial Number – This is your ACDI manufactured product serial number. This number can be found on the base of the unit under a barcode.
- Secondary Contact and Phone Number – A second person, this again can be a centralized contact or whoever maintains this particular site.
- Product Being Vend, Will Credit Card be used, VMC Interface Type, Multi-Vend Mode - These settings have all been preset to the correct setting for your ACDI Swiper to work correctly.
- Maximum Session Amount – This is the maximum amount allowed in a single copy session. Usually this is set to \$10 or \$15.



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Etransact Settings (Copier Settings)

This information will ensure your ACDI Swiper is configured to work correctly with your copier machine.

- Minimum Charge – This is the minimum charge allowed from a credit card customer. This setting can help ensure that the average transaction meets a certain threshold. Most customers choose to start out at \$1.00.
- Copier Model and Type – Here you will list the Copier make and model. This will be used to select the proper operation mode. It is important that this setting is correct for the copier machine to be connected to.
- Bypass Key Enabled – This information has already been pre-entered in the form for your convenience.
- Price Lines 1 through 8 – These are the price lines for different copier products including color, B&W, letter, legal and ledger paper sizes. These price lines are copier specific. Refer to your copier specific installation instructions or call ACDI technical support for assistance.

Reports Contact

This is the person reports for this unit will be sent to.

- Report Contact – Name of person to receive reports.
- Email Address – Email address of person to receive reports.

Remittance Information

This question serves to remind you that an EFT form must be filled out. If you already have one on file for another Swiper you can simply answer yes to this question. If not, answer no and then make sure that a properly filled out EFT form is included in your packet.



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