



## PayStream 4.0 Quick Help Guide

A screenshot of the "PayStream Virtual Terminal" window. The window title is "PayStream Virtual Terminal" with a close button (X) in the top right corner. Inside the window, there is a section for "Invoice number" with an empty text box. Below that are two radio buttons: "Process Credit Card" (which is selected) and "Process Existing Token". Underneath is a section for "Payment/Authorization Information" with the text "American Express, Discover, MasterCard, Visa". This section contains a "Card Number" field with the value "4747474747474747" and a note "(enter number without spaces)\*". Below the card number are two fields: "Expiration Date" with the value "1212" and "CV2:" with the value "123". At the bottom of the form is an "Amount" field with the value "1.00" and a note "(i.e., 10.00) \*". At the very bottom of the window are two buttons: "Auth & Capture" and "Reset".

### 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.