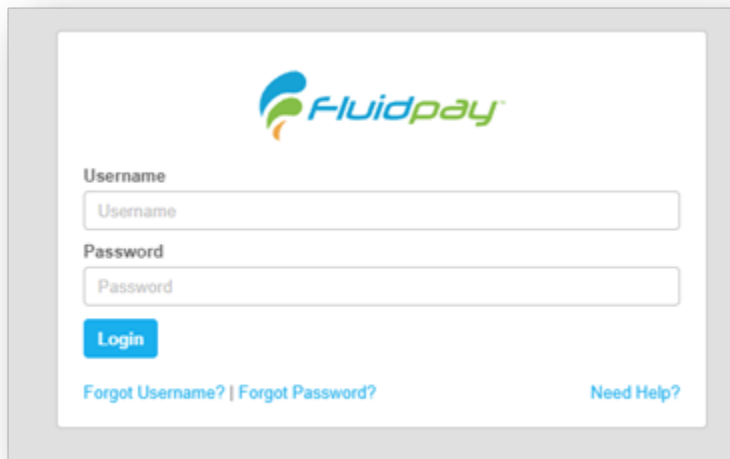**pay proudly**

Processing Payments with a Purpose

MID:_____

Fluidpay/ Pay Proudly Gateway Support | 630.526.8670 Opt. 2 | help@fluidpay.com
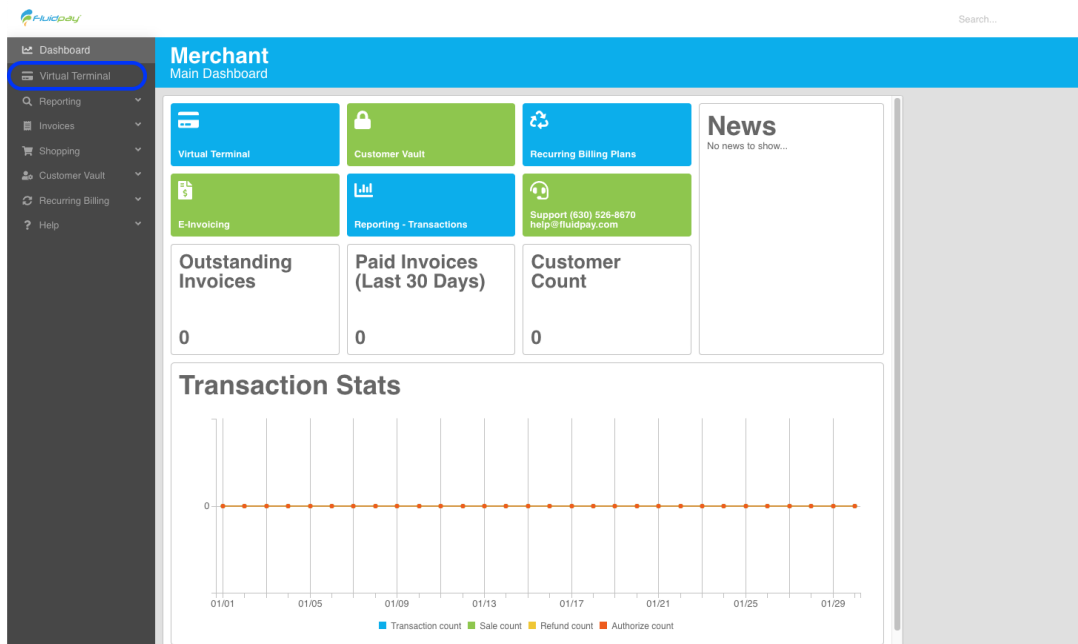
Instructions for Using Fluidpay/ Proudly Gateway

Virtual Terminal Sale images may appear slightly different)
Last updated February 22, 2022 at 11:41 AM

1. Navigate to https://app.payproudlygateway.com/merchant/dashboard

2. Enter your username and password and click 'Login'

3. Click 'Virtual Terminal' from the menu on the left.

Virtual Terminal
Process Payment

Amount *				Details
Sale	$	0.00	USD	

Total: $0.00

Card | Token

Card Number *
Card Number

Exp *
MM/YY

CVC
CVC

Details

Processor
test / Default

Payment Adjustment
No Adj

Tax Amount
$0.00

Shipping Amount
$ 0.00

Add Tax To Total

Tax Exempt

Description
Description

Order Id
094jf8sdl59

PO Number
60585

Email Receipt
Yes ○ No ◉

Allow Partial
Yes ○ No ◉

Vault Record
Yes ○ No ◉

Vault Record ID

Line Items

Billing Contact

Shipping Contact

Submit   **Total: $0.00**

4. Fill out the form with the transaction information. (required fields will be marked with *) Click the drop-down carats to reveal additional transaction information you may collect. (Line Items, Billing Contact, Shipping Contact).

5. Once you have filled out the form click the green 'Submit' button.

6. You will see a Transactions Detail screen

Transactions
Detail

‹ Back to

[Print View] [Email Transaction] [Vault]   **Declined**

General

Id:	c80phl46lr8qlnrr9i60
Type:	sale
Response:	declined
Response Code:	300 - Gateway error
Payment Method:	card
Tax Exempt:	false
Source:	cp
User Name:	kelly2_quinn
Processor Type:	nmi
Processor Id:	c0e455s5670o79ta5d60
Processor Name:	test
Created At:	02/07/2022 3:10:28 pm
Updated At:	02/07/2022 3:10:29 pm
Description:	Test transaction

Amount

Total Amount: $5.00

Credit Card

545454******5454 🔍   04/25

Processor Response Text: 300 - Authentication Failed

Processor Transaction Id: 0

Line Items

Testing Testing $5.00
Test Item

Quantity	Unit Price	Discount
1	$5.00	$0.00

Shipped	Freight Amount	Unit of Measure
0	$0.00	Select Unit of Measure ⌄

Taxable	Local Tax	National Tax
(off)	% 0.000	% 0.000

Transaction Features

[Card Verification]

Billing Address
No billing address was set.

Shipping Address
No shipping address was set.

7. From here you can see if the transaction was successful or not (including the response code). You can print the receipt by clicking the green 'Print View' button or email the receipt by clicking the blue 'Email Transaction' button.

‹ **Back to**

[Print View] [Email Transaction] [Vault]

[email@gmail.com] [Process] [Cancel]

8. Enter the email address you wish to email the receipt to be sent to and then click the blue 'Process' button.

Viewing and Modifying Transactions

1. Click on the Reporting drop-down and select 'Transactions':

2. This will bring up a list of transactions, you can search using the date range or any of the additional fields provided:

3. Once you click 'Search' you will see a list of all the transactions that match those search criteria.
4. Clicking the blue 'i' information icon will take you to the transaction details.
5. The blue 'R' icon will run a refund on the transaction.
6. The yellow envelope icon will email a receipt.

7. The green box icon will let you store the transaction in a 'vault' so that you can use it again in the future.
8. You can export the transactions into a CSV by clicking the green 'Download as CSV' button at the bottom of the screen.

Viewing Settlements

9. Click on the Reporting drop-down and select 'Settlements'
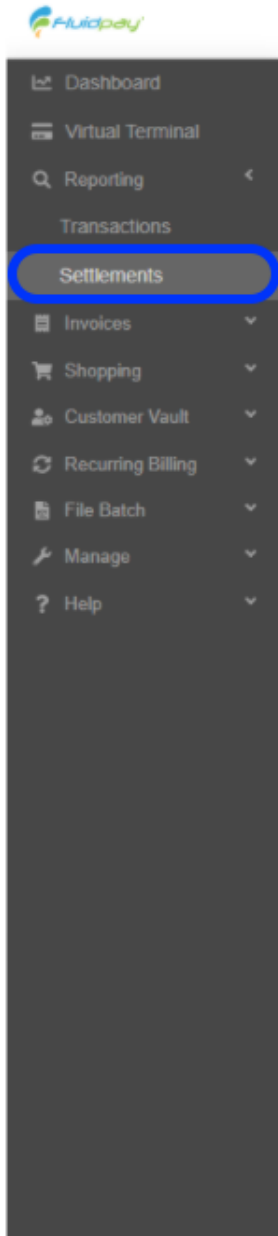
10. You will see the settlements search screen

11. You can use the search options to view certain time periods.
12. You can see a summary of settlements on the top that gives an overview of previous settlements including credits, and payment adjustments for RewardPay.
13. If you click the magnifying glass next to the ID on the Results section it will display the transactions that make up that settlement.

14. From here you can export to a CSV by clicking the green 'Download as CSV' button.

Voiding a Sale
1. On the transaction detail screen click the orange void button