

# **PSCS for NETePay 5.0**

## **(Payment System Configuration Server)**

### **Quick Start Guide**

Go to: [dsipscs.com](http://dsipscs.com)

#### **Introduction**

Datacap's Payment System Configuration Server (PSCS) is a web-based tool for users of Tran AutoLoad™ and ePay™ software products to create, manage and load software and merchant parameters. New Tran devices and ePay installations will automatically retrieve software and merchant parameters created by PSCS users on the Internet.

PSCS users must have an account with a username and password. If you need an account, you can submit an online application by clicking the 'Apply Now' link on the PSCS login screen.

The address to enter in your browser address bar for the PSCS starting (login) page is: **[dsipscs.com](http://dsipscs.com)**

#### **How it works**

Datacap's 5.0 NETePay software is designed to work with PSCS to obtain merchant parameters needed for processing payments. A Merchant file is created and saved indefinitely on PSCS, so it can be referenced, edited or re-assigned to another download in case of PC failure. Once a Stage file has been created and activated on PSCS, a Deployment ID will be assigned. This should be entered into NETePay at the time of installation to assign the previously created merchant file.

This file will be saved under the PSCS user's account so it can be accessed, changed, or re-assigned at any time. This file can be moved between PCs/terminals by entering the Deployment ID into a downloaded copy of NETePay. A file can only be assigned to one copy of NETePay at any given time.

#### **PSCS File Creation Process**

Creating merchant parameters is a two-step process on PSCS. The first step involves the following actions:

- Selecting payment processor application
- Entering merchant parameter information

This first phase is called *creating a stage file*. After a stage file is created for NETePay, the stage file must be activated so a Deployment ID can be issued. The second step in the process is activation, which involves associating a previously created stage file with a Deployment ID. To activate a Stage file, the PSCS user must select the desired stage file from a list of previously created files and then purchase the software via PSCS. At this point, the supplied Deployment ID can be entered into the downloaded NETePay software. Now the process is complete and NETePay is ready to process transactions!

## PSCS Login

**Welcome to the Datacap Configuration Server**

Username   
Password

[Apply Now](#)      [Express Exchange](#)

The login screen is located at:

**dsipscs.com**

You must have a PSCS account with a username and password to get access to the system.

If you need an account, you can submit an online application by clicking the 'Apply Now' link.

After entering your username and password, click Login. If your login is successful, you will be presented with the Main Menu.

## Main Menu

**Main Menu**

Create Stage File
Change Stage File
Activate Stage File
Change Activated File
Express Exchange
View Deployments
Account Management
Deactivate Unit
Delete Stage File
Logoff

The PSCS Main Menu is the starting point for all activities. The first step in creating a parameter file for a new merchant is to **Create a Stage File**.

## **Part 1 - Create a Stage File**

### **Step 1 – Select a Product**

**Please select from our product family**

Connect to your processor using internet connection:

Connect with internet, have dial backup connection:

Connect with processor over the telephone:

Connect PC POS with Internet:

The first step in creating a new Stage file is to select which product (Tran or ePay) will be used with the Merchant's POS/ECR system.

Tran Products should be selected for ECRs and embedded systems.

ePay™ should be selected for PC-based POS systems.

### **Step 2 – Select an Application**

**Select Your Network Application for ePay**

Application	<input type="radio"/>
ePay Fifth Third Host - FTH	<input type="radio"/>
ePay Global Canadian Host EMV - NDH	<input type="radio"/>
ePay Mercury Canadian Host EMV - MRH	<input type="radio"/>
ePay Moneris Canadian Host EMV - MSH	<input type="radio"/>
ePay MPS Access Term - MAT	<input type="radio"/>
ePay NPC Term- NPC	<input type="radio"/>
ePay Paymentech Canadian Host EMV - PNH	<input type="radio"/>
ePay Paymentech Host - PNH	<input type="radio"/>
ePay Paymentech Term - PNS	<input type="radio"/>
ePay SecureNet Term - SVN	<input type="radio"/>
ePay Sterling Term - SRT	<input type="radio"/>
ePay Vital Term - VS2	<input type="radio"/>
Gift ePay Fifth Third - FTG	<input type="radio"/>
Gift ePay National Payment - NPG	<input type="radio"/>

After selecting your product, the next screen presents the network processor applications available.

Your customized PSCS account may show options that differ from the example to the left.

Depending on your PSCS user-status (dealer / acquirer) your application list will periodically change when applications are updated or added.

The price for each version is determined by your partner account characteristics which will be negotiated when your PSCS account is established.

### Step 3 – Enter Merchant Parameters

A merchant parameter form will appear that corresponds with the chosen application. Each processor has unique payment requirements, so each form will vary.

The form to input merchant parameters has 2 sections:

**Merchant Information** – Demographic and contact information for merchant.

**Account information** – Fields which will be loaded into the ePay merchant parameter fields. Be sure to enter the number of lanes or pay stations in the “number of lanes” field at the bottom of the form.

Contact your Datacap Representative with questions regarding merchant parameter options.

When all entries are completed, click **SAVE** at the bottom of the form.

### Step 4 – Set-Up Lane Information

Enter a 1-8 digit lane identifier.

Examples: Bar, Giftshop, Lane1, Lane2, etc.

In Canadian EMV (Chip and Pin) applications, this will be a Terminal ID assigned by the processor that corresponds to each Pin Pad.

When all entries are completed, click **SAVE** at the bottom of the form.

## **Step 4 – Stage File Completion**

At this step in the Stage File Creation process, the file can be completed and saved for later activation.

**Congratulations, you have successfully configured the parameters.**

**Your deployment identifier is MARISEAT**

**Select continue below to save your changes, otherwise select Cancel**

Merchant Name: Maria's Books and Coffee  
Merchant Contact:  
Merchant Phone:  
Merchant Address: 123 West Ave  
City State & Zip: Seattle WA 12345 US

---

STD\_ACCT

Your account is an invoiced account and you will be billed when the file is activated.

After saving the completed Merchant and Account Information sections, the following completion screen will be presented with a recap of the merchant information. This screen also includes your Deployment Identifier which can be used to search for the file at anytime.

If everything is satisfactory, click CONTINUE to finalize the creation of the stage file and return to the Main Menu. If you click CANCEL, the stage file will not be saved and all entries are lost.

## **Part 2 – Changing (Editing) Stage File**

### **Step 1 – Search for Stage File to Edit**

**Search Staged Files**

**Optional Search Criteria**

Deployment Identifier   
USUALLY 8 CHARACTERS CREATED FROM MERCHANT AND CITY

Part of Merchant Name

Part of Merchant City

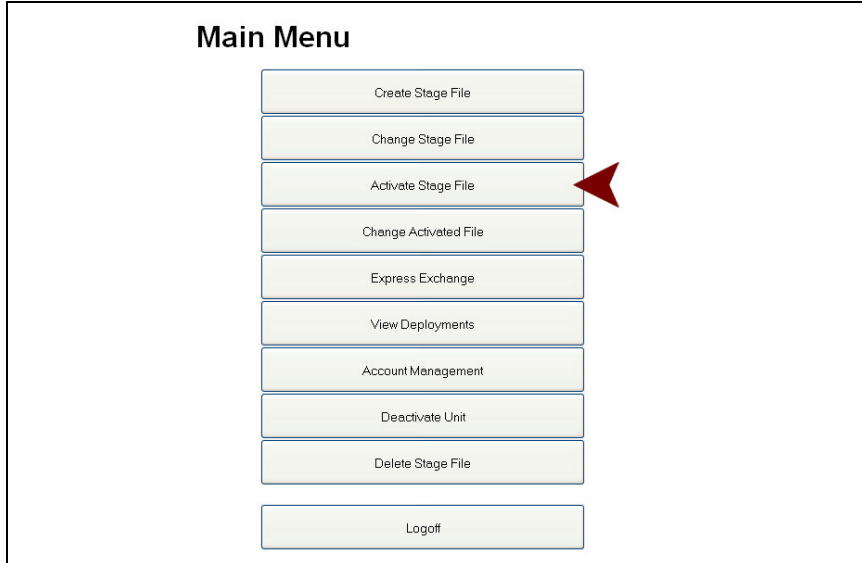
Device Type

Select *Change Stage File* from the *Main Menu* and a search criteria screen is presented where you can enter the Deployment ID, partial merchant name or city to retrieve the stage file to edit. If no search criterion is provided, simply click Continue and a list of all of your Stage Files will be presented.

Select the appropriate Stage file from the next screen. Make necessary changes and click SAVE at the bottom of the form.

## **Part 3 – Activate a Stage File**

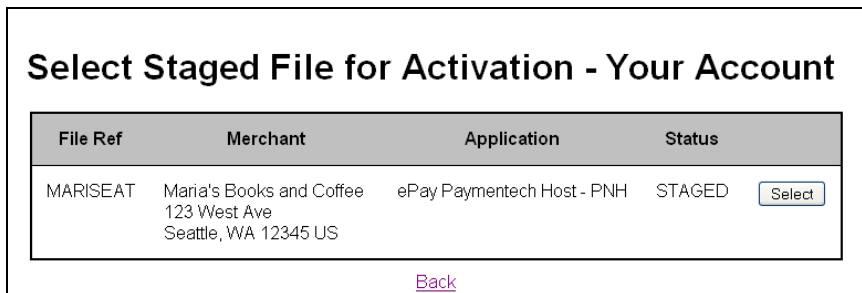
### **Step 1 – Search for Stage File to Activate**



Before the information entered in a Stage file can be loaded to NETePay, the Stage file must be activated.

Select *Activate Stage File* from the *Main Menu* and a search criteria screen is presented where you can enter the Deployment ID, partial merchant name or city to retrieve the stage file to activate. If no search criterion is provided, simply click Continue and a list of all Stage Files will be presented.

### **Step 2 – Select Stage File to Activate**



Click SELECT next to the Stage file you wish to activate.

### Step 3 – NETePay 5.0 Purchase Verification

At this point, you will be prompted to purchase the NETePay software. NETePay 5.0 is priced per lane, so Authorized Datacap Dealers will be charged for the initial software license, plus a set fee for each additional lane. Contact your Datacap Representative to obtain a Reseller Price List.

**Price for your ePay software deployment**

**Deployment Identifier: MARISEAT**

**Merchant**

Maria's Books and Coffee  
123 West Ave  
Seattle, WA 12345

**Order**

**ePay activation ePay Paymentech Host - PNH**

ePay Paymentech Host - PNH	\$x
Initial File Build	\$x
2 additional lanes at 125.00	\$x
<b>Total</b>	<b>\$x</b>

You will be invoiced for this charge when you complete the activation.

Verify that all of the following information is correct.

- Merchant Name and Address
- NETePay Application
- Number of Lanes
- Order Total

Click CONTINUE to move forward

Click CANCEL to abort the activation process.

Contact Datacap with Pricing questions or concerns.

### Step 4 – NETePay 5.0 Credit Card Payment

**ePay activation with 2 additional lanes \$x (USD)**

**Select card type to use for payment**

Visa     
  M/C     
  Amex     
  DISCOVER

Card Number:

Exp Date (MMYY):

Security Code [what's this?](#):

Name:

Billing Address:

Address Line 2:

City State:  AB

Billing Zip:

Enter your card information to purchase the software through PSCS. Your total will again be displayed at the top of this form.

Authorized resellers that have Net30 payment terms with Datacap will receive a confirmation screen instead of a credit card form.

Authorized Datacap Dealer accounts are defaulted for Credit Card / COD payment. Contact Datacap to set up a Net30 payment term account.

## Step 5 – Verification of Activation


**Your updated activation (MARISEAT) has been saved!**

---

Merchant Name: [Maria's Books and Coffee](#)  
 Merchant Contact:  
 Merchant Phone:  
 Merchant Address: [123 West Ave](#)  
 City State & Zip: [Seattle WA 12345 US](#)

---

Your Deployment Identifier is **MARISEAT**. You will need to enter this into your ePay software to assign this merchant file to your downloaded copy.



This final screen is your confirmation that the selected Stage file has been successfully activated.

Your Deployment Identifier is indicated by the arrow on the example. Now that this file is paid for/activated, the Deployment ID can be entered into a downloaded copy of NETePay 5.0. This will connect the Merchant file to the NETePay software, completing the installation.

Click BACK to return to the Main Menu.

Once a Stage File has been Activated, it is referred to as a Deployment in PSCS.

## Part 4 - Changing (Editing) an Activated File

### Step 1 – Search for Activated File to Change

**Search Activated Files for Editing**

Optional Search Criteria

Deployment Identifier   
USUALLY 8 CHARACTERS CREATED FROM MERCHANT AND CITY

Device Identifier   
THIS IS THE 12 CHARACTER ID ON THE UNIT

Part of Merchant Name

Part of Merchant City

Device Type

Select *Change Activated File* from the *Main Menu* and a search criteria screen is presented where you can enter the Deployment ID, partial merchant name or city to retrieve the stage file to activate. If no search criterion is provided, simply click Continue and a list of all the Activated Files will be presented.

### Step 2 – Select Activated File to Change

**Select Activated File for Editing - Your Account**

File Ref	Merchant	Application	Status	
MARISEAT	Maria's Books and Coffee 123 West Ave Seattle, WA 12345 US	ePay Paymentech Host - PNH	PAID	<input type="button" value="Select"/>

[Back](#)

Click SELECT next to the Activated File you wish to Edit

### Step 3 – Edit Fields in Activated file

**Edit Activated File for ePay Paymentech Host - PNH**

Deployment ID: MARRIETH  
Device ID:  
Application Version: 02 Parameter Version:

**Maria's Books and Coffee**

**Merchant Information**

Merchant Name:   
 Store Number (opt):   
 Merchant Contact:   
 Merchant Phone:   
 Merchant Address:   
 Merchant Address 2 (opt):   
 Merchant City/State/Zip:      
 POS/ECR System:

**Account Information**

Merchant ID (12 digit):   
 Terminal ID (3 digit):   
 Circuit Number (4 digit):   
 NetConnect Username (1-24 alpha & numbers):   
 NetConnect Password (1-24 alpha & numbers):   
 Send Memo as Customer Data:  Yes  No  
 Select Merchant Category:  Retail  Direct Market  e-Commerce  Fuel  
 Use ePay/ClientServer Password:  Yes  No  
 ePay/ClientServer Password (optional):   
 Do Not Connect to Paymentech on Startup:  Yes  No  
 Verify SSL Certificate:  Yes  No  
 Go to System Tray when Minimized:  Yes  No  
 Transport Method:  IP Only  IP with Dial Backup  Dial Only  
 Com Port (1-255):   
 Dial Profile (required):   
 Authentication Phone #:   
 IP Connect Timeout (3-60 Seconds):   
 Number of Lines (Max 25):

A Merchant Parameter entry form is displayed with the previously saved merchant parameters populating the fields.

Make changes to fields as required.

When changes are complete, click 'Save' to save changes; click 'Cancel' to abort any changes to the existing Activated parameter file.

#### Important Note

When a Parameter file that has been previously activated is changed, the NETePay must be instructed to load the updated file by clicking the "Load Parameters" button on the Merchant Set-up Screen in the NETePay software. This will instantly re-populate the fields with the updated information from PSCS. (See Part 7 of this Guide)

## **Part 5 - Account Maintenance**

**Account Maintenance**

Old Password:

New Password (up to 20 characters):

Please confirm new password:

Account Maintenance is used to change your password.

Select *Account Management* from the *Main Menu* and a form will be presented which requires input of your existing password and two entries of your new desired password (which must be at least 6 characters and match).

Click 'Change' to complete the password change.

## **Part 6 – Delete a Stage File**

A Stage File which will no longer be needed (i.e. will never be activated) may be deleted from your PSCS to keep down file clutter for subsequent file selection operations.

**Select Deployment for Deletion - Your Account**

File Ref	Merchant	Application	Status	
MARISEAT	Maria's Books and Coffee 123 West Ave Seattle, WA 12345 US	ePay Paymentech Host - PNH	STAGED	<input type="button" value="Select"/>

The page at <https://dsipscs.com> says:

? you are permanently deleting a staged deployment

Select DELETE STAGE FILE from the Main Menu and Search for the appropriate file.

Click the 'Select' button next to the Stage File to delete the associated file; the file will be deleted immediately and you will automatically be returned to the Main Menu.

Click 'Back' to abort the Stage file deletion process and return to the Main Menu.

## Part 7 – Connecting an Activated File with NETePay 5.0

Connecting an Activated file to NETePay 5.0 is a quick and easy process. The following sequence takes place in the downloaded copy of NETePay 5.0. This software can be acquired from [www.datacapipay.com](http://www.datacapipay.com).

### Step 1 – Merchant Setup Screen

When NETePay is first installed, the “Setup Merchant Parameters” screen will look similar to the example here. All fields will be populated with zeros.

To Load the previously created Merchant Parameter File, click the “LOAD NEW PARAMETERS” button at the bottom right corner of the screen.

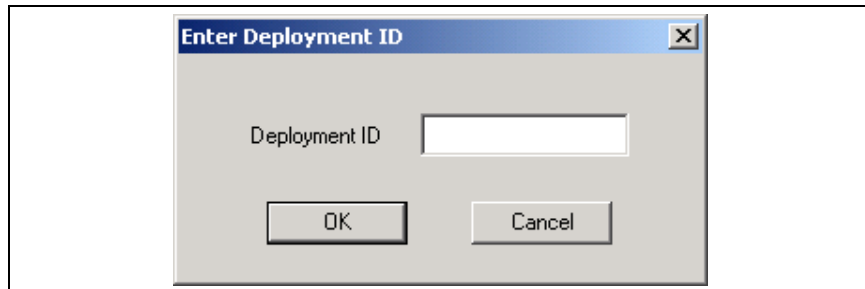
If a Merchant Parameter File has not yet been created for this merchant, click the “PSCS” button to be re-directed to PSCS where the software can be purchased and a Merchant Parameter File can be created.

### Step 2 – Load New Parameters

Initially the “Parameter Load Failed” screen will be displayed if a Merchant File has not yet been attached. Click “YES” to attempt activation, or “NO” to cancel.

Once the second screen is displayed, choose the relevant option. If you choose “I Have My Deployment ID” you will be prompted to enter it. If you choose “I Do NOT Have My Deployment ID”, you will be re-directed to PSCS.

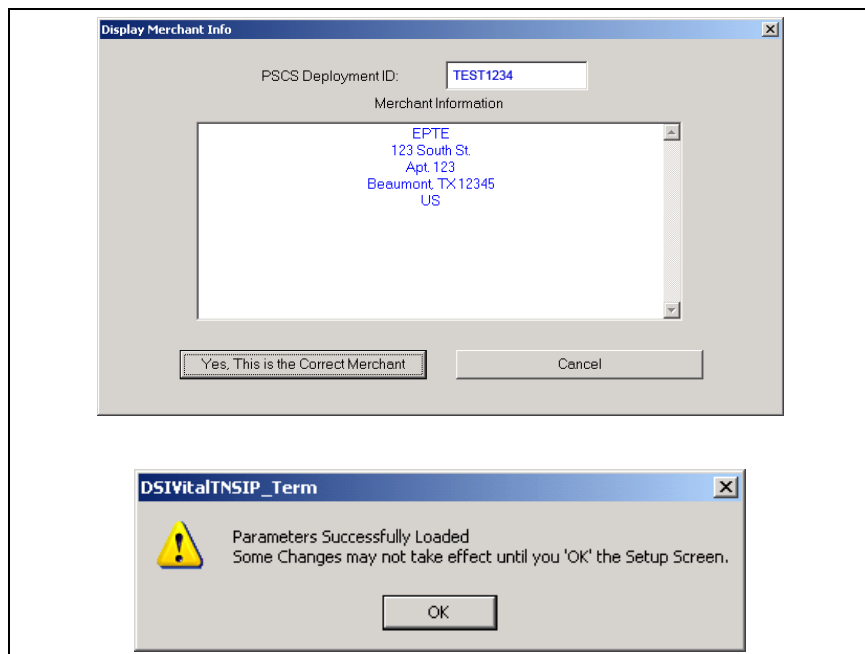
### **Step 3 – Enter Your Deployment ID**



Enter the previously created Deployment ID.

If this installation is part of a Usage Program with one of Datacap's Acquirer/ISO partners, the Deployment ID will be provided by the acquirer/ISO.

### **Step 4 – Verify the Merchant Info and Complete the Parameter Load**



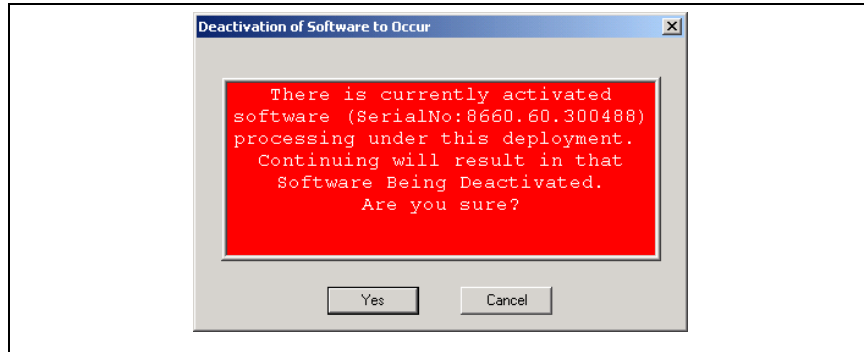
Verify that the Merchant info listed is correct and click "Yes"

Your Parameters will load and you will be returned to the Merchant Setup Screen that will now be populated with your Merchant's Parameter Info. Click "OK" to complete the Parameter Load.

NETePay is successfully Installed.

## **Part 8 – Moving NETePay Between PCs**

PC / Hardware failures are no longer a headache with NETePay 5.0. Simply install NETePay 5.0 on the new PC and enter the Deployment ID that corresponds with the customer's PSCS file. When a previously activated deployment is attached to another copy of NETePay, the original is automatically de-activated. This is all automatic and seamless.



Install NETePay 5.0 on the new PC / Hardware and follow the steps in Part 7 of this guide to load the merchant parameters.

If the file has previously been attached to another copy of NETePay, a warning will appear.

Click "YES" to automatically move the file to the new location.