

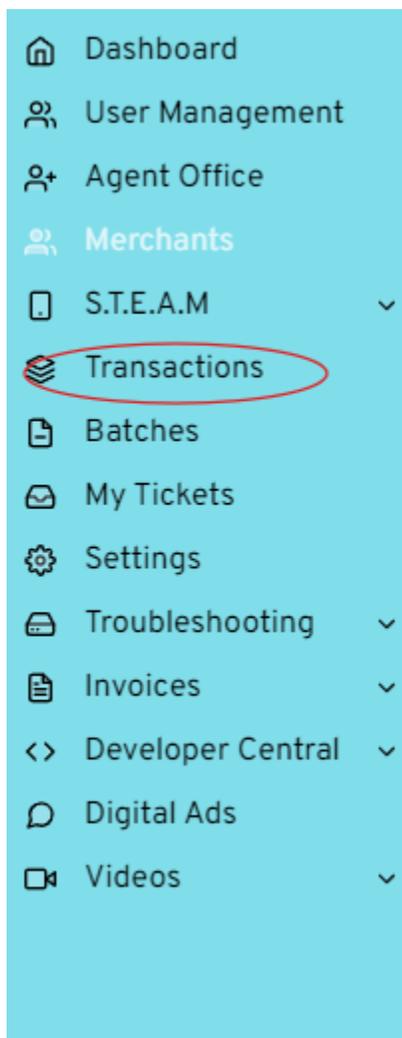
## iPosPays Portal Quick Reference

### Login:

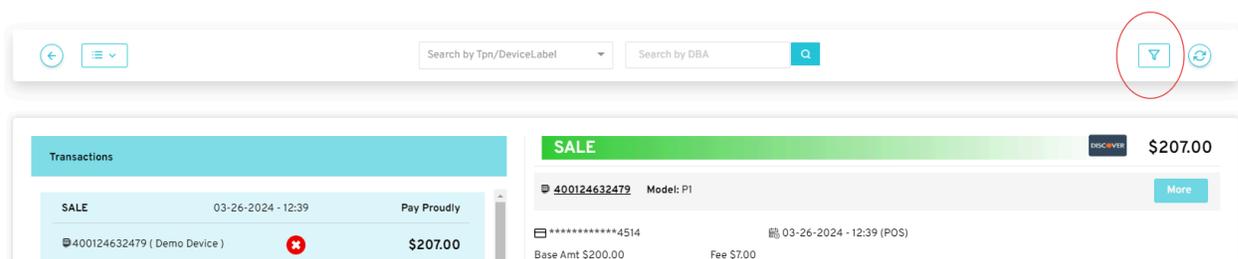
You will receive a Welcome Email, log into the IPOS Pays Portal and set your password. From then on, Go to [www.ipospays.com](http://www.ipospays.com) and type in your username and password.

### Reports:

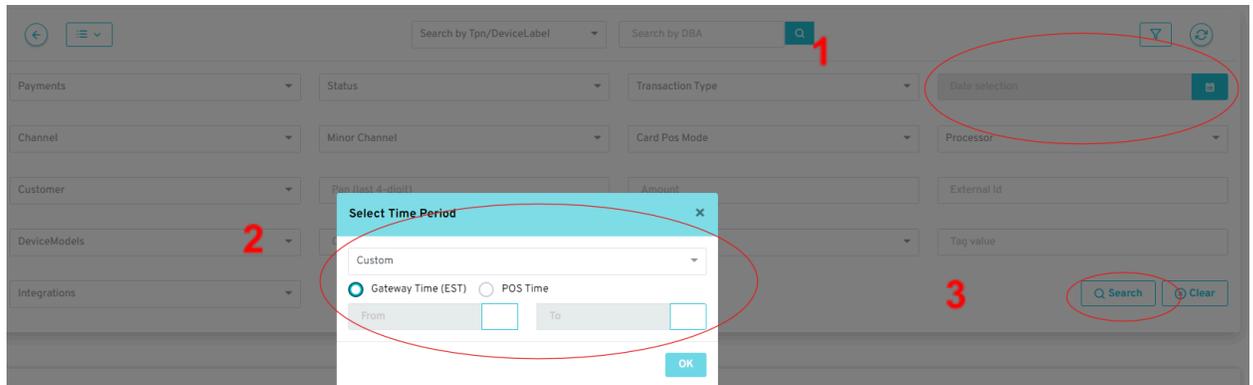
(1) Select **Transactions** from the sidebar of the left of the screen.



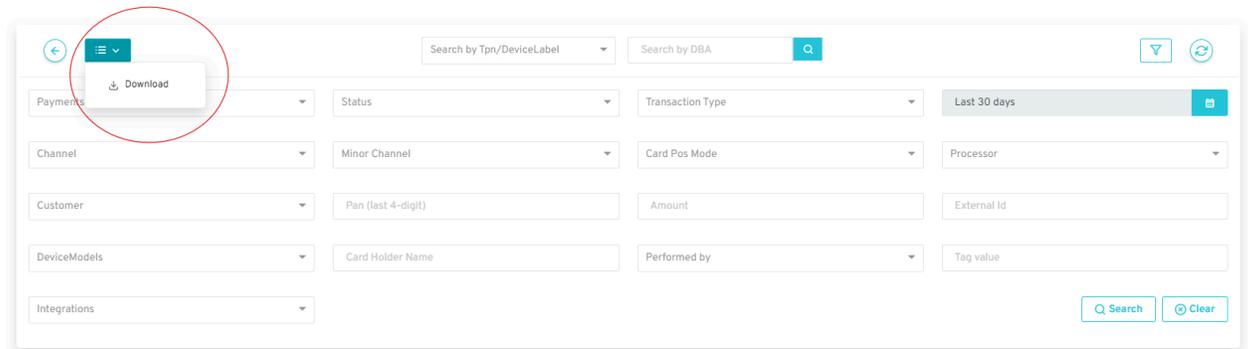
(2) From the bar at the top, select the **Filter** icon.



(3) From here, Select **Date**. Enter the date range and press **OK**. Then select **Search**.



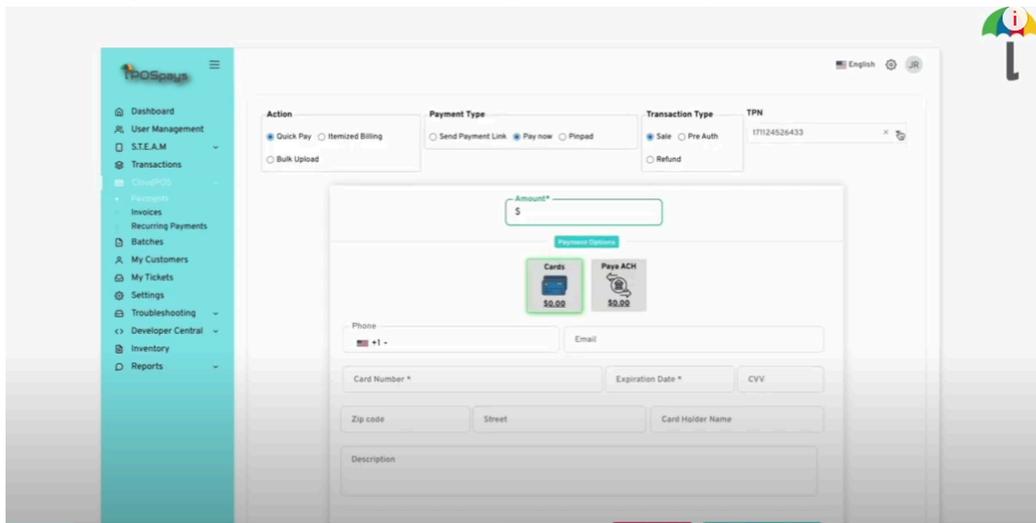
(4) Select the **Action** button from the top right corner, and then select **Download**. This will allow you to export the report to Excel.



A helpful video can be found here: [How to View Transactions, Batches and Reports](#)

### Run a Transaction in the Portal

- (1) Select **Cloud POS** from the drop down menu
- (2) In the top action bar, make sure you have selected the following:
  - (a) **Action: Quick Pay,**
  - (b) **Payment Type: Pay Now**
  - (c) **Transaction Type: Sale**
- (3) Then Enter the Amount of the transaction, the Customer's card details.
- (4) Select **Process**.
- (5) The receipt will be sent to the email or phone number you entered.



The screenshot displays the iPOSpays payment portal interface. On the left is a teal sidebar menu with options: Dashboard, User Management, S.T.E.A.M., Transactions, Cloud POS, Invoices, Recurring Payments, Batches, My Customers, My Tickets, Settings, Troubleshooting, Developer Central, Inventory, and Reports. The main content area features a top navigation bar with 'English' and 'JR' language/location indicators. Below this are three tabs: 'Action' (with 'Quick Pay' selected), 'Payment Type' (with 'Pay now' selected), and 'Transaction Type' (with 'Sale' selected). A 'TPN' field contains the value '171124526433'. The central form includes an 'Amount\*' field with '\$' and a 'Payment Method' section with 'Cards' and 'Pay ACH' options, both showing '\$0.00'. Below are fields for 'Phone', 'Email', 'Card Number \*', 'Expiration Date \*', 'CVV', 'Zip code', 'Street', and 'Card Holder Name'. A 'Description' field is at the bottom. A small 'i' icon in a rainbow circle is in the top right corner.