



PayStream 4.0 Quick Help Guide

A screenshot of the "PayStream Virtual Terminal" window. The window title is "PayStream Virtual Terminal". It contains several input fields and buttons. At the top right, it says "*Required Fields". Below that is an "Invoice number:" field. There are two radio buttons: "Process Credit Card" (selected) and "Process Existing Token". A section titled "Payment/Authorization Information" lists "American Express, Discover, MasterCard, Visa". Below this is a "Card Number" field with the value "4747474747474747" and a note "(enter number without spaces)*". There are two "Expiration Date" fields, one with "1212" and one with "123", and a "CV2:" field with "123". At the bottom, there is an "Amount" field with "1.00" and a note "(i.e., 10.00) *". Two buttons, "Auth & Capture" and "Reset", are at the bottom.

PayStream Console

Virtual Terminal

1. To access the virtual terminal, click on Tools in the PayStream menu bar, then select virtual terminal.
2. Choose to either process a credit card or use an existing token and fill in the appropriate fields.
3. Clicking Authorize and Capture will approve and process the transaction.