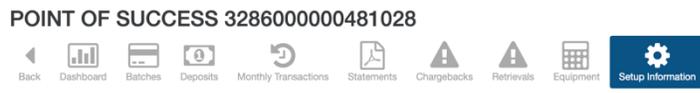


POSP Online Ordering Forte Setup

- 1) Go to <https://admin.pointofsuccess.com/> > Find Restaurant By Name > Enter % for all locations.
- 2) Go to the merchants folder in Sync > Look for the POS Online Ordering Signed Contract
- 3) Log into Merchant Foundry (MF) and go the merchant > Setup Information



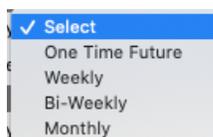
- 4) Look for the Routing Number, DDA Number and IRS Name



- 5) Open Forte > <https://vt.paymentsgateway.net/>
- 6) Click Add for a new merchant and fill out the information – Take the information from MF

- 7) Make sure to add a Customer ID of the name of the merchant
- 8) Once the merchant is added set up a eCheck – Take this information from MF

- 9) Add the first 'New Transaction' > Set the Entry Class Code to PPD > Select Frequency 'One Time' > Select the start date as July 1, 2020 for the amount needed.



- 10) Start the deferred payment on July 1 for the total of the deferred payment.
- 11) Add the Second 'New Transaction' > Set the Entry Class Code to PPD > Select Frequency 'Monthly' > Select the start date as July 1, 2020 for \$149.00.
- 12) Make sure to check the box for "Continuous"

