

BILL PAYMENT USER GUIDE

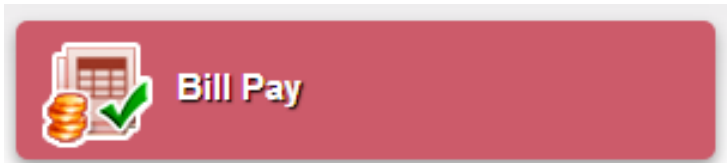


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MAKING A BILL PAYMENT TRANSACTION

a. From the Boss Revolution Retailer Welcome Page, click on BOSS Revolution Bill Pay button.



b. Enter the biller name and click on **Find** to search for that biller.

Biller Name **Find**

c. Find the biller you wish to pay and click on **Select Biller**.

Bill Payment

Biller Name **Find**

Name	
American Express	Select biller
Citibank-American Express	Select biller
Macys American Express	Select biller

- d. Enter the amount to be paid to the biller.
- e. Enter the Biller Account ID from the payment stub and confirm that Account ID.
- f. Choose the Payment Type and then click **Next**.
 - **Next Day, 1 Business Day**
 - **Standard, 3 Business Days**

Bill Payment

American Express

Bill Amount	<input type="text" value="10"/>
Account ID	<input type="text"/>
Confirm Account ID	<input type="text"/>
Payment Type	<input type="text" value="NextDay, 1 business day (NC)"/> ▾
Estimated Post Date	4/1/2013
Service Fee	\$2.00
Total Amount	\$12.00

- g. Based on the Biller or State you might be required to enter additional customer information such as:
 - a. First & Last Name
 - b. Street Address
 - c. City
 - d. State
 - e. Zip Code
 - f. Phone Number
- h. All payments over \$2,500 will require additional customer information for compliance.
- i. Enter the additional information and click on **Submit**.

Bill Payment

American Express

Bill Amount	\$10.00
Account ID	*****1000
Payment Type	NextDay, 1 business day (NC)
Estimated Post Date	4/1/2013
Service Fee	\$2.00
Total Amount	\$12.00

Additional information is required to process this payment:

First Name

Last Name

Cancel **Submit**

- j. Once the transaction has been completed agent must **Print** and give a receipt to the customer.

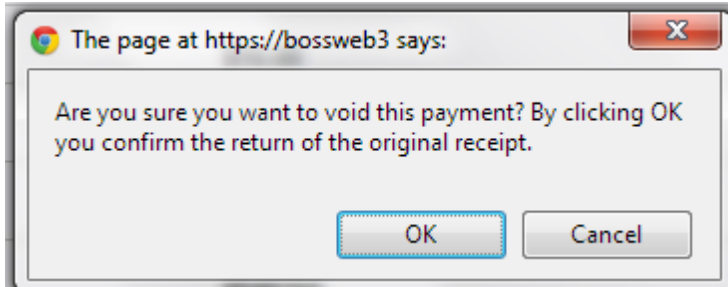
Bill Payment

Transaction Date/Time	3/29/2013 11:49 AM
Estimated Post Date	4/1/2013
Biller	American Express
Account ID	*****1000
Bill Amount	\$10.00
Service Fee	\$2.00
Total Paid	\$12.00
Confirmation ID	8549260
Store Name	IDT Nwk Test CFP
Terminal ID	NJ1441
Store Address	550 Broad Street Newark, NJ 07102
Customer Service	(855) 739-0860

Please allow 1 business day, excluding holidays and weekends, for bill payment delivery. Keep your bill stub and receipt until the payment is applied to your account. The bill stub and receipt must be presented for any inquiry or change to the payment. Payment Receipt Number: 0880000011
CheckFreePay Corporation

[Print](#) [Void Payment](#) [Transaction History Report](#)

- k. If payment needs to be voided due to an error in the Bill Amount or Biller Name then click on **Void Payment**.
- l. The following message box will pop up click on **OK** to void the payment.



- m. If the Void Payment is successful you should see the following message.



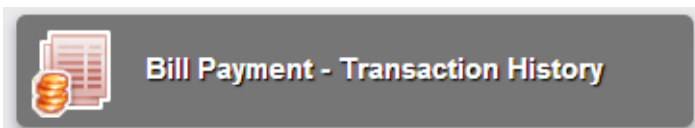
- n. If the Void Payment is unsuccessful then please contact customer service at XXX-XXX-XXXX.

BILL PAYMENT REPORT

- a. From the Boss Revolution Retailer Welcome Page, click on **Reports**.



- b. In the reports folder click on Bill Payment Transaction History..



- c. From this report you can see the following:
- Total Amount Paid
 - Total Commission
 - Total Deposit Amount
- d. From this report you can also search for a transaction by:
- Transaction Date
 - Settlement Date
 - Biller

- Confirmation Number
- Status
- Agent

Bill Payment - Transaction History

Date to Search by: Transaction Date Settlement Date

Date Range: Start Date: End Date:

Billers: Confirmation Number: Status: Agent:

[Back](#) [Search](#)

Totals

Total Amount Paid **\$240.79** Total Commission **(\$6.00)** Total Deposit Amount **\$234.79**

Transaction Date	Settlement Date	Confirmation Number	Billers	Status	Bill Amount	Service Fee	Total Paid	Retailer Commission	Deposit Amount	Agent Name
2/22/2013 11:47 AM		773664	American Express	Reversed	\$100.00	\$3.50	\$103.50	(\$1.00)	\$0.00	
2/20/2013 5:24 PM	2/21/2013	772308	American Express	Reversed	\$5.00	\$3.50	\$8.50	(\$1.00)	\$0.00	
2/20/2013 2:26 PM	2/21/2013	772113	American Express	Reversed	\$5.00	\$3.50	\$8.50	(\$1.00)	\$0.00	
2/20/2013 11:09 AM	2/21/2013	771814	Bloomington	Settled	\$12.00	\$3.50	\$15.50	(\$1.00)	\$14.50	
2/20/2013 8:56 AM	2/21/2013	771678	Pacificcorp	Reversed	\$23.00	\$2.50	\$25.50	(\$0.50)	\$0.00	
2/20/2013 8:54 AM	2/21/2013	771669	Pacificcorp	Settled	\$11.00	\$3.50	\$14.50	(\$1.00)	\$13.50	
2/19/2013 2:05 PM	2/20/2013	771226	Pacificcorp	Settled	\$34.79	\$3.50	\$38.29	(\$1.00)	\$37.29	
2/19/2013 4:41 AM	2/20/2013	770946	PECO Energy	Settled	\$40.00	\$3.50	\$43.50	(\$1.00)	\$42.50	
2/18/2013 2:19 PM	2/19/2013	770720	American Express	Settled	\$77.00	\$3.50	\$80.50	(\$1.00)	\$79.50	
2/18/2013 2:17 PM	2/19/2013	770713	Illinois American Water	Reversed	\$60.00	\$3.50	\$63.50	(\$1.00)	\$0.00	
2/18/2013 2:15 PM	2/19/2013	770706	Pacificcorp	Settled	\$45.00	\$3.50	\$48.50	(\$1.00)	\$47.50	
2/18/2013 12:36 PM	2/19/2013	770567	Bloomington	Reversed	\$22.00	\$3.50	\$25.50	(\$1.00)	\$0.00	
2/18/2013 10:30 AM	2/19/2013	770438	SCE&G - SC Electric & Gas Co.	Reversed	\$250.00	\$3.50	\$253.50	(\$1.00)	\$0.00	
2/18/2013 10:26 AM	2/19/2013	770430	Pacificcorp	Reversed	\$11.00	\$3.50	\$14.50	(\$1.00)	\$0.00	

[Export to Excel](#) [Export to CSV](#) [Print](#)

e. From this report you can also find the total amount that is due to be deposited in to your business account ny following these steps.

1. Select to search by Settlement Date
2. Then select Today in the Date Range menu.
3. See Total Deposit Amount

BOSS REVOLUTION YOUR VOICE!

Bill Payment - Transaction History

Date to Search by: Transaction Date Settlement Date

Date Range: Today Start Date: 6/18/2013 End Date: 6/18/2013

Billers: Transaction ID: Status: - All - Agent: - All -

Totals		
Total Amount Paid	\$632.06	Total Commission \$4.51
		Total Deposit Amount \$627.55

Transaction Date	Settlement Date	Trans Type	Transaction ID	Confirmation Number	Biller	Status	Bill Amount	Service Fee	T
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The amount that shows in the Total Deposit Amount is the amount that is due to be deposited that day.

- f. Cancel a payment transaction: To cancel a transaction click on the reverse arrow as shown in the screenshot below.

Bill Payment - Transaction History

Date to Search by: Transaction Date Settlement Date

Date Range: This Month Start Date: 5/1/2013 End Date: 5/14/2013





Bill: Transaction ID: Status: - All - Agent: - All -

Click arrow

Back Search

Totals

Total Amount Paid **\$170.16** Total Commission **\$7.51** Total Deposit Amount **\$137.53**

Transaction Date	Settlement Date	Trans Type	Transaction ID	Confirmation Number	Biller	Status	Bill Amount	Service Fee	Total Paid	Retailer Commission	Deposit Amount	Age	Name	Void Payment	Print
5/14/2013 12:52 PM		Reversal	11621197	NY2385:37.4	Cablevision	Submitted					\$0.00				
5/14/2013 12:50 PM		Payment	11621106	NY2385:37.4	Cablevision	Submitted	\$5.00	\$1.50	\$6.50	\$0.75	\$0.00				
5/14/2013 11:40 AM		Reversal	11616098	NY2385:37.3	Cablevision	Submitted	(\$5.00)	(\$1.50)	(\$6.50)	(\$0.75)	\$0.00				
5/14/2013 11:39 AM		Payment	11616011	NY2385:37.3	Cablevision	Submitted	\$5.00	\$1.50	\$6.50	\$0.75	\$0.00				

- g. Reprint Receipt: To reprint a payment receipt click on the printer as shown in the screenshot below.

Bill Payment - Transaction History

Date to Search by: Transaction Date Settlement Date

Date Range: This Month Start Date: 5/1/2013 End Date: 5/14/2013




Bill: Transaction ID: Status: - All - Agent: - All -

Click arrow

Back Search

Totals

Total Amount Paid **\$170.16** Total Commission **\$7.51** Total Deposit Amount **\$137.53**

Transaction Date	Settlement Date	Trans Type	Transaction ID	Confirmation Number	Biller	Status	Bill Amount	Service Fee	Total Paid	Retailer Commission	Deposit Amount	Agent Name	Void Payment	Print
5/14/2013 12:52 PM		Reversal	11621197	NY2385:37.4	Cablevision	Submitted					\$0.00			
5/14/2013 12:50 PM		Payment	11621106	NY2385:37.4	Cablevision	Submitted	\$5.00	\$1.50	\$6.50	\$0.75	\$0.00			
5/14/2013 11:40 AM		Reversal	11616098	NY2385:37.3	Cablevision	Submitted	(\$5.00)	(\$1.50)	(\$6.50)	(\$0.75)	\$0.00			

COMPLIANCE REGISTRATION

- a. To register for the compliance training click on the web link provided to you in your Bill Payment Agent Approved email.
- b. Click on [Register Here](#) shown circled in red in the screenshot below

LEARNING LINK **Learning M**

New Users Registration

Welcome! If this is your first time visiting this site, please click the link below to register for BSA training.

Please note. You will only need to register one time.

[Register Here](#)

- c. Then enter you Terminal ID number that was provided to you in the Bill Payment Agent Approved email and click on Search.
- d. Confirm the agent information and then click on [Enroll](#) shown circled in red in the screenshot below

ARNING K **Learning**

Welcome to CheckFree Agent's Registration Page

Please enter the Terminal ID of your agent location. If you do not know your Checkfreepay's customer service number or look on a receipt.

Total: 1

State	City, Zip	Telephone	Agny Name/ID	Enroll
NY	BRONX,10452	(718) 329-0939	CARMEN MULTISERVICE,NY2567	Enroll

- e. Enter the information requested in the below screenshot.
- f. Select your language and click on Add

Add Student (* mandatory)

Student Name * (Example: John Smith) Please type your full name. This is the name that will

User ID * (Example: AK0013_JohnSmith) User ID must start with your terminal ID, foll

Password * Password must be at least 8 characters long and include one number.

Confirm Password * Please re-enter your password.

Email * Email address must be valid. This is where the "Forgot Password" email will

Language

- g. You are now registered and are ready to begin the compliance training.

COMPLIANCE TRAINING

- To begin the compliance training click on the web link provided to you in your Bill Payment Agent Approved email.
- Enter the username & login that you set up when you registered
- Click on the rocket shown circled in red in the screenshot below to launch the training program.

Required Courses

Course	Profile	Due Date	Status	Date	Action
CheckFreePay - Focus on Compliance for MSBs	CheckFreePay - Focus on Compliance - 2012		Not Started		

Past Courses

Course	Profile	Status	Date	Action
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- Click on the topic to begin playing the video.
- Go through all videos then take the test at the end of each module.

CheckFreePay Focus on Compliance for MSBs

SOUND CLOSE

Menu

TITLE	SCORE	STATUS	ATTEMPTS
Module 1 - The Laws			
Topic 1 - Our Compliance Commitment	100%	Completed	1
Topic 2 - Compliance and the Money Services Business	100%	Completed	1
Topic 3 - Money Laundering	100%	Completed	1
Topic 4 - Complying with BSA Regulations	100%	Completed	1
Topic 5 - The Anti-Money Laundering Compliance Program	100%	Completed	1
Test: Module 1 - The Laws	100%	Passed	2
Module 2 - Complying with the Laws			
Topic 1 - Currency Transaction Reports (CTRs)	100%	Completed	1
Topic 2 - Suspicious Activity Reporting	100%	Completed	1
Topic 3 - Funds Transfer Rule	100%	Completed	1
Topic 4 - Identification Requirements	100%	Completed	1
Topic 5 - Focus on OFAC	100%	Completed	1
Topic 6 - Additional Compliance Information	100%	Completed	1
Topic 7 - Specific State Agent Information	100%	Completed	1
Test: Module 2 - Complying with the Laws	92%	Passed	1

Click here to complete the program.

Notepad
Regs
Glossary
Library

Learning Mode ON / Reference Mode OFF

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