

## Process a Card Payment – Manual Card Entry

To capture a card payment with Manual Card Entry, complete the following steps:

1. From the **Card Processing** tab, click **Process Card Payment**. The *Card Capture – Perform Card Transaction* page appears.



### Application Tip

OTCnet verifies the OLB connection. Next, OTCnet validates card terminal registration, the “*Registration found!*” message appears.

2. Under **Transaction Data**, enter the **Amount** of the card payment.
3. Under Terminal Controls, click **Manual Card Entry** as shown in Figure 1. Press **Clear** to clear the **Amount** field.

Figure 1. Card Capture – Perform Card Transaction, enter Amount and click Manual Card Entry

**Card Processing**  
Card Capture - Perform Card Transaction

Please do not enter Personally Identifiable Information (PII), or any piece of information which can potentially be used to uniquely identify, contact, or locate a single person, such as Social Security Numbers, Passport Numbers, Driver's License Numbers, etc., when processing card payments.

Please enter the following card processing information.

\*Amount:

**OTC Endpoint:**  
Short Name: Sp/ical  
Description: Sp/ical  
ALC: 16011200

**Card Processing Information:**  
Chain Code: 133345  
Division: 001  
Merchant ID: 4445034469582  
Card Terminal Serial Number: 1667456

**Terminal Controls:**  
Process Payment  
Print Receipt  
**Manual Card Entry**  
Cancel Transaction  
Clear

[Return Home](#)



### Application Tips

- Use **Manual Card Entry** only when the customer's card is not properly read when the card is inserted, swiped, or tapped on the card terminal.
- When you select the **Manual Card Entry** button, a message appears, "*Manual card entry should only be used as a contingency when other card payment methods do not work. Debit cards cannot be used for manual card entry. Are you sure you want to manually enter the customer's card to complete this payment?*"
- Once you click **Manual Card Entry**, **Cancel Transaction** also becomes enabled, and you can cancel the transaction.
- The latest version of the OLB must be installed to use Manual Card Entry.

4. Click **Yes** in response to the Manual Card Entry verification to proceed.



### Application Tip

If you do not wish to proceed, click **No** to the Manual Card Entry verification. The screen returns to normal and the **Process Payment**, **Manual Card Entry**, and **Clear** buttons are clickable.

5. On the card terminal, the customer is presented with the *Please Enter Card Number* screen. The customer uses the card terminal buttons to enter the card number and presses the green (O) button.
6. The *Please Enter Expiry Date (MM/YY)* screen appears. The customer uses the card terminal buttons to enter the card's expiration date and presses the green (O) button.
7. The *Please Enter CCV Number* screen appears. The customer uses the card terminal buttons to enter the card's CCV number and presses the green (O) button.
8. The *Pay Now* screen appears. The customer presses either the green (O) button or the Pay Now button.



### Application Tips

- On the card terminal, a number of messages may appear for the customer. After the customer completes the payment, you see the message, "*Transaction was processed successfully. Card invoice ID XXXXXXXXXXXXX, Amount \$XX.00.*"
- The **Amount** field is cleared out. **Process Payment** and **Print Receipt** are enabled. To print a receipt, you have 4-6 seconds to click **Print Receipt**. If **Print Receipt** is not clicked within the allotted time, it grays out.