Mobile Merchant Center™
WAP User Guide

Table of Contents

Overview

Mobile Merchant Center (MMC) WAP Version enables merchants to authorize and process credit card and electronic check transactions from wireless mobile devices.

How to Comment on This Guide

Every effort has been made to produce an accurate and easy to understand the Mobile Merchant Center WAP User Guide.

Contact Information

For more information about Online Commerce Suite, refer to the following:

Customer Service

If you have problems with this document, or find that the instructions are incorrect, incomplete, or inadequate, please let us know.

Send your comments to support@merchantpartners.com

Phone: (866) 242-9933

Documentation

Web Site URL: https://www.onlinemerchantcenter.com/mpartners/html/user_manuals.html

Certified Networks

Web Site URL: https://www.onlinemerchantcenter.com/mpartners/html/networks.html

Hardware Compatible List

Web Site URL: https://www.onlinemerchantcenter.com/mpartners/html/equipment.html

Minimum Requirements

- **Internet capable mobile device:** MMC is compatible with any Internet ready mobile device that has a WAP browser installed. This includes most Internet cell phones, Palm PDAs with wireless modems, and PocketPC PDAs with wireless capability.
- **Online Merchant Center Account:** You must have an active Online Merchant Center AcctID that has been enabled for wireless transaction processing. Contact support@merchantpartners.com for information regarding setting up an account.

Using the Mobile Merchant Center

Getting Started

To access MMC, enter the following URL into your WAP browser:

`https://www.onlinemerchantcenter.com/wap/`

The login screen below will be displayed:

Logging In

To login and begin a MMC session, perform the following steps:
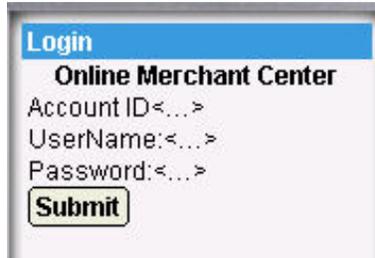
1. Enter your Online Merchant Center Account ID, UserID, and password and then press the submit button.
2. Upon successful login, the screen below will be displayed:

If your account has not been activated for wireless processing, you will not be able to login and the following message will be displayed:

`"Your account has not been activated for wireless processing."`

To activate your account, contact Merchant Partners Customer Service.

Submitting a Credit Card Transaction

To submit an credit card transaction from your mobile device, perform the following steps:

1. Click the "Credit Card Transaction" link on the Main Menu screen. The screen below will be displayed:

2. Enter the cardholder's information into the form and press the submit button.

   Required Fields
   - Amount (dollar amount of transaction)
   - Type (Sale or Pre-Auth)
   - Cardholder's Name
   - Card Number
   - Expiration Date

   Optional Fields
   - Zip Code for AVS (only offered if AVS is active in the FRISK settings of the account ID).
   - Description (text description of the transaction)
   - Merchant Order Number (Reference number you can enter to apply to the transaction. Typically the sales order number.)

If all of the required fields are not completed, a screen similar to the screen below will be displayed. Click on the "Back to form" link to enter the missing information.
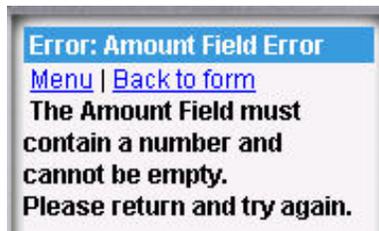
If all of the required information is entered, the transaction is submitted for processing (this may take up to 30 seconds depending on the authorizing network you are using). When processing is completed, the results of the transaction will be displayed. If your mobile device is equipped with a printer, this screen can be printed out as a transaction receipt for the consumer.
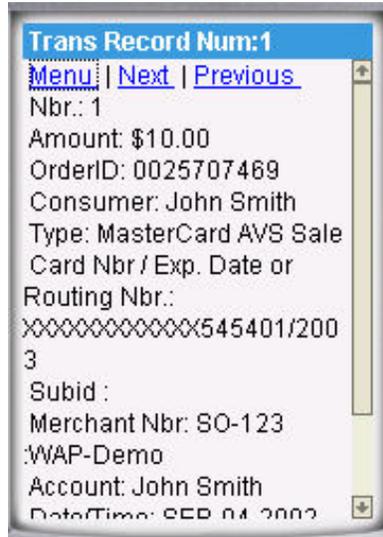
To submit another credit card transaction, click on the "Back to form" link. To return to the main menu, click on the "Menu" button.

Submitting a Check Transaction

To submit an electronic check transaction from your mobile device, perform the following steps:

    1. Click on the "Check Transaction" link on the Main Menu screen. The screen below will be displayed:
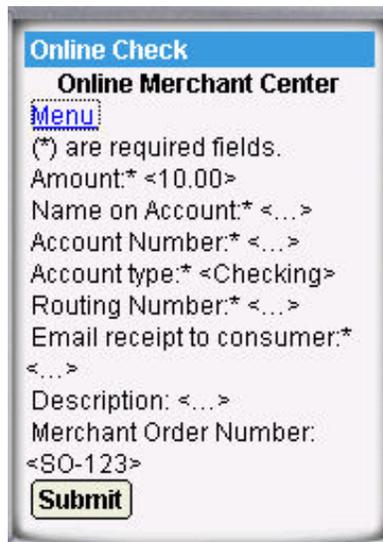
    2. Enter the consumer's bank account information into the form and press the submit button.

        Required Fields:
- Amount (dollar amount of transaction)
- Name on Account
- Account Number
- Account Type (Checking or Savings)
- Routing Number
- Email receipt address (if the option to send an email receipt has been enabled for this Account ID. Use the Account Edit/Delete menu in Online Merchant Center to edit this option).

Required Fields:
- ♦ Description (text description of the transaction)
- ♦ Merchant Order Number (Reference number you can enter to apply to the transaction. Typically the sales order number.)

If all of the required information is entered, the transaction is submitted for processing (this may take up to 30 seconds depending on the authorizing network you are using). When processing is completed, the results of the transaction will be displayed:

To submit another check transaction, click on the "Back to form" link. To return to the main menu, click on the "Menu" link.

Viewing Transactions

To view an existing transaction, do the following:

1. Click the "View Transaction" link on the Main Menu screen. The following screen is displayed:
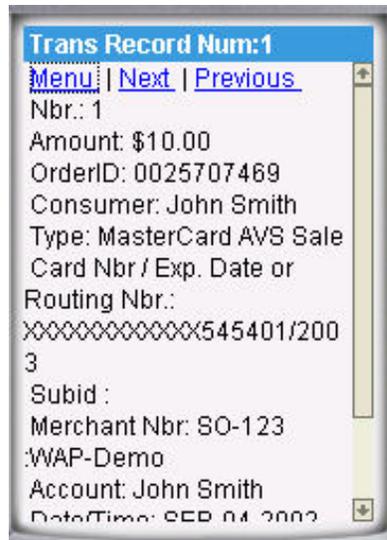
2. Enter the information for the transaction you would like to view. The following search criteria are available (enter one):

Order ID	This is the order number assigned by Online Merchant Center when the transaction was processed.
Account Number	This is either a credit card number or bank account number.

Merchant Order Number	This is the reference number you supplied when the original transaction was submitted.

3. After entering a value for one of the search criteria, click on the Submit link. If transactions are found matching the criteria you submitted, a screen similar to the following will be displayed:

4. To display the first transaction, click on the "Next" link. The details of the transaction will be displayed.

The following options are available:

- Click the "Next" link to display the next transaction in the list.
- Click the "Previous" link to display the previous transaction in the list.
- Click the "Menu" link to return to the Main Menu screen.

Change SubID

If your AccountID has been configured with SubIDs, you can change to a different SubID by using the "Change AcctID/SubID" option. To change SubIDs, do the following:

1. Click on the "Change AcctID/SubID" option on the Main Menu screen.
2. Enter the SubID you want to change to and press the Submit button. The new SubID will be displayed.
3. Click on "Menu" to return to the Main Menu screen.

Logout

When you have completed your activities, you can close your session by clicking on the "Logout" option on the Main Menu screen. Sessions will automatically be logged out after 10 minutes of inactivity.

To log out manually, click on the "Logout" link on the Main Menu screen. Your session will be closed and the Login screen will be displayed.